

**Affidavit (or affirmation) and application for  
CERTIFICATE OF RESIDENCE**

Pursuant to Education Law, sections 6301\* and 6305\*\* in connection with attendance at a community college

1. Semester Certificate of Residence Application for: \_\_\_\_\_ 2. Semester Year: \_\_\_\_\_
3. United States Citizen:  NO (complete question 3a.)  Yes – (Social Security Number): \_\_\_\_\_
- 3a. Permanent Resident:  NO (complete question 3b.)  Yes – (Social Security Number): \_\_\_\_\_
- 3b. Visa Type: \_\_\_\_\_ Date of Issue: \_\_\_\_\_ Expiration Date: \_\_\_\_\_
- Immigrant Alien "Green Card" number: \_\_\_\_\_ (must provide copy)

I, (name of student), \_\_\_\_\_, do hereby declare that I reside at the

following address (permanent address of student – no PO Box):

\_\_\_\_\_  
Street Address (do not list a PO Box)

\_\_\_\_\_  
City State Zip Code

in the County of **Orange**, State of New York; that I am now, and have for a period of at least one (1) year immediately prior to the date of this affidavit (or affirmation) and application, been a resident of the New York State; that I am now a resident of the County of **Orange**, for at least six (6) months.

If not, I declare that I have lived in New York State at the following address during the year immediately prior to the date of this affidavit (or affirmation) and application (previous address of student – no PO Box):

\_\_\_\_\_  
Street Address (do not list a PO Box) to \_\_\_\_\_  
Start Date End Date

\_\_\_\_\_  
City State Zip Code Name of County

*(A partial certificate can be issued if the student has lived in New York State for at least one (1) year)*

Applicant further states that I plan to enroll in (name of College or Institute) \_\_\_\_\_ Community College and that this affidavit (or affirmation) and application is made for the purpose of securing form the Chief Fiscal Officer of the County of **Orange** a Certificate of Residence pursuant to the requirements of Article 126\* of the Education Law.

**PLEASE SIGN FORM IN THE PRESENCE OF A NOTARY PUBLIC**

Signature of student: \_\_\_\_\_ Phone Number: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Notary Public's Signature: \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\* 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.

**ORANGE COUNTY DEPARTMENT OF FINANCE, (845)291-4822, OR (845)291-2485**

**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 255-275 Main St., 3<sup>rd</sup> Floor, Goshen, NY 10924
2. **Certificates are issued 60 days prior to each college semester and up to 30 days after the beginning of each semester.** Beginning July 1, 2016, LATE CERTIFICATES WILL NOT BE ISSUED. Certificates obtained 30 days after the beginning of the semester will be for the succeeding semester. Students will be responsible to pay the full out-of-county tuition for which the certificate of residence was not obtained in a timely manner. There will be no exceptions.
3. PROPER PROOF of residence must be submitted to prove student's residency, whether in person or by mail. **A copy of student's New York State driver's license, permit, Non-Driver ID card or other Government issued Identification along with THREE separate forms of PROOF OF RESIDENCY must be submitted:**
  - a. PROOF OF NYS RESIDENCY – 1 YEAR PRIOR
  - b. PROOF OF ORANGE COUNTY – 6 MONTHS PRIOR
  - c. PROOF OF CURRENT ORANGE COUNTY ADDRESS
4. PROOF OF RESIDENCY:
  - Automobile registration or insurance ID card in student's name for preceding year
  - Copy of student's NYS income tax return for preceding year.
  - Residential property tax bill or apartment lease in student's name for preceding year.
  - Voter registration card
  - Utility bill
  - Bank, credit or mortgage statement

Proof must show street address; Post Office boxes are NOT acceptable proof for determining residency.

If a student is under the age of 21 and has difficulty locating proof, the proof may be in a parent's name providing the parent resides at the same address as the student.

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.

5. Immigrant aliens must have held an Alien Identification Card "Green Card" for one full year and be able to establish NYS and Orange County residency to be eligible for certificate of residency.
6. Foreign students on the following visas do not qualify for certificates for residence: F (student), B (visitor), J (exchange), C, D, H2A, H2B, H3, H4 if on H2/H3, M, NATO, O2, P, Q, R, TN, or TD visas.
7. 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 admission to a New York State (SUNY) school within five years of receiving the NYS diploma.
8. 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 Department
    - Attn: Certificate of Residence
    - 255 Main Street
    - Goshen, NY 10924