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SUNY Orange Bursar Office

Affidavit/Application for Certificate of Residence

AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE OF RESIDENCE, PURSUANT TO SECTION 6301 AND 6305 OF THE EDUCATION LAW, IN CONNECTION WITH ATTENDANCE AT ORANGE COUNTY COMMUNITY COLLEGE\*

STATE OF NEW YORK, COUNTY OF \_\_\_\_\_ Semester: Fall [ ] Spring [ ] Summer I [ ] Summer II [ ]

Name \_\_\_\_\_ Student ID#: A \_\_\_\_\_ SS # \_\_\_\_\_

Address: \_\_\_\_\_ Dates of Residency From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ Street City State Zip County

Previous (If less than 2 years at current) From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ Street City State Zip County

Mailing Address: \_\_\_\_\_ (If Different Than Above)

Citizenship: U.S. Citizen [ ] Other [ ] Visa [ ] Type \_\_\_\_\_

Permanent Resident Alien# \_\_\_\_\_ Date of Issue \_\_\_\_\_ ATTACH A COPY OF YOUR PERMANENT RESIDENT ALIEN CARD (IF APPLICABLE)

I hereby swear (or affirm) that I reside at the above stated address; that I now am and have for a period of at least one year immediately prior to the date of this affidavit (or affirmation) and application; been a legal resident of the State of New York; that I now am and have been for a period of at least six (6) months\*\* immediately prior to the date of this affidavit (or affirmation) and application, a legal resident of the County of \_\_\_\_\_. I further state I plan to enroll in Orange County Community College and that this affidavit (or affirmation) and application is made for the sole purpose of securing from the Chief Fiscal Officer of the County of \_\_\_\_\_ a certificate of residence pursuant to the requirements of Article 126 of the Education Law. I hereby swear (or affirm) that I reside legally at the above home address and that I have, for two years immediately prior to the date of this affidavit (or affirmation) and application, resided as stated above.

Sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Notary Public or Commissioner of Deeds \_\_\_\_\_

\*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 HIS REGISTRATION FOR EACH COLLEGE YEAR, FILE WITH THE COLLEGE SUCH A CERTIFICATE OF RESIDENCE ISSUED NOT EARLIER THAT 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 OF SCHOOL DISTRICT, AS THE CASE MAY BE, OR 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 6305 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/HER APPLICATION FOR A CERTIFICATE OF RESIDENCE PURSUANT TO SECTION 6305 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.

# Residence Information

In accordance with New York State Education Law, Section 6301 each full-time and part-time student residing in New York State must file a Certificate of Residence. The County of Legal Residence for a New York State resident attending a community college contributes to the College a portion of the College's cost for providing services to the student. The basis for assessing counties for this money is the Certificate of Residence.

Note: A person does not acquire New York State Domicile (legal residence) simply by being physically present in New York State for a period of 12 months or for the sole purpose of attending a New York State College or University. If your principal or permanent home has not been New York State for a 12-month period immediately prior to the start date of the semester, you will be considered an out-of-state student for tuition purposes.

Certificates are valid for 12 months from the date of issue. A new Certificate must be submitted each year.

## **TO PROVE RESIDENCE FOR ANY COUNTY IN NEW YORK STATE YOU MUST:**

Have resided in New York State for one year **AND** resided in your home county for six months prior to the first day of classes. Please follow the instructions below for your home county. Once we receive the appropriate document the non-resident tuition charge will be removed from your account. You may not receive another bill. Make payment by subtracting the non-resident tuition amount from your balance due.

### **ORANGE COUNTY RESIDENTS:**

Complete the Affirmation of Orange County Residence. Include this with your adjusted payment (subtract nonresident tuition amount from balance due).

### **NY STATE RESIDENTS FROM COUNTIES OTHER THAN ORANGE COUNTY:**

A student from a New York county other than Orange is required to submit a Certificate of Residence from their county of legal residence covering 6 months prior to the first day of classes. To secure the required certificate, follow the procedures below:

Contact the Treasurer's Office or Chief Fiscal Officer of your home county to inquire about acceptable forms of proof you will need to prove your residency.

Once you have obtained a Certificate of Residence, you must submit the original to the SUNY Orange Bursar Office. This will entitle you to pay the resident tuition rate. Please note per New York State Education Law, NY state counties are only required to issue and honor certificates of residence dated no earlier than 60 days prior to the start of classes and no later than 30 days after. After the first 30 days of classes, most counties will no longer issue certificates of residence and payment for the non-resident tuition charge then becomes the student's responsibility. Late certificates will be processed by our office, but your account will only be reduced if your county accepts our billing.

### **NY STATE RESIDENTS WHO HAVE LIVED IN MORE THAN ONE COUNTY DURING THE PAST SIX MONTHS:**

Contact each county in which you resided, as a certificate of residence will be required from each of those counties. Proceed as indicated above. Students who fail to meet the full six month residence requirement will be charged the non-resident tuition.

### **SPECIAL REQUIREMENTS FOR IMMIGRANT AND UNDOCUMENTED ALIENS:**

Immigrant Aliens must have held an Alien Identification Card ("green card") for one full year and be able to establish NYS residency to be eligible for resident tuition rates. Foreign students on the following visas do not qualify for the residence rate: F(student), B(visitor), J(exchange), C, D, H2A, H3, H4 if on H2/H3, M, O, P, Q, R, TN, or TD visas. Effective July 1998, certain undocumented aliens may be eligible for the resident tuition rate. The undocumented alien must have graduated from a NYS high school and applied for SUNY admissions within five years of receiving the NYS diploma. The undocumented alien must complete a notarized affidavit stating that the student has filed or intends to file an application to legalize his or her immigration status.

### **ALL STUDENTS:**

Providing the college with proof of residency is an important step in your registration process. Students who fail to present documentation will be charged non-resident tuition. Please contact the Bursar Office at (845) 341-4830 if you have any questions about the proper way to complete the requirement.