

## WESTCHESTER COUNTY -- CERTIFICATE OF RESIDENCE

### A) How To Apply:

**Application** - Complete, Sign and have Application Notarized

**Provide Copies of the following Documents:**

1. New York State Issued Photo ID -- (Drivers License, Permit Or Or Non Drivers License
  2. Student signed Social Security Card
  3. Permanent Resident Card Or Visa – If not a U.S. Citizen
  4. Two forms of Address Proof:\*
- (a) **Document showing New York State Residence for one (1) year.** Document must have name, address and be dated one year prior to the application date
  - (b) **Document confirming current Westchester County residence.** Document must have name, address and be dated within the immediate six (6) months prior to the application date

**\*Acceptable address proof documents – New York State Issued Photo ID ( Drivers License, Learners Permit, Non-Drivers ID) and one of the following documents: Bank Statement; Utility Bill; Voter Registration Card; Car Insurance ID Card; High School Report Card; Credit Card Statement; Property Tax Bill.**

**Documents with Post Office Box Address and Envelopes are not acceptable forms for proof of address.**

If a student does not have two forms of address proof – the Parent/Guardian Form must be completed, notarized and attached to the student application along with the required address proof in the name of the parent/guardian. **However, all students must have a NYS Photo ID, social security card and one form of address proof which can be the NYS Photo ID.**

**Mail To:** Westchester County Department of Finance  
148 Martine Avenue, Room 728/Cert  
White Plains NY 10601

**NOT ACCEPTED: FAXED APPLICATIONS And HAND DELIVERIES**

### B)

#### Deadlines:

Fall Semester	September 30
Winter/Spring Semester	February 28
Summer Semester	July 30
Mini Courses	Submitted within five (5) days of course start date

**No Exceptions Will Be Made**

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### C) Eligibility:

- New York State resident for one (1) year **AND** Westchester County resident for six (6) months
- Certificate issued for students applying to a two year SUNY/CUNY Community College located in New York State outside of Westchester County.

### D) Certificate Issuance:

- Incomplete applications will not be processed until all the required paperwork is received.
- Certificates are issued within 5 - 7 business days after the required, completed paperwork and documentation is received in the Finance Department.
- Certificates are mailed back to the student to bring to their respective school(s).
- Certificates must be turned into your school within **twenty (20) days of issuance**

### E) Guidelines:

- State Education Law, Sections 6301 and 6305 requires you to submit to the college of your choice a Certificate of Residence. This requirement is noted in each college admissions brochure. If you fail to submit the Certificate of Residence you will be charged nonresident tuition. It is the student's responsibility to insure that the application for the Certificate of Residence is filed with the Westchester County Finance Department on or before the deadline.
- Certificates are issued no earlier than sixty (60) days prior to the start of the semester and no later than thirty (30) days after the semester starts. However, if you are taking a course during a mini-session or a course **that begins after the start of the semester, your application must be submitted within five (5) days of the start of the course. There are no exceptions to these deadlines.**
- A certificate is valid for one (1) year.
- Certificates are issued for a specific school. If you attend classes at more than one school, a certificate is required for each school. Classes taken online at more than one school also require a certificate for each school.

### F) Questions:

E-Mail [dept-of-finance@westchestergov.com](mailto:dept-of-finance@westchestergov.com)

Phone: 914 995 5006 – **Monday – Thursday ONLY**  
9am – Noon; 1 pm - 3pm

AFFIDAVIT AND APPLICATION FOR CERTIFICATE OF RESIDENCE

Pursuant to Section 6305 of the Education Law\*For Attendance At A Community College

**PLEASE PRINT      APPLICATIONS ARE ACCEPTED BY MAIL ONLY**

**PROOF OF ADDRESS MUST BE SUMITTED WITH APPLICATION**

**INCOMPLETE APPLICATIONS WITH BE RETURNED**

STATE OF NEW YORK  
COUNTY OF WESTCHESTER

**U.S. CITIZENSHIP STATUS: Please Check Box**

Citizen \_\_\_ Resident Alien\* \_\_\_ Other-Visa\* \_\_\_

\* Attach Copy of Permanent Resident Card Or Visa

SOCIAL SECURITY NUMBER \_\_\_\_\_

I \_\_\_\_\_ hereby swear that I reside at \_\_\_\_\_

**FULL NAME**

**STREET ADDRESS**

in the City, Village, Town of \_\_\_\_\_, County of Westchester, State of New York.

**NAME OF CITY/VILLAGE/TOWN/ AND ZIP CODE**

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 am now, 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.

If less than one year at the above address complete the following

Address

From/To

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I plan to enroll at \_\_\_\_\_  
**SCHOOL NAME**

Indicate Semester: Fall \_\_\_ Winter \_\_\_ Spring \_\_\_  
Summer \_\_\_ Mini Course Date \_\_\_\_\_

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

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_

Signature of Applicant

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

\*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/her 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 resident 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 6 months, both immediately preceding the date of such registration in a community college.

This Space For use of the Chief Fiscal Officer of County

**PARENT OR GUARDIAN -- USE THIS FORM IF THE STUDENT DOES NOT HAVE THE REQUIRED TWO (2) FORMS OF ADDRESS PROOF -- SUBMIT PARENT OR GUARDIAN ADDRESS PROOF WITH NOTARIZED FORM**

State of New York  
County of Westchester

I, \_\_\_\_\_ do hereby swear that my son/daughter/  
Parent or Guardian Name

grandson/granddaughter/nephew/niece, \_\_\_\_\_, resides with me  
Name of Applicant

At \_\_\_\_\_  
Street Address

In the city, town, village of \_\_\_\_\_  
Name of City/Town/Village

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  
My Commission Expires: