Samuel J. Pitcheralle, 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 <u>do not</u> 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
application, that I have been a resident* of the County	the County of, State of New York. I have idea of at least one year immediately prior to the date of this affidavit and y of Saratoga for (1-6) months within the six months immediately nat I have resided at the following places during the year immediately prior to
I have lived at the above address from//	to present.
Former addresses include:	
	/ to//
	/ to//
I further awar (or offirm) the following information:	
I further swear (or affirm) the following information:	
Place of Birth: [] USA [] Other: (speci	fy)
[] Active Duty Military [] Spouse or De	pendent of Active Duty Military
Social Security No	Date of Birth / /
Date of high school graduation or GED (or expected da	
Phone # (Day) Mailin	(Month & Year) g Address if different
	itute listed below and that this affidavit and application is made for the purpose Certificate of Residence pursuant to the requirements of Article 126 of the
	Community College for the semester (term and year)
(Name of college)	(term and year)
[] University in the High School Program:	High School Name
	Degree/Certificate program:
[] as a non-matriculated student enrolled in the follows	ing course(s):
which meets [] on campus [] other (specify)	
FOR NOTARY PUBLIC / CLERK USE ONLY:	
Sworn before me this day of,	SIGNATURE OF APPLICANT
	_ SIGNATURE OF APPLICANT _ PROOF SHOWN:
Notary Public	PROOF SHOWN:
	_
Notary Public	PROOF SHOWN:
Notary Public	PROOF SHOWN: RENEWAL []
Notary Public	PROOF SHOWN: RENEWAL []

^{*&}quot;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