

ORANGE COUNTY DEPARTMENT OF FINANCE, (845) 291-4822, or (845)291-2486
INSTRUCTIONS for Certificate of Residence application

1. The Finance Dept. issues **Certificates of Residence** Monday through Friday, 9 a.m. to 4:45 p.m. at the Finance Dept. office at 30 Matthews St., Suite 102, Goshen, NY 10924
 2. Certificates are issued 60 days prior to each college term and up to 30 days after the beginning of each semester. **Beginning July 1, 2016, LATE CERTIFICATES WILL NOT BE ISSUED. Certificates obtained 30 days after the beginning of the semester will be for the succeeding semester. Students will be responsible to pay the full out-of-county tuition for which the certificate of residency was not obtained in a timely manner. There will be no exceptions.**
 3. If applying for a certificate of residence by mail:
 - a. Complete the application for a Certificate of Residence.
 - b. The application must be notarized. Sign the application in front of a NOTARY PUBLIC.
 - c. Mail the application and proper proof to:

Orange County Government Center
Finance Department
Attn: Certificate of Residence
265 Main Street
Goshen, NY 10924
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1. PROPER PROOF of residence must be submitted to prove student's residency, whether in person or by mail. The proof must verify that the student has been a NEW YORK STATE RESIDENT for ONE YEAR and an ORANGE COUNTY RESIDENT for the PAST SIX MONTHS. Proof must show street address; Post Office boxes are not acceptable proof for the purpose of determining residency. Declare citizenship on the front of this application. Immigrant aliens must have held an Alien Identification Card for one full year and be able to establish NYS residency to be eligible for certificate of residency. Foreign students on the following visas do not qualify for certificates of residence: F (student), B (visitor), J (exchange), C, D, H2A, H3, H4 if on H2/H3, M, O, P, Q, R, TN, or TD visas.
 2. Proper proof may be one or more of the following:
 - A. A previous certificate of residence issued within the past year that is on file in this office;
 - B. A New York State driver's license or permit that was issued over one year ago (photocopy acceptable) – no post office box, unless it is accompanied by a street address;
 - C. A year old voter registration;
 - D. Utility bills, bank statements, rent receipts, apartment lease, car registration, car insurance identification card, vehicle title, mortgage statements, W2, tax bills, or receipts – it must be dated over one year and have student's name and street address on it;
 - E. If a student under the age of 21 has difficulty locating proof of one-year residency, the student may provide proof in the student's name that includes student's date of birth, and the one-year residency proof may be in a parent's name; the parent must reside at the same address as the student.
 - F. The burden of proof lies with the student, not Orange County Finance Dept. nor a community college. It is the student's responsibility that the proper proof be provided.
 3. An undocumented alien is eligible for a certificate of residency if the student received a GED or graduated from a NYS high school (after attending at least two years) and applies for admission to a New York State (SUNY) school within five years of receiving the NYS diploma.

Semester(s): (check all that apply) Winter Spring Summer Fall of 20____ (Year)

Affidavit (or affirmation) and application for
CERTIFICATE OF RESIDENCE,
pursuant to Education Law, sections 6301* and 6305**,
in connection with attendance at a community college

Previous certificate of residence on file? Yes _____ No _____ If yes, what year? _____

I, (name) _____, do hereby declare that I reside at (ADDRESS):
_____ County of **ORANGE**, State of New York;
that I am now, and have for a period of at least one (1) year immediately prior to the date of this affidavit (or affirmation) and
application, been a resident of the New York State; that I am now a resident of the County of **ORANGE**, for at least six (6)
months.

CITIZENSHIP: Unites States Citizen: Yes _____ No _____ SS#: _____
If you are NOT a citizen, please provide the following: (ATTACH COPY OF ALIEN IDENTIFICATION CARD)

Alien Identification Card #: _____ Date of Issue: _____

If not, I declare that I have lived in New York State at the following address during the year immediately prior to the date of this
affidavit (or affirmation) and application:

Previous Address: _____

Dates: From: _____ To: _____ County: _____

(A partial certificate can be issued if the student has lived in New York State for at least one year.)

Applicant further states that I plan to enroll in _____ **Community College** (College or Institute) and
that this affidavit (or affirmation) and application is made for the purpose of securing from the Chief Fiscal Officer of the
County of **ORANGE** a Certificate of Residence pursuant to the requirements of Article 126* of the Education Law.

PLEASE SIGN FORM IN THE PRESENCE OF A NOTARY PUBLIC

Signature of Applicant

Applicant's telephone number and email address

Notary Public's Signature

Sworn to before me this _____ day of _____, 20____

* 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
purposes of section sixty-three hundred five of this chapter, his application for a certificate of residence.

** 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, issued 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."

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 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.