

ULSTER COUNTY

CERTIFICATE OF RESIDENCE INFORMATION SHEET

Residents of Ulster County who attend New York State community colleges on a full or part time basis (on-campus or on-line) outside of Ulster County may apply for a Certificate of Residence to obtain resident tuition rates. Please be sure to read and follow the instructions provided below and contact the Ulster County Department of Finance, if you have further questions.

To obtain a Certificate of Residence a student must:

- Qualify as a resident of New York State and Ulster County
- Provide proof that he/she is a resident of New York State and Ulster County
- Complete and submit an Application and Affidavit for Certificate of Residence to the Ulster County Department of Finance with copies of proof of residence. This must include a document dated within the last month of application along with a document dated six months prior to application with an Ulster County address (P.O. Boxes are not acceptable)

To qualify as a resident of New York State and Ulster County a student must be:

- A United States citizen, naturalized citizen, permanent resident alien or other eligible non-immigrant
 - A New York State resident for one full year prior to the date of your application
 - An Ulster County resident for at least six (6) months immediately prior to the date of your application. For periods of residence less than 6 months you may receive a partial Certificate of Residence from Ulster County and apply for a partial Certificate of Residence from another county or counties
- OR
- A full time, active duty member of the US Armed Forces stationed in New York State or a spouse or dependent of one. Military personnel must submit copies of their PCS orders with ID card and DD214 and proof of Ulster County residency
 - A dependent of a parent or legal guardian who is a full time active member of the US Armed Forces stationed out-of-state provided the parent or legal guardian submits proof of New York State residency and county residency referred to as a "Home of Record"

Please note, students do not meet the qualifications if:

- They are financially dependent and their custodial parent(s) live in a state other than New York
- They are a temporary resident of Ulster County and are residing in Ulster County to primarily attend college. Students should obtain a certificate of residence from their home county

Students who believe they meet the qualifications as specified above, must provide satisfactory evidence of these qualifications to the Ulster County Department of Finance. Certificates of Residence will not be issued if an application is not complete and does not include satisfactory proof of residence.

Proof of Residence for Citizens of the United States

Different forms of evidence can be combined to identify the student, their residential street address (post office boxes are not acceptable), and the length of time they resided in New York State and Ulster County. **One of the forms of evidence must always be a picture ID.** However, other forms of proof may be accepted as long as they provide evidence that you qualify as a resident. Illegible forms of evidence will not be accepted. The following are examples of acceptable proof of residence that may be combined to meet the residency qualifications:

- Valid NYS Driver's License
- Learner's Permit or NYS Non-Driver Identification Card
- Federal or State Tax Returns
- For students just graduating from high school – a copy of your high school transcript that has your name, and residential address – or your junior year and senior year high school report cards that were mailed to your parents
- Ulster County Property or School Tax Bill paid for previous year and current year. Must provide additional evidence to confirm you reside at the property
- Auto registration, auto insurance policy for one year previous and current coverage
- Utility Bill or Telephone Bill
- Past year and current school year tuition/registration forms

Proof of Residence for Non-Citizens

- Students claiming to be immigrant aliens must present proof of their status providing a valid Alien Registration Receipt Card (green card). Once a student's immigrant status has been verified, this student must then demonstrate Ulster County and New York State residency by presenting the appropriate evidence described above. This must include a document dated within the last month of application along with a document dated six months prior to application with an Ulster County address (PO Boxes are not acceptable). Non-immigrants are grouped in categories depending on the type of visa presented at the port of entry. Non-immigrants admitted to the United States in categories that prohibit them from establishing a United States residence are not eligible for resident tuition. Pursuant to the Federal Immigration and Nationality Act, an undocumented alien cannot be charged a lower rate of tuition than an out of state student who is a citizen of the United States.

Instructions for completing the Ulster County Application and Affidavit for Certificate of Residence:

The items to be completed are numbered and correspond to the numbers on the form.

- (1) Full Legal Name
- (2) Date of Birth
- (3) Residential Address (A Post Office Box is not acceptable)
- (4) Phone Number
- (5) Mailing Address: Complete this line if your mailing address is different than your residential address.
- (6) Length of time you have lived at your residential address. Include the month and year you began living at that address to the date of your current application
- (7) Town in which property tax bill is paid. (This may be different from the town on your mailing or residing address.) We need the actual Town and not the Hamlet in which you live.
- (8) Previous Addresses – Include all of the addresses you have had in the past year and the dates you lived there
- (9) Citizenship – If you are a US Citizen check Yes, if not mark NO
- (10) If you are not a US Citizen, provide a copy of your Alien Registration Receipt Card and write the number of the card and the date on the application
- (11) Legal name, include middle initial (if applicable)
- (12) Current residential address
- (13) City/Village/Town. This is the name of the city, village or township where you vote and/or submit your Ulster County property or school taxes
- (14) The County you currently reside in
- (15) The number of months you have lived in Ulster County within the last six months immediately prior to the date of your application
- (16) Fill in the full name of the community college or the institute you plan to attend. If you plan on attending one or more during the semester you must provide an application for each college

- (17) Sign your name as printed in #9. **If you are mailing your application or not applying in person you must sign the application in the presence of a Notary Public**
- (18) Provide the semester(s) and academic year you plan to attend.

Instructions for Submitting the Application

- We accept legible and complete applications for certificates of residence by mail or in person 60 days prior to the start of the semester and continuing to 30 days after the start of classes. Applications received after the 30 days of the start of the current semester will not be accepted, and the out of state tuition charged by the Community College, will be the responsibility of the student.
- **Reminder you must submit all documents required to show your proof of residency along with the original application as described above. You must submit 3 documents: 1) Proof of NYS for over 1 year. 2) Proof from the 6th month prior to application, showing an Ulster County Physical Address. 3) Proof of the current month of application with an Ulster County Physical Address. For examples see list on page 2.**

Mail to:

(Certificate usually issued within 2 weeks of receipt of completed application. Please include a stamped, self-addressed envelope, if you would like a copy of the Certificate sent to you. Otherwise it will only be sent to the college you are applying for.)

Ulster County Department of Finance
PO Box 1800
Kingston, NY 12402-1800

In Person:

(Certificate usually issued the same day.)

Ulster County Department of Finance
244 Fair Street – 4th Floor
Kingston, NY 12401
9:00 AM – 5:00 PM

Please Note: Remember to mail or bring copies of acceptable forms of proof of residence with the application. If you had multiple permanent addresses within New York State and Ulster County you must provide proof of each residence and the length of time you resided at each address.

**CERTIFICATES OF RESIDENCE ARE VALID FOR ONE YEAR
FROM THE DATE OF ISSUANCE**

**ULSTER COUNTY
APPLICATION AND AFFIDAVIT (OR AFFIRMATION)
FOR CERTIFICATE OF RESIDENCE
APPLICATION**

OFFICE USE ONLY
 NYS LICENSE
ISSUE DATE: _____

RPS
 VOTER REG
 MAIL

(1) NAME: _____ (2) DATE OF BIRTH: _____
PRINT LEGIBLE

(3) RESIDES AT: _____ (4) PHONE #: _____

City/Town State Zip Code

(5) Mailing Address: _____
If Different from Residential Address

(6) HOW LONG HAVE YOU LIVED AT THE ABOVE ADDRESS? From: _____ to _____
Month/Year Month/Year

(7) TOWN IN WHICH PROPERTY TAX BILL IS PAID: _____

(8) PREVIOUS ADDRESSES: (If you have lived at the residential address above less than one year.)

Street City State From _____ to _____
Month/Year Month/Year

Street City State From _____ to _____
Month/Year Month/Year

CITIZENSHIP: United States Citizen: ⁽⁹⁾ Yes _____ ⁽⁹⁾ No _____
For non-citizens: Alien Registration Receipt Card ⁽¹⁰⁾ #: _____ Date Card Issued: _____

AFFIDAVIT (OR AFFIRMATION)

(11) I, _____, do hereby swear (or affirm) that I reside at ⁽¹²⁾ _____
In the (City)(Village)(Town) of ⁽¹³⁾ _____, County of ⁽¹⁴⁾ _____, State of
New York; that I now am and have for a period of at least one year immediately prior to the date of this application and
affidavit (or affirmation), been a resident of the State of New York; that I now am, or have been for a period of
⁽¹⁵⁾ _____ months within the six months immediately prior to the date of this application and affidavit (or
affirmation) a resident of the County of Ulster; and that I have lived at the above-listed places during the year
immediately prior to the date of this application and affidavit (or affirmation).

I further state that I plan to enroll in ⁽¹⁶⁾ _____ (College or Institute) and that this
application and affidavit (or affirmation) is made for the purpose of securing from the Chief Fiscal Officer of the County
of Ulster a certificate of residence pursuant to the requirements of Article 126 of the Education Law.

(17) _____ (18)
Applicant's Signature SEMESTER/Year: Fall ___/___ Winter Interim ___/___
Spring ___/___ Summer ___/___

Sworn to (or affirmed) before me this
_____ day of _____ 20____

Notary Public

Certificate Issued () Certificate Not Issued ()
Number of Months _____
Date: _____ By _____

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 than **60 days prior thereto or 30 days after the start of the semester**, 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 this 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 6 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/her application for a certificate of residence.

According to Article 126 of Education Law, Section 6301 paragraphs 5, 5(i), 5(ii) and 5(iii) 1 & 2, "In the event that a person qualified for state residence but has been a resident of two or more counties in the state during the six months immediately preceding his application for a certificate of residence, 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."