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Certificate of Residency

***Refer to Education Law, Section 6301 paragraph 4, and Section 6305.**

Requirements

In order to have Saratoga County participate in the cost of his or her community college education, a student must obtain a Certificate of Residency and submit it to the college. Military personnel on active duty, as well as their spouses and dependants, are entitled to the lower "Resident" rate directly from the college; they do not need a Certificate of Residency.

A student must apply for a certificate no sooner than 60 days prior to the start of classes and no later than 30 days after the college's first day of classes. Certificates are valid for semesters that begin within one year from the date of issue. A valid certificate is required for each community college attended.

Students can obtain a certificate in person at the County Treasurer's Office. Students residing at their current address for at least twelve consecutive months, without moving, may obtain a certificate from their town or city clerk prior to the cut off date. Cut off dates are dictated by the start of classes at each college and will vary. Town and city clerks are only authorized to issue certificates until the start of classes at the college. Students applying for a certificate after the beginning of the college semester must apply at County Treasurer's office. An application will be accepted from an individual other than the student only if the student's signature on the affidavit has been notarized.

Eligibility

- ❖ A student must be a continuous resident of New York State for one year immediately preceding the date of application, **AND**
- ❖ A student must have been a resident of Saratoga County for at least one month within the six months immediately preceding the date of application. A student that has not been a resident of Saratoga County for that entire six-month period must obtain a certificate from each county of residence within the six-month period.

Elements of Acceptable Proof

- ❖ Each document must be dated and include name and physical street address. Documents with a post office box will not suffice.
- ❖ At a minimum, two proofs are required: **one more than 1 year old and one less than a month old.**
- ❖ Each residence on the application must be documented. Proof will be required within 30 days of the date of any move in the past year.
- ❖ Non-citizens are required to document their resident status and must apply at the County Treasurer's Office.
- ❖ No claim of residency will be accepted solely on your testimony or that of your parents, relatives, friends or other individuals.
- ❖ The standard of proof will not be compromised because you have left yourself insufficient time to obtain acceptable proof,

Examples of Acceptable Proof

- ❖ Transcripts or report cards
- ❖ Bank statements
- ❖ Utility bills
- ❖ Medical records
- ❖ Prescriptions
- ❖ Dated mail or postmarked envelopes
- ❖ Income tax return with preprinted label or W2's
- ❖ Formal lease or letter from your landlord indicating dates of tenancy may be accepted when on letterhead.
- ❖ Driver's license, car registration and insurance card may be used when the issue date reflected is 1 year or older, or within 30 days of application.

Students born outside the United States

- ❖ Naturalization papers
- ❖ Birth certificate indicating U.S. citizenship of parents
- ❖ Immigration papers indicating permanent resident status

Acceptable proof is not limited to the above examples, but proof must contain all required elements to be accepted.

**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:
PLEASE PRINT CLEARLY

PHYSICAL ADDRESS, CITY, STATE, ZIP

In the 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:

I have lived at the above address from ____ / ____ / ____ to present.

Former addresses include:

_____/_____/_____ to ____/____/_____
 _____/_____/_____ to ____/____/_____

I further swear (or affirm) the following information:

Place of Birth: <input type="checkbox"/> USA	<input type="checkbox"/> Other: (specify) _____
<input type="checkbox"/> Active Duty Military	<input type="checkbox"/> Spouse or Dependent of Active Duty Military
Social Security No. _____	Date of Birth ____/____/____

Date of high school graduation or GED (or expected date) ____/____/____
(Month & Year)

Phone # (Day) _____ Mailing Address if different _____

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 and year)

University in the High School Program: _____ High School Name _____

as a matriculated student enrolled in the following Degree/Certificate program: _____

as a non-matriculated student enrolled in the following course(s): _____

which meets on campus other (specify) _____

FOR NOTARY PUBLIC / CLERK USE ONLY:
Sworn before me this ____ day of _____,
_____ <small>Notary Public</small>
My term expires ____ / ____ / ____

SIGNATURE OF APPLICANT
PROOF SHOWN:
RENEWAL <input type="checkbox"/>

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. 11/07