### WESTCHESTER COUNTY -- CERTIFICATE OF RESIDENCE

#### A) <u>How To Apply:</u> Application - Complete, Sign and have Application Notarized Provide Copies of the following Documents:

- 1. New York State Issued Photo ID -- (Drivers License, Permit Or Or Non Drivers License
- 2. Student signed Social Security Card
- 3. Permanent Resident Card Or Visa If not a U.S. Citizen
- 4. Two forms of Address Proof:\*
  - (a) Document showing New York State Residence for one (1) year. Document must have name, address and be dated one year prior to the application date
  - (b) **Document confirming current Westchester County residence**. Document must have name, address and be dated within the immediate six (6) months prior to the application date

\*Acceptable address proof documents – New York State Issued Photo ID (Drivers License, Learners Permit, Non-Drivers ID) and one of the following documents: Bank Statement; Utility Bill; Voter Registration Card; Car Insurance ID Card; High School Report Card; Credit Card Statement; Property Tax Bill.

# **Documents with Post Office Box Address and Envelopes are not acceptable forms for proof of address.**

If a student does not have two forms of address proof – the Parent/Guardian Form must be completed, notarized and attached to the student application along with the required address proof in the name of the parent/guardian. However, all students must have a NYS Photo ID, social security card and one form of address proof which can be the NYS Photo ID.

Mail To: Westchester County Department of Finance 148 Martine Avenue, Room 728/Cert White Plains NY 10601

#### NOT ACCEPTED: FAXED APPLICATIONS And HAND DELIVERIES

#### **B**)

# Certificate Issuance Schedule<u>:</u>

Fall Semester Winter/Intersession Spring Semester Summer Semester Mini Courses July 1 to September 30 November 15 – January 15 December 1 to February 28 May 1 to July 30 Submitted within five (5) days of course start date

# No Exceptions Will Be Made

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### C) <u>Eligibility:</u>

- New York State resident for one (1) year **AND** Westchester County resident for six (6) months
- Certificate issued for students applying to a two year SUNY/CUNY Community College located in New York State outside of Westchester County.

### **D)** <u>Certificate Issuance:</u>

- Incomplete applications will not be processed until all the required paperwork is received.
- Certificates are issued within 5 7 business days after the required, completed paperwork and documentation is received in the Finance Department.
- Certificates are mailed back to the student to bring to their respective school(s).
- Certificates must be turned into your school within twenty (20) days of issuance

#### E) <u>Guidelines:</u>

- State Education Law, Sections 6301 and 6305 requires you to submit to the college of your choice a Certificate of Residence. This requirement is noted in each college admissions brochure. If you fail to submit the Certificate of Residence you will be charged nonresident tuition. It is the student's responsibility to insure that the application for the Certificate of Residence is filed with the Westchester County Finance Department on or before the deadline.
- Certificates are issued no earlier than sixty (60) days prior to the start of the semester and no later than the deadline dates in Section B. However, if you are taking a course during a mini-session or a course **that begins after the start of the semester**, your application must be submitted within five (5) days of the start of the course. There are no exceptions to these deadlines.
- A certificate is valid for one (1) year.
- Certificates are issued for a specific school. If you attend classes at more than one school, a certificate is required for each school. Classes taken online at more than one school also require a certificate for each school.

<b>Questions</b> :		
E-Mail	dept-of-finance@westchestergo	<u>v.com</u>
Phone:	914 995 5006 – Monday – Thu	ursday ONLY
	9am – Noon;	1 pm - 3pm