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_____, 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 registered / expect to be registered at _____ Community College and will attend the college during the _____ / _____ semester.
(Term) (Year)

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

FOR NOTARY PUBLIC / CLERK USE ONLY:

Sworn before me this _____ day of _____, _____

_____
Notary Public

My term expires _____ / _____ / _____

_____
SIGNATURE OF APPLICANT / DATE

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.

Additional proof needed:_____

Date:_____

Rev. 06/2013

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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 from the Saratoga County Treasurer's Office and submit it to the college. Military personnel on active duty, stationed in NY, and their dependents 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 certificate is utilized during the semester of original issuance. If student does not attend during the semester the certificate was issued, they must apply for and receive a new certificate. A valid certificate is required for each community college attended.

Students may apply through the mail by completing their application, having the application notarized and mailing it with the required acceptable proof as indicated below. An in-person application will be accepted from an individual other than the student only if the student's signature on the affidavit has been notarized and the required documentation is presented.

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 the 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 proof must be 1 year old and one proof must be less than 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.
- Non-citizens are required to document their resident status.
- 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

- School correspondence including bills , grades, or schedules
- Bank statements
- Utility bills
- Medical records including prescriptions
- Dated mail or postmarked envelopes
- Income tax return with preprinted label or W2's
- Formal lease indicating dates of tenancy.
- Driver's license, car registration and insurance card may be used when the issue date reflected is 1 year old, or within 30 days of application.

Students who are not citizens of the United States

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.