

# ULSTER COUNTY CERTIFICATE OF RESIDENCE

## INFORMATION SHEET AND INSTRUCTIONS

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
- Submit a completed **Application and Affidavit for Certificate of Residence** to the Ulster County Department of Finance with proof of residency. This must include a document dated within the last **30 days**, a document dated **6 months** prior to application with a physical address in Ulster County  
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
- Actively a member of the US Armed Forces or a spouse or dependent of one. Military personnel must submit copies of their PCS orders with ID card
  - A Veteran of the US Armed Forces, a spouse or dependent of one, provided the parent or legal guardian submits the required DD214 to the college applying for

### **Students do not meet these qualifications if:**

- They are financially dependent and their custodial parent(s) live in a state other than New York
- They are currently residing in Ulster County only to attend college. These 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 documents can be combined to identify the student, their residential street address (post office boxes are not acceptable), and the length of time they have resided in New York State and Ulster County. **One document must be a photo ID.**

Other forms 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 (Including W2 or 1099)
- Ulster County Property or School Tax Bill paid for previous year and current year along with additional evidence to confirm you reside at the property
- Auto registration or auto insurance policy
- Bank Statements or Pay Statements
- Utility Bill or Telephone Bill
- Past year or current school year transcript/registration/tuition statement
- **For students just graduating from high school:** a copy of your high school transcript that has your name and residential address or final report card for the most current school year with you name and residential address.

## 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 (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 your mailing or residence address
- (8) Previous Addresses – Include all residential addresses you have had in the past 1 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 where you currently reside
- (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) Mark yes or no in the check box, if you/your spouse or parent/guardian are using Veterans Benefits

(18) Sign your name as printed in #9.

**If the application is mailed to Ulster County or delivered to the office by someone other than the student, it must be signed in the presence of a Notary Public.**

(If under the age of 18, a parent or legal guardian has the option of signing as applicant).

(19) Provide the semester(s) and academic year you plan to attend.

### **Instructions for Submitting the Application**

- The complete application can be submitted (by mail or in person) 60 days prior to the start of the semester and for 30 days after the start of classes. Applications received more than 30 days after 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 residency for at least 1 year 2) Proof from 6 months 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 complete original application and all required proof of residency**

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

#### **In Person:**

**Certificate usually issued same day**

Ulster County Department of Finance  
244 Fair Street – 4<sup>th</sup> Floor  
Kingston, NY 12401  
9:00am – 4:30pm

**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**

OFFICE USE ONLY	
<input type="checkbox"/>	NYS LICENSE
ISSUE DATE: _____	
<input type="checkbox"/>	RPS
<input type="checkbox"/>	VOTER REG
<input type="checkbox"/>	MAIL
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

(1) NAME: \_\_\_\_\_ (2) DATE OF BIRTH : \_\_\_\_\_  
 (3) RESIDE AT: \_\_\_\_\_ (4) PHONE # \_\_\_\_\_  
 \_\_\_\_\_ N.Y. \_\_\_\_\_  
 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.)

\_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_  
 Street City State Month/Year Month/Year  
 \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_  
 Street City State 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) ARE YOU/YOUR SPOUSE OR PARENT/GUARDIAN ELIGIBLE FOR VETERANS BENEFITS: Yes \_\_\_\_\_ No \_\_\_\_\_  
**OR**  
**ARE YOU (AS REFERENCED ABOVE) DISCHARGED FROM THE MILITARY ON ANY OTHER CONDITION**  
**(OTHER THAN DISHONARABLY) WITHIN THE LAST 5 YEARS. Yes \_\_\_\_\_ No \_\_\_\_\_**

(18) \_\_\_\_\_ (19) SEMESTER/YEAR: Fall \_\_\_\_ / \_\_\_\_ Winter Interim \_\_\_\_ / \_\_\_\_  
 Applicant's Signature Spring \_\_\_\_ / \_\_\_\_ Summer \_\_\_\_ / \_\_\_\_  
**Must be signed in the presence of a Notary Public**  
**or Ulster County Dept of Finance Employee**

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 up to 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."

**Please complete the following survey for all Ulster County Residents attending a  
Community College other than Ulster County Community College**

**NOTE: YOUR RESPONSES WILL HAVE NO BEARING WHATSOEVER ON THE PROCEESSING OF  
THIS FORM OR YOUR ENTITLEMENT TO THE CERTIFICATE OF RESIDENCE**

Name of community college you're attending: \_\_\_\_\_

I have chosen to attend another college outside of Ulster County because:  
(Please check off all reasons that apply)

\_\_\_\_\_ The Program I want is not offered at Ulster County Community College. Please list the  
program you are pursuing. \_\_\_\_\_

\_\_\_\_\_ The out of county community college is closer to my home.

\_\_\_\_\_ The out of county community college is closer to my job.

\_\_\_\_\_ The tuition and fees of the out of county community college are less than Ulster County  
Community College's.

\_\_\_\_\_ I want on campus housing.

\_\_\_\_\_ Friends/Relatives attend the community college of my choice

\_\_\_\_\_ Too many students from my high school attend Ulster Community College

\_\_\_\_\_ Other. Please specify

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Thank you for participating in this survey

Ulster County