# DUTCHESS COUNTY

## CERTIFICATE OF RESIDENCE
## INFORMATION SHEET

Pursuant to Sections 6301 and 6305 of the Education Law In Connection
With Attendance at Community Colleges

Many parents and students are interested in understanding the requirements to qualify for the resident tuition rates at community colleges in New York State. The difference between the resident and non-resident tuition rates is significant. The requirements can be complex, so please read this entire document carefully and contact the Dutchess County Department of Finance at (845) 486-2032 if you have further questions.

## ELIGIBILITY BASICS:

- Student must be a **New York State resident** for at least **one full year** prior to application.
- Student must be a **Dutchess County resident** for at least **six (6) months** prior to application.
- Student must be a U.S. citizen or carry a resident alien card ("green card").
- Individuals who are financially dependent and whose custodial parent(s) live in a state other than New York are not eligible for the resident tuition rate.
- Individuals do not meet the twelve-month residency requirement if domiciled in New York State primarily to attend college.
- Dependent students of divorced or legally separated parents may acquire a New York State domicile if the custodial parent is a New York State resident or if the student resides with a non-custodial parent who is a New York State resident and the student intends to continue to reside with that parent throughout their attendance at the community college.
- Members of the U.S. Armed Forces while on full-time active duty and stationed within New York State, as well as their dependents, are eligible for the resident tuition rate.

## DETERMINATION OF DOMICILE:

To determine a student's domicile, the following principles are used:

- A person may have multiple residences but only one domicile.
- A person retains a domicile until abandoned.
- Physical presence alone does not establish domicile or residency.

## PROOF OF DOMICILE/ACCEPTABLE IDENTIFICATION DOCUMENTS:

- Student's valid NYS Driver's license, Driver's Permit, or NYS Non-Driver Identification with **issuance or renewal date at least one year old**.
- Automobile registration or automobile insurance identification card in student's name for preceding year.
- Award Certificate from New York State Higher Education Services in student's name for preceding year.
- Student's High School transcript for preceding year,
- Copy of student's Federal or New York State Income Tax return for preceding year. If a student resides with parent(s), a copy of the parent's tax return for the preceding year listing the student as a dependent.
- Copy of written lease in student's name for preceding year.

**Proof must show a Residential Street Address. Post Office Box Mailing Addresses Are Not Acceptable.**

The Affidavit (or Affirmation) and Application for Certificate of Residence must be completed in its entirety and signed by the student in the presence of a Notary Public. The form can be filed by mail or in person at the address listed below. If filing by mail, the form, required proof of domicile, and a self -addressed stamped envelope should be sent to:

Dutchess County
Commissioner of Finance
22 Market Street, 3rd Floor
Poughkeepsie, NY 12601

**Please note that certificates may only be issued up to sixty (60) days before the start of classes and up to thirty (30) days after the start of classes**. If you fail to obtain your certificate within this time frame, you will be responsible for paying non-resident tuition. Certificates are valid for a period of one year.

## IMMIGRANT, NON-IMMIGRANT AND UNDOCUMENTED ALIENS:

Students claiming to be immigrant aliens must present proof of their status by providing a valid Alien Registration Card (green card). Once a student's immigrant status has been verified, the student must then establish Dutchess County and New York State residency by meeting the domicile criteria listed above. Non-immigrants are grouped in categories depending on the type of visa presented at the port of entry. Non-immigrants admitted to the United States in categories that prohibit them from establishing a United States residence are not eligible for resident tuition. In general, the Federal Illegal Immigration Reform and Immigrant Responsibility Act prohibits students who are unable to present valid documentation of their alien status from eligibility for the resident tuition rate. An undocumented alien cannot be charged a lower rate of tuition than an out of state student who is a citizen of the United States.

**NON-CITIZEN NATIONAL:**

U.S. Passport - must be stamped "Non-citizen National".

**PERMANENT RESIDENT:**

"Alien Registration Receipt Card" Form I-151, I-551, or 1551C – The I-551 and the I-551C must have currently valid expiration dates.

Passport – must be stamped "Processed for I-551" with expiration date.

I-94 Arrival-Departure Record - must be stamped Processed for I-551" with expiration date, or "Temporary Form I-551," with appropriate information filled in.

**OTHER ELIGIBLE NON-CITIZEN:**

"Temporary Resident Card – Form I-688" – must be stamped as a Refugee, Asylum Status, Conditional Entrant (Before April 1, 1980), Parolee, Cuban-Haitian Entrant

Court Order or INS Letter Confirming a Suspension of Deportation – Either a copy of the order from the Immigration Judge, or a letter from the district INS office, with appropriate information.

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

STATE OF NEW YORK )
)
COUNTY OF DUTCHESS )

SEMESTER/YEAR_____

TELEPHONE #: (____) _____ -_____

I, _____ do hereby swear (or affirm) that I reside at,

_____

_____Zip Code _____

in the (check one) ☐ City ☐ Town or ☐ Village of _____, County of Dutchess, State of New York; that I now am and have 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 I now am, or have 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 Dutchess; and that I have lived at the following places during the year immediately prior to the date of this affidavit (or affirmation) and application:

| **Addresses** | **Dates** |
|---|---|
| _____ | From _____ To _____ |
| _____ | From _____ To _____ |

**Citizenship**: U.S. Citizen _____ Other _____ Visa Type _____
Resident Alien #_____

I further state that I plan to enroll in _____ (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 Dutchess a Certificate of Residence pursuant to the requirements of Article 126 of the Education Law.

_____ _____
Signature of Applicant (Before Notary Public) Date

Sworn to (or affirmed) before this
_____day of _____, 200___

_____

Notary Public or Commissioner of Deeds

** In the event that a person qualifies as above for state residence, but has been a resident of two or more counties in the state during the six months 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 fraction thereof, of residence in each county.

**THIS SPACE IS FOR USE OF CHIEF FISCAL OFFICER OF COUNTY**

Certificate Issued ( ) Certificate Not Issued ( )

Date:_____ By:_____

Motor Vehicle Operator's License No:

_____

License Issue Date: _____
Other Proof *(if required)*: _____