

**Saratoga County Treasurer
25 West High Street
Ballston Spa, NY 12020
(518) 884-4724 ext. 4608
(518) 884-4775 fax**

Certificate of Residency

In order to have Saratoga County participate in the cost of his/her education, a student must obtain a Certificate of Residency and submit it to the community college. Certificates remain valid for one year from the date of issue.

Residency Requirements:

A student is eligible for a Certificate of Residency if he has been

- a) a *continuous* resident of New York State for one year immediately preceding the application for the Certificate, AND
- b) a resident of Saratoga County for at least one month within the six-month period immediately preceding the application for the Certificate. An eligible student who has been a resident of Saratoga County for less than the entire six-month period immediately preceding the application will have to obtain a Certificate from each county of which he has been a resident within that six-month period.

Identification:

Each ID must have your **name, address (NOT PO BOX), and date** printed on it.
An application includes a list of all of the applicant's residences for the past year.

1. One ID must be dated **one year ago** to verify one year of state residency.
2. _____
The second ID must be **less than 30 days old**.
3. _____
If the student has had more than one address within the past year, the applicant will be asked to provide **proof of the starting date** of each listed residence. (Show something dated at the time of the move to the new address.)

Examples of Acceptable Proof:

- Dated mail or postmarked envelopes
- Bank statements
- Utility / Telephone bills
- Lease or letter from landlord on letterhead indicating dates of tenancy
- Driver's license
- Car registration / Insurance Card
- Transcripts / Report cards
- Medical records / Prescriptions
- Tax return
- Copy of your GREEN CARD or VISA if you are not a U.S. born applicant

* No claim of residency will be accepted solely on the testimony of the applicant or his parents, relatives, friends, or other individuals. Neither will the standard of proof be compromised because the applicant has left himself insufficient time to obtain acceptable proof.

STATE of NEW YORK, COUNTY OF SARATOGA

AFFIDAVIT AND APPLICATION FOR CERTIFICATE OF RESIDENCE IN CONNECTION WITH ATTENDANCE AT A COMMUNITY COLLEGE

I, _____, hereby swear (or affirm) that I reside* at _____, in the City/Town of _____ in the County of _____, State of New York I have been a resident* of the State of New York for a period of at least one year immediately prior to the date of this affidavit and application, that I have been a resident* of the County of Saratoga for ___ (1-6) months within the six months immediately prior to the date of this affidavit and application, and that I have resided at the following places during the year immediately prior to the date of this application:

Table with 2 columns: Current and Former Addresses, Dates at Address. Includes rows for 'the address shown above' and blank lines for other addresses.

I further swear to (or affirm) the following information:

Date of Birth ___/___/___ Place of birth: USA () Other (specify) _____
Social Security No. _____ Date of high school graduation or GED ___/___/___ (month & year)

I further state that I plan to enroll in the college or institute listed below and that this affidavit and application is made for the purpose of securing from the Saratoga County Treasurer a certificate of residence pursuant to the requirements of Article 126 of the Education Law to attend

_____ Community College for the _____ semester (name of college) (term & year)

[] as a matriculated student enrolled in the following degree/certificate program _____

[] as a non-matriculated student enrolled in the following courses:

- _____ which meets () on campus or (specify) _____
_____ which meets () on campus or (specify) _____
_____ which meets () on campus or (specify) _____

Signature of Applicant

Sworn before me this ___ day of _____, _____.

Proof shown: _____

Notary Public or Commissioner of Deeds

My term expires ___/___/___ Certificate () issued () rejected by _____ on ___/___/___

* "Resident" is defined by New York Education Law, Section 6301, paragraph 4, and Saratoga County Policy on Reimbursement of Community College Costs, Section III. Rev. 12/99 SARCO