

\*\*\*\*\*IMPORTANT – MUST READ\*\*\*\*\*

## INSTRUCTIONS – WESTCHESTER COUNTY CERTIFICATE OF RESIDENCE

Certificates are issued for attendance at a **2 YR SUNY Community College in New York State located outside of Westchester County**. **Each college notifies the student that a certificate of residence is required.** It is the **student's responsibility to insure that the application for the certificate of residence is on file with Westchester County on or before the deadline.** A certificate must be issued for each school year and is valid for (1) year. **The certificate must be issued no earlier than (60) days prior to start of semester of attendance.**

Each student must be a resident of New York State for one year and **MUST show proof of living in Westchester County for the prior 6 months of the starting semester of school**

Each student **must** provide the following documents and they **must accompany the completed signed and notarized application.**

- 1) **Copy** of Social Security Card
- 2) **Copy** of Photo ID
- 3) **Copy** Proof of address - students name & address with a date of 6 months prior to semester on document **or** bill (N.Y. Drivers License accepted if issuance date meets the requirements) (mailing envelopes are NOT acceptable)
- 4) If not a U.S. Citizen – copy of updated resident alien card

**IF A STUDENT DOES NOT HAVE THE APPROPRIATE PROOF OF ADDRESS – the parent/guardian must fill out the parent/guardian form, the form must be notarized and attached to the student's application and must include a bill or document addressed to the parent showing a date of 6 months prior to semester date. HOWEVER ALL STUDENTS MUST INCLUDE A COPY OF THEIR SOCIAL SECURITY CARD AND PHOTO I.D with the parent form.**

**ALL APPLICATIONS MUST BE SIGNED AND NOTARIZED BEFORE MAILING TO THE FINANCE DEPARTMENT. IF INSTRUCTIONS FOR APPLICATION ARE NOT FOLLOWED PROPERLY AND PROPER DOCUMENTS ARE NOT INCLUDED – IT WILL BE RETURNED TO YOU.** Mailing address:

Westchester County Department of Finance  
148 Martine Avenue – 718/CERT  
White Plains, New York 10601

### **IMPORTANT**

#### **APPLICATION DEADLINES - \*\*\*\*\*NO EXCEPTIONS\*\*\*\*\***

**FALL SEMESTER - SEPTEMBER 30<sup>TH</sup>      SPRING SEMESTER - FEBRUARY 28<sup>TH</sup>**  
**SUMMER - JULY 30<sup>TH</sup>**

Telephone Info: (914) 995-3896

Between the Hours of **9:00 a.m.** and **4:00 p.m.**

**R10/03**

AFFIDAVIT AND APPLICATION FOR CERTIFICATE OF RESIDENCE,  
PURSUANT TO SECTION 6305 OF THE EDUCATION LAW\*,  
IN CONNECTION WITH ATTENDANCE AT A COMMUNITY COLLEGE

**PRINT ALL INFORMATION**  
**PROOF OF ADDRESS MUST BE SUBMITTED WITH APPLICATION**

STATE OF NEW YORK  
COUNTY OF WESTCHESTER

Citizen of USA Yes \_\_\_ No \_\_\_ \*\*If No Attach Copy of Residency Card Social Security # \_\_\_\_\_

I, \_\_\_\_\_ hereby swear that I reside at \_\_\_\_\_  
**NAME** **STREET ADDRESS**

in the City, Village, Town of \_\_\_\_\_ County of Westchester, State of New York;  
**NAME OF TOWN / ZIP CODE**

IF LESS THAN ONE YEAR AT THE ABOVE ADDRESS COMPLETE THE FOLLOWING

Address	From	To
_____	_____	_____
_____	_____	_____

that I now am, and have been for a period of **at least one year immediately prior to the date of this** affidavit and application been, a resident of the State of New York; that I now am, and have been for a **period of at least six months** immediately prior to the date of this affidavit and application been, a resident of the County of Westchester; and that I have lived at the above address(s) during the year immediately prior to the date of this affidavit and application.

I plan to enroll in \_\_\_\_\_ for the **SEMESTER BEGINNING** \_\_\_\_\_  
**COLLEGE NAME** **DATE**

and that this affidavit and application is made for the purpose of securing from the Chief Fiscal Officer of County of Westchester a certificate that the applicant has met the residency requirements of Article 126 of the Education Law.

\_\_\_\_\_  
**Signature of Applicant**

**Sworn to before me this**  
\_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Notary Public**

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\*Education Law, Section 6305, provides: "The chief fiscal officer of each county, as defined in Section 2.00 of the Local Finance Law, shall, upon application and submission to her/him of satisfactory evidence, issue to any person desiring to enroll in a community college as a non-resident student, a certificate of residence showing that said person is a resident of said county.... Such person shall, upon his registration for each college year, file with the college a certificate issued not earlier than two months prior thereto, and such certificate of residence shall be valid for a period of one year from the date of issuance. Education Law, Section 6301, Paragraph 4, defines: Resident - person who has resided in the State for a period of at least one year and in the county, city, town, intermediate school district or school district, as the case may be, for a period of at least six months, both immediately preceding the date of such registration in a community college.

This Space For Use Of The Chief Fiscal Officer of County

Certificate Issued \_\_\_\_\_ By \_\_\_\_\_  
Date Signature

**USE THIS FORM ONLY IF THE STUDENT HAS NO ACCEPTABLE PROOF OF RESIDENCE. A COPY OF THE PARENT OR GUARDIAN DRIVER'S LICENSE OR OTHER ACCEPTABLE DATED PROOF MUST BE ATTACHED**

**\*\*\*NOTE: THIS FORM MUST BE RETURNED WITH A STUDENT APPLICATION\*\*\***

State of New York  
County of Westchester

I, \_\_\_\_\_ do hereby swear that my son/daughter.

Granddaughter/grandson/niece/nephew, \_\_\_\_\_  
Applicant Name

Resides with me at \_\_\_\_\_  
Street Address

In the city, village, town or \_\_\_\_\_  
Name of Town / Zip Code

County of Westchester, State of New York; and that he/she is, and has for a period of at least one year immediately prior to the date of this affidavit and application been, a resident of the State of New York; that he/she now is, and has for a period of at least six months immediately prior to the date of this affidavit and application been, a resident of the County of Westchester.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

SWORN TO BEFORE ME THIS

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC