

## COUNTY TREASURER, HEATHER A. SCRIBNER

FULTON COUNTY, NEW YORK

### Certificate of Residency

**\*Refer to Education Law, Section 6301 paragraph 4, and Section 6305.**

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#### Requirements

In order to have Fulton County participate in the cost of community college education, a student must obtain a Certificate of Residency and submit it to the college. Military personnel on active duty, as well as their spouses and dependents, are entitled to the lower "Resident" rate.

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 student attends during the semester the certificate is issued. A student that does not register for the semester the certificate was issued, must apply for and receive a new certificate.

Students can obtain a certificate in person at the County Treasurer's Office. Students, who are U.S. citizens residing at their current address for at least twelve consecutive months, without moving, may obtain a certificate from their town or city clerk prior to the cut-off date. Cut-off dates are dictated by the start of classes at each college and will vary. Town and city clerks are only authorized to issue certificates until the start of the college semester. Students applying for a certificate after the beginning of the college semester must apply at County Treasurer's office. An application will be accepted from an individual other than the student only if the student's signature on the affidavit has been notarized and sufficient proof is submitted.

#### 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 Fulton 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 Fulton County for that entire six-month period must obtain a certificate from each county of residence within the six-month period. They must apply at the County Treasurer's Office.
- ❖ Non-citizens are required to document their resident status and must apply at the County Treasurer's Office for their first certificate. Non-citizens renewing a certificate of residency that have resided at their current residence for twelve consecutive months, without moving may obtain their certificate from their town or city clerk providing the proof used for residence status has not expired.

#### Elements of Acceptable Proof

- ❖ At a minimum, two proofs are required: **One must be 12-18 months old and one less than 30 days old.**
- ❖ Each document must be dated and include name and physical street address. Documents with a post office box will not suffice unless a physical address is also indicated.
- ❖ 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.**
- ❖ 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 (must include name, physical address and be dated accordingly)

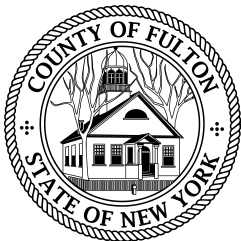
- ❖ College correspondence including bills or schedule of classes
- ❖ Bank statements
- ❖ Utility bills
- ❖ Medical records including prescriptions
- ❖ Report cards with an issue date of 1 year old, or within 30 days
- ❖ Dated mail or postmarked envelopes
- ❖ Income tax return with preprinted label or W2's
- ❖ Formal lease
- ❖ 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 applying for their first certificate must apply in the County Treasurer's Office

Required documentation:

- ❖ Permanent Resident Card
- ❖ Visa
- ❖ Immigration papers indicating permanent resident status

**Acceptable proof is not limited to the above examples, but proof must contain all required elements to be accepted.**



# COUNTY TREASURER, HEATHER A. SCRIBNER

FULTON COUNTY, NEW YORK

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(518) 736-5580

## AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE OF RESIDENCE

Pursuant to Sections 6305\* & 6301\*\* of the Education Law

**Important: Student Must Complete All Shaded Areas**  
**FAXED COPIES NOT ACCEPTABLE**

Community College Name: \_\_\_\_\_

Semester/Course Begins: \_\_\_\_\_ Year: \_\_\_\_\_

**STATE OF NEW YORK,  
COUNTY OF FULTON**

Applicant's Phone Number: (\_\_\_\_) \_\_\_\_\_

### PERMANENT/LEGAL ADDRESS

**\*\*\*PRINT ALL INFORMATION\*\*\***

I, \_\_\_\_\_ do hereby swear that I reside at \_\_\_\_\_  
(Print Full Name) (Print Legal Address)

In the (City) (Village) (Town) of \_\_\_\_\_, Zip Code \_\_\_\_\_, County of Fulton, State of New York; that I now am and have **for a period of one year** prior to the date of this affidavit (or affirmation) been **a resident of the State of New York**; that I now am, or have been for a **period of \_\_\_\_\_ months** within the six months immediately prior to the date of this affidavit (or affirmation) a resident of the **County of Fulton** and that I have lived at the following places during the year immediately prior to the date of this affidavit (or affirmation) and application:

Time frame living at above address: \_\_\_\_\_ / \_\_\_\_\_ to **Present Time**

**If less than one year**, list prior addresses below:

Address, City, State, Zip Code  
(Please indicate time frame)

Month/Year

From: \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_

From: \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_

**Citizenship:** ☐ United States Citizen ☐ Visa Type: \_\_\_\_\_ ☐ Resident Alien No.: \_\_\_\_\_

I further state, I plan to enroll in \_\_\_\_\_ **Community College** and that this affidavit (or affirmation) and application is made for the sole purpose of securing from the Chief Fiscal Officer of the County of Fulton a Certificate of Residence pursuant to the requirements of Article 119 and 126 of the Education Law.

### STUDENT OR GARDIAN SIGNATURE

\_\_\_\_\_  
(Student or Gardian Signature) (Date)

### CERTIFICATE REVIEWED BY

\_\_\_\_\_  
Signature) (Date)

\* **Education Law, Section 6305, provides:** "The chief fiscal officer of each county, as defined by Section 2.00 of the local finance law, shall upon application and submission to him a 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 in the **county, city, town**, intermediate school district or school districts 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 application for a Certificate of Residence.

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/her application for a Certificate of Residence pursuant to section sixty-three hundred and five of the chapter, the charges to the counties of residence shall be allocated among several counties proportional to the number of months, or major fraction thereof, of residence in each county.