

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 _____, 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 _____ County for _____ months within the last (6) months immediately prior to the date of this application; 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 **Columbia-Greene Community College** and that this application is made for the 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.

Date: _____
_____ **(Signature of Applicant)**

Phone Number: _____

DO NOT WRITE BELOW THIS LINE

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

Notary Public

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

* **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

Columbia-Greene Community College

Student Accounts/Bursar's Office

4400 Route 23

Hudson, NY 12534

(518) 697-6300

TO COMPLETE THE REGISTRATION PROCESS:

You must obtain a certificate of residence from your county Treasurer's Office **and** submit your certificate of residence to the College. Most Columbia and Greene County residents can complete this process at the college Student Accounts/Bursar's Office rather than going to the county Treasurer's Office.

Students who do not submit a certificate of residence will be charged the non-resident tuition rate which is double.

The certificate should be submitted to the college prior to the first day of classes and no later than 30 days after the start of classes.

INSTRUCTIONS FOR OBTAINING YOUR CERTIFICATE OF RESIDENCE:

1. COMPLETE THE AFFIDAVIT ON THE REVERSE SIDE OF THIS FORM
2. ***COLUMBIA & GREENE COUNTY RESIDENTS*** – COMPLETE THE TOP PORTION OF THE AFFIDAVIT AND RETURN TO THE BURSAR'S OFFICE WITH **PROOF OF PHYSICAL ADDRESS** AND **PHOTO ID**. (SOME STUDENTS MAY BE REQUIRED TO GO TO THEIR COUNTY TREASURER'S OFFICE)
3. ***RESIDENTS OF ALL OTHER NYS COUNTIES*** - PRESENT THE **NOTARIZED AFFIDAVIT, PHOTO ID, AND PROOF OF RESIDENTIAL ADDRESS** TO YOUR COUNTY TREASURER (WHO WILL ISSUE A CERTIFICATE OF RESIDENCE), MAIL OR BRING THE CERTIFICATE OF RESIDENCE TO THE BURSAR'S OFFICE

IMPORTANT

TO QUALIFY FOR THE NEW YORK STATE RESIDENT TUITION RATE, YOU MUST HAVE LEGALLY RESIDED IN NEW YORK STATE FOR AT LEAST ONE YEAR PRIOR TO THE FIRST DAY OF CLASS.

Your certificate of residence is good for ONE academic year.

Contact the Student Accounts/Bursar's Office with any questions

518-697-6300