



COLUMBIA COUNTY, NY

15 N. 6th Street
Hudson, NY 12534
518-828-0513

CERTIFICATE OF RESIDENCE INFORMATION SHEET

The community college program in the State of New York is intended to permit students who are State residents to pay a reduced tuition rate. Each community college has a local sponsor, generally a county, that provides a share of the costs allocable to resident students. A student who attends a community college outside their county of residence must obtain a Certificate of Residence in order to be eligible for the lower in-state tuition rate. The local sponsor then reimburses its share of the costs of the students tuition to the community college.

TO APPLY:

- >Fill out the application at our office or download our certificate of residence application at www.columbiacountyny.com
- Popular Links (see example) DO NOT SIGN until you are in the presence of a Notary (or at our office)
- >Application must be completed legibly
- >Permanent resident aliens must bring a valid Green Card that was issued at least one (1) year ago.
- >Address cannot be a Post Office Box – must be physical address
- >Forms of proof cannot be the same type of document

ELIGIBILITY:

- >Student must be a New York State resident for at least one (1) full year immediately preceding the date of the application.
- >Student must be a Columbia County resident for at least six (6) months immediately preceding the date of the application. Students who have moved from one county to another within that 6 month period will receive a partial Certificate for the number of months (rounded up) that they resided in Columbia County. In that case the student will also need a Certificate from the other county of residence to cover the remainder of the time lived there.
- >US Citizen or Permanent Resident Alien (Green Card) for at least one (1) full year immediately preceding the date of the application.

STATUS	PROOF REQUIRED
First Time Applicant <i>County Resident at least 6 months</i>	a) Proof # 1 [NYS residency] b) Proof # 2 [Columbia County residency] c) Photo I.D.
Certificate on file from Previous Year	a) Proof # 2 [Columbia County residency] b) Photo I.D.
First Time Applicant (Proof #1 <u>not</u> a Columbia County Address) <i>Out of County resident a portion of the 6 months</i>	a) Proof # 1 [NYS residency] b) Proof # 2 *** Must be dated six (6) months from the date of application. Student will receive a partial certificate for however many months they can show proof for. The remaining months must be picked up by their other NYS county of residence. *** AND c) Proof # 3 Current Proof within 30 days. d) Photo I.D.



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NEW YORK STATE RESIDENCY / COLUMBIA COUNTY RESIDENCY: [*not an exclusive list*]

In order to prove that you have been a resident of NYS for at least one (1) year, you must submit one of the following suggested forms of documents with an issue date that is between 12 months to 18 months prior to the date of your application AND for Columbia County you must submit one of the following suggested forms of documents with an issue date that is within 30 days prior to the date of your application. If the student has moved in the last year, proof of each address within the previous six months is required.

*****All documentation must show an issuance date AND physical address of applicant*****

- >Drivers license, Learners Permit
- >Auto registration
- >Selective Service card
- >Voter Registration ID card
- >High School Official Transcript
- >NYS Income Tax Return (IT-150 or IT-201 first page only)
- >Bank statement
- >Student loan
- >Credit card statement, cell phone bill, utility bill
- >W-2 form (only accepted for this purpose January through June)

IMMIGRANT, NON-IMMIGRANT AND UNDOCUMENTED ALIENS:

Students claiming to be immigrant aliens must present proof of their status by providing a valid Alien Registration Card (Green Card) or Passport/Visa. Once a student's immigrant status has been recorded, the student must then establish continuous NYS and Columbia County residency by meeting the domicile criteria listed above.

PERMANENT RESIDENT:

Green Card holders with a PERMANENT STATUS that has current eligible dates and if they meet the NYS & Columbia County requirements

UNDOCUMENTED ALIENS:

Undocumented Alien – eligible if the applicant has attended high school in NYS for a minimum of two (2) years **AND GRADUATED** from a NYS high school within the last five (5) years. **MUST present official high school transcript.**

Last, First, MI (print)

DATE CLASS BEGINS- ____/____/____

**APPLICATION FOR CERTIFICATE OF RESIDENCE
PURSUANT TO SECTIONS 6301 AND 6305
OF THE EDUCATION LAW, IN CONNECTION WITH
ATTENDANCE AT A COMMUNITY COLLEGE.***

Are you a U.S. Citizen? _____ Yes _____ No

Did you get a Certificate of Residence from this office last year? _____ Yes _____ No

_____, does hereby swear that he/she resides at
(Applicant's Name – Must be Legible)

_____, in the (City)(Village)(Town) of _____
(Applicant's physical address) (Actual Town name, NOT mailing address)

***** Report the actual municipality of residence, NOT the postal service designation of the area*****

County of Columbia, State of New York; that he/she now is and has been for a period of at least one year immediately prior to the date of this affidavit and application, a resident of the State of New York; that he/she has been a legal resident of Columbia County for _____ months within the last (6) months immediately prior to the date of this application;
(1 through 6)

and that he/she has lived at the following places during the year immediately prior to the date of this application**
(knowingly providing false information is a crime punishable by law):

Addresses (All for past year)
(write "above" if physical address is the same as above)

Dates
(from - to)

Applicant further states that he/she plans to enroll in _____
(Insert college name)

and that this application is made for the purpose of securing from the Chief Fiscal Officer of the County of Columbia a certificate of residence pursuant to the requirements of Article 126 of the Education Law.

Phone #: _____

(Signature of Applicant)

DO NOT WRITE BELOW THIS LINE

Sworn to (or affirmed) before me this

_____ day of _____ 20____

: This space for use of Chief Fiscal Officer of County :
: Certificate Issued () Certificate Not Issued () :
: Date _____ By _____ :

Notary Public

* **Education Law, Section 6305**, provides: "The chief fiscal officer in each county, as defined by 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 than 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 or school district, as the case may be, for a period of at least six months, both immediately preceding the date of such person's registration in a community college or, for the purpose of section sixty-three hundred and five of this chapter, his/her application for a certificate of residence.