

Samuel J. Pitcherale, Saratoga County Treasurer
40 McMaster Street, Ballston Spa, New York 12020
Telephone (518) 884-4724
Fax (518) 884-4775

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 remain valid for one year of semesters, provided the student attends during the semester the certificate is issued. A student that does not attend during the semester the certificate was issued, must apply for and receive a new certificate. A valid certificate is required for each community college attended.

Students can obtain a certificate in person at the County Treasurer's Office. Students, who are U.S. citizens 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. He/she must apply at the County Treasurer's Office.
- ❖ Non-citizens are required to document their resident status and must apply at the County Treasurer's Office.

Elements of Acceptable Proof

- ❖ At a minimum, two proofs are required: **one must be 1 year old and one less 30 days 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.
- ❖ Each document must be dated and include name and physical street address. Documents with a post office box will not suffice unless a physical address is also indicated.
- ❖ 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 (must include name, physical address and be dated accordingly)

- ❖ College correspondence including bills or schedule of classes
- ❖ Bank statements
- ❖ Utility bills
- ❖ Medical records including prescriptions
- ❖ Report cards with an issue date of 1 year old, or within 30 days
- ❖ 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 who are not citizens of the United States (must apply in the County Treasurer's Office)

Required documentation:

- ❖ Immigration papers indicating permanent resident status
- ❖ Visa

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:
 Name

_____ Physical Street Address City State, Zip

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

My current physical address is located in the Town of _____, in the County of Saratoga, State of New York. I swear that 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, and that I have been a resident* of the County of Saratoga for ____ of the six months immediately prior to the date of this affidavit, and that I have resided at the following places during the year immediately prior to the date of this application:

Former addresses include:
 _____ / ____ / ____ to ____ / ____ / ____
 _____ / ____ / ____ to ____ / ____ / ____

I further swear (or affirm) the following information:

Date of Birth: ____ / ____ / ____	US Citizen Y//N	Place of Birth: USA [] Other []: (specify)
Date of high school graduation // GED (or anticipated date) ____ / ____	[] Active Duty Military	
Social Security No. ____ -- ____ -- ____	[] Spouse or Dependent of Active Duty Military	

Phone # (Day) _____ Mailing Address if different _____

I further state that I am admitted / expect to be admitted to _____ Community College and will attend the college during the _____ / _____ semester.
 (Term) (Year)

I will attend class(s) [] on campus [] in the high school [] on line [] hospital [] other (specify) _____

High School Student? Y / N If yes, _____ / _____
 High School Name Grade Course Name

[] Enrolled in a Degree/Certificate program as a matriculated student: _____
 (Program Ex: Biology) (College issuing degree) (Degree/Certificate Type)

[] Enrolled in the following course(s) as a non-matriculated student: _____

FOR NOTARY PUBLIC / CLERK USE ONLY:

Sworn before me this ____ day of _____, _____

 Notary Public

My term expires ____ / ____ / ____

SIGNATURE OF APPLICANT

RESIDENCY PROOF SHOWN:

RENEWAL [] ____ / ____
 (Term) (Year)

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.
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