

## WESTCHESTER COUNTY -- CERTIFICATE OF RESIDENCE

### A) **How To Apply:**

- 1) Application - Complete, Sign and have Application Notarized
- 2) All students must provide a current e-mail address
- 3) Provide Copies of the following Documents:
  - a) Photo ID of Student
  - b) Student signed Social Security Card
  - c) Permanent Resident Card – If not a U.S. Citizen
  - d) Two forms of Address Proof:
    - Document showing New York State Residence for one (1) year
    - Document showing Westchester County residence for six (6) months prior to the start date of your school semester.

**Acceptable address proof documents – New York State Drivers or Non-Drivers License, Bank Statements, Utility Bills. Note: Documents with Post Office Box Address and Envelopes are not acceptable forms for proof of address.**

If a student does not have the required proof of address documents – the Parent/Guardian Form must be completed, notarized and attached to the student application along with the required documents for address proof in the name of the parent/guardian. However, all students must include a copy of a signed social security card and photo ID.

- 4) **Mail To:** Westchester County Department of Finance  
148 Martine Avenue, Room 724/Cert  
White Plains NY 10601

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

### B) **Deadlines:**

Fall Semester	September 30
Winter/Spring Semester	February 28
Summer Semester	July 30

**No Exceptions Will Be Made**

### C) **Eligibility:**

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

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### D) Certificate Issuance:

- Incomplete applications will not be processed until all the required paperwork is received.
- Certificates are issued within 7 – 10 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).

### E) Guidelines:

- 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 thirty (30) days after the semester starts.
- A certificate is valid for one (1) school year, beginning with the Fall Semester. All certificates expire on August 31, the end of the school year; for example, if you are taking a summer course, you must reapply if you are continuing in the Fall. You must obtain a new certificate every new school 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 on line at more than one school also require a certificate for each school.

### F) Questions:

E-Mail      [dept-of-finance@westchestergov.com](mailto:dept-of-finance@westchestergov.com)

Phone:      914 995 2757