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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.