Westchester County Certificate of Residence Instructions

Certificates are issued for attendance at a two year SUNY Community College in New York State located outside of Westchester County. Each college notifies that student that the certificate of residence is required. It is the student's responsibility to insure that the application for the certificate of residence is on file with Westchester County on or before the deadline. A certificate must be issued for each school year and is valid for on year. A certificate must be issued no earlier than 60 days prior to start of semester attendance.

Each student must be a resident of New York State for one year and must show proof of living in Westchester County for the prior six months of the starting semester of school – P.O. Box is not an acceptable from of address.

Each student must provide the following documents and they must accompany the completed signed and notarized application.

1. Copy of Social Security Card
2. Copy of Photo ID
3. Copy of address – student's name and address with a date of six month prior to semester on document or bill, N.Y. Driver License accepted if issuance date meets the requirements, Mailing envelopes are not acceptable
4. If not a U.S. Citizen – copy of updated resident alien card

If a student does not have the appropriate proof of address the parent/guardian must fill out the parent/guardian form, the form must be notarized and attached to the student's application and must include a bill or document addressed to the parent showing a date of six months prior to the starting semester. All students must include a copy of their social security card and photo ID with the parent form.

All applications must be signed and notarized before mailing to the finance department. If instructions for application are not followed properly and proper documents are not included – it will be returned to you.

Westchester County Department of Finance
148 Martine Avenue – 718/CERT
White Plains, New York 10601

Application Deadlines
Fall Semester - September 30
Summer Semester - July 30
Spring Semester – February 28

Telephone: (914) 995-3896
Hours: 9:00am – 4:00pm

Affidavit 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 Westchester

Citizen of USA Yes__ No__
If no attach copy of resident card

Social Security#: _____ - ____ - _____

I, _____ hereby swear that I reside at _____
NAME **STREET ADDRESS**
In the City, Village, Town _____ County of Westchester, State of New York.

If less than one year at above address complete the following:

Address	From To
_____	_____
_____	_____

that I now am and for a period of at least one year immediately prior to the date of this affidavit and application been, a resident of the State of New York; that I now am, and have been for a period of at least six months immediately prior to the date of this affidavit and application been, a resident of the County of Westchester; and that I have lived at the above address(s) during the year immediately prior to the date of this affidavit and application.

I plan to enroll in _____ for the semester beginning _____
COLLEGE NAME **DATE**
And that this affidavit and application is made for the purpose of securing from the Chief Fiscal Officer of County of Westchester a certificate that the applicant has met the residency requirements of Article 126 of the Education Law.

_____
Applicant Signature

_____
DATE

Sworn to before me this

_____ day of _____

_____
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, issue 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 registration for each college year, file with the college such a certificate of residence ISSUED NOT EARLIER THAN TWO MONTHS PRIOR THERETO, and such a certificate of residence shall be valid for one year from 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, immediate 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 persons registration in a community college, or for the purpose of Section 6305 of this chapter his application for a certificate of residence.