

AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE
OF RESIDENCE, PURSUANT TO SECTIONS 6301 AND 6305
OF THE EDUCATION LAW, IN CONNECTION WITH
ATTENDANCE AT A COMMUNITY COLLEGE*

CITIZENSHIP:

United States Citizen _____

Alien Identification Card # _____

Date of Issue _____

ATTACH COPY OF
ALIEN IDENTIFICATION CARD

PREVIOUS CERTIFICATE OF RESIDENCE ON FILE? YES NO IF YES, WHAT YEAR? _____

STATE OF NEW YORK)

) ss.:

Social Security number _____

COUNTY OF ORANGE)

_____, does hereby swear (or affirm) that he/she resides

at _____, in the (City) (Village) (Town) of _____
County of ORANGE, State of New York; that he/she 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/she now is, or has been for a period of _____ months within the six months
immediately prior to the date of this affidavit (or affirmation) and application** a resident of the County of
ORANGE; and that he/she has lived at the following places during the year immediately prior to the date of
this affidavit (or affirmation) and application:

AddressesDates_____

Applicant further states that he/she plans to enroll in _____ Community College
(College or Institute) and that this affidavit (or affirmation) and application is made for the purpose of
securing from the Chief Fiscal Officer of the County of ORANGE a certificate of residence pursuant
to the requirements of Article 126 of the Education Law.

Signature of Applicant

Sworn to (or affirmed) before me this
_____ day of _____ 20_____.

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 of satisfactory evidence, issued 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 4, 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 or school district, 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 sixty-three hundred five 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 sixty-three hundred five 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.

INSTRUCTIONS for Certificate of Residence application

1. The Finance Dept. issues Certificates of Residence Monday through Friday, 9 a.m. to 4:45 p.m. at the Finance Dept. office at **30 Matthews St., Suite 102, Goshen, NY 10924**
2. Certificates are issued 60 days prior to each college term and up to 30 days after the commencement of each term.
3. If applying for a certificate of residence by mail:
 - a) Complete the application for a Certificate of Residence.
 - b) The application must be notarized. Sign the application in front of a **NOTARY PUBLIC**.
 - c) Mail the application and proper proof to: Orange County Government Center,
Finance Dept., 265 Main St., Goshen, NY 10924.
4. Whether in person or by mail – **PROPER PROOF** of residence must be submitted to prove student's residency.

The proof must verify that the student has been a **NEW YORK STATE RESIDENT for ONE YEAR** and an **ORANGE COUNTY RESIDENT for the PAST SIX MONTHS**. Proof must show street address; Post Office boxes are not acceptable proof for the purpose of determining residency.

5. **Declare citizenship** on the front of this application. Immigrant aliens must have held an Alien Identification Card for one full year and be able to establish NYS residency to be eligible for certificate of residency. Foreign students on the following visas do not qualify for certificates of residence: F (student), B (visitor), J (exchange), C, D, H2A, H3, H4 if on H2/H3, M, O, P, Q, R, TN, or TD visas.

An undocumented alien is eligible for a certificate of residency if the student received a GED or graduated from a NYS high school (after attending at least two years) and applies for SUNY admission within five years of receiving the NYS diploma.

6. **Proper proof** may be one or more of the following:
 - A previous certificate of residence issued within the past year that is on file in this office;
 - A New York State driver's license or permit that was issued over one year ago (photocopy acceptable) – no post office box, unless it is accompanied by a street address;
 - A year old voter registration;
 - Utility bills, bank statements, rent receipts, apartment lease, car registration, car insurance identification card, vehicle title, mortgage statements, addressed envelope with a postmark date of one year ago, tax bills, or receipts – it must be dated over one year old and have student's name and street address on it.

The burden of proof lies with the student, not Orange County Finance Dept. nor a community college. It is the student's responsibility that the proper proof be provided.

If an under 21-years-old student has difficulty locating proof which is one year old, the student may provide proof in the student's name that includes student's date of birth, and the one-year-old proof may be in a parent's name; the parent must reside at the same address as the student.