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# Sullivan County

Sullivan County Treasurer  
P.O. Box 5012  
Monticello, NY  
12701

P (845) 794-3000  
Ext. 5016

Website: <http://www.co.sullivan.ny.us>

Contact: County Treasurer

**The attached application/affidavit must be completed and presented to the above address with the appropriate proof. The County needs this form in order to determine your eligibility for a Certificate.**

Requirements:

- Application (The application **must** be signed in the presence of a Notary Public.)
- Two forms of proof (one year in NY State; 6 months in Sullivan County)

Acceptable proof (examples):

- Utility bill, Lease agreement, Prior years income tax return.
- High school transcript (if you were enrolled in a high school in the county's school district within the past year).
- Mail post-marked 12 and/or 6 months prior to class starting (must be street address, not a PO BOX address).

**Certificate must be obtained within the time period of 60 days before the first day of class but no later than 30 days after the first day of class.**

**APPLICATION FORM AND INSTRUCTIONS  
FOR ACQUIRING A CERTIFICATE OF RESIDENCE**

If your permanent and primary legal residence is in New York State, but not in Ulster County, your account will be charged *both* tuition (either full- or part-time) **and** non-resident tuition. To avoid the non-resident tuition charge, you must provide the Student Accounts Office at SUNY Ulster with a Certificate of Residence. This document is obtainable from the treasurer of your home county and must be submitted to the Student Accounts Office **no later than 30 days after the first day of the semester** and no earlier than two months prior to the first day of the semester. This requirement is necessary because according to Community College regulations, the county of legal residence of each student is liable for the county share of the cost for that student. The Certificate of Residence serves as an authorization for the college to charge the county cost to the student's county of residence. Out-of-county students without a valid Certificate of Residence on file are financially liable for the non-resident tuition charge.

To obtain a Certificate of Residence\*:

1. Complete the attached application and have it notarized.
2. Submit the completed application along with residence proofs to the Chief Fiscal Officer of your home county; this is usually the Treasurer's Office. Do **NOT** return the application to the Student Accounts Office.
3. When you receive the Certificate of Residence from your County Treasurer, bring it to the Student Accounts Office (VAN 204). We must have the original Certificate of Residence document; photocopies are not acceptable.

\*NOTE: To meet the residency requirements you must have been a permanent resident of your county for six months **AND** have been a resident of New York State for one year. If you have not lived in your county for 6 months, but lived in another New York State county prior to that, you must obtain Certificates from both counties on a pro rata basis.

According to College policy, out-of-county students are required to submit a **new** Certificate of Residence for every school year starting in September. Therefore, students who register for the fall semester should submit a Certificate of Residence upon fall registration. Students who attend the spring and/or summer semesters are required to submit a new certificate for the following fall semester, regardless if their certificate may be in effect for one year from the date of issuance.

If you have any questions concerning the Certificate of Residence application, please contact the SUNY Ulster Student Accounts Office at 845-687-5099.

- \_\_\_ 1. Please use the attached application and follow the instructions above to obtain a Certificate of Residence, then submit the Certificate to the Student Accounts Office (VAN 204). If the Student Accounts Office does not receive a Certificate within thirty days from the first day of the semester, you will be financially responsible for the full non-resident tuition charge.
- \_\_\_ 2. The form you have returned to us is an application to get a Certificate of Residence. Please follow the instructions above to obtain a Certificate, then submit it to the Student Accounts Office (VAN 204).
- \_\_\_ 3. Other: \_\_\_\_\_

# Application for Certificate of Residence

AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE OF RESIDENCE  
PURSUANT TO SECTION 6305 OF THE EDUCATION LAW  
IN CONNECTION WITH ATTENDANCE AT A COMMUNITY COLLEGE

\_\_\_\_\_ does hereby swear (or affirm) that he resides at \_\_\_\_\_ in the City, Village, Town of \_\_\_\_\_ County of \_\_\_\_\_ State of New York; that he now is, and has for a period of at least one year immediately prior to the date of this affidavit (or affirmation) and application been, a resident of the State of New York, that he now is, and has for a period of at least six months immediately prior to the date of this affidavit (or affirmation) and application been, a resident of the County of \_\_\_\_\_, and that he has lived at the following places during the year immediately prior to the date of this affidavit (or affirmation) and application.

ADDRESS:	FROM			TO			
	DATES:	MON.	DAY	YR.	MON.	DAY	YR.

Applicant further states that he plans to enroll in Ulster County Community College and that this affidavit (or affirmation) and application is made for the purpose of securing from the Chief Fiscal Officer of the County of \_\_\_\_\_ a certificate that applicant has met the residence requirements of Article 126 of the Education Law.

**AFFIDAVIT TO BE NOTARIZED**

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

Sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

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

**THIS SPACE FOR USE BY COUNTY CHIEF FISCAL OFFICER**

Certificate Issued ( )      Certificate Not Issued ( )

Date \_\_\_\_\_ By: \_\_\_\_\_

\* 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 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 SUCH A CERTIFICATE OF RESIDENCE 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 5, DEFINES: "RESIDENT." A PERSON WHO HAS RESIDED IN THE STATE FOR A PERIOD OF AT LEAST ONE YEAR AND IN THE COUNTY, CITY, TOWN, INTERMEDIATE SCHOOL DISTRICT, SCHOOL DISTRICT OR COMMUNITY COLLEGE REGION, AS THE CASE MAY BE, FOR A PERIOD OF AT LEAST SIX MONTHS, BOTH IMMEDIATELY PRECEDING THE DATE OF SUCH PERSON'S REGISTRATION IN A COMMUNITY COLLEGE OR, FOR THE PURPOSES OF SECTION 6305 OF THIS CHAPTER, HIS APPLICATION FOR A CERTIFICATE OF RESIDENCE.

\*\* IN THE EVENT THAT A PERSON QUALIFIED AS ABOVE FOR STATE RESIDENCE, BUT HAS BEEN A RESIDENT OF TWO OR MORE COUNTIES IN THE STATE DURING THE SIX MONTHS IMMEDIATELY PRECEDING HIS APPLICATION FOR A CERTIFICATE OF RESIDENCE PURSUANT TO SECTION 6305 OF THIS CHAPTER, THE CHARGES TO THE COUNTIES OF RESIDENCE SHALL BE ALLOCATED AMONG THE SEVERAL COUNTIES PROPORTIONAL TO THE NUMBER OF MONTHS, OR MAJOR FRACTION THEREOF, OF RESIDENCE IN EACH COUNTY.