

\*\*\*\*\*IMPORTANT – MUST READ\*\*\*\*\*

## INSTRUCTIONS – WESTCHESTER COUNTY CERTIFICATE OF RESIDENCE

Certificates are issued for attendance at a 2 YR SUNY Community College in New York State located outside of Westchester County. **Each college notifies the student that a certificate of residence is required.** It is the **student's responsibility to insure that the application for the certificate of residence is on file with Westchester County on or before the deadline.** A certificate must be issued for each school year and is valid for (1) year. **The certificate must be issued no earlier than (60) days prior to start of semester of attendance.**

Each student must be a resident of New York State for one year and **MUST show proof of living in Westchester County for the prior 6 months of the starting semester of school**

Each student **must** provide the following documents and they **must accompany the completed signed and notarized application.**

- 1) **Copy** of Social Security Card
- 2) **Copy** of Photo ID
- 3) **Copy** Proof of address - students name & address with a date of 6 months prior to semester on document **or** bill (N.Y. Drivers License accepted if issuance date meets the requirements) (mailing envelopes are NOT acceptable)
- 4) If not a U.S. Citizen – copy of updated resident alien card

**IF A STUDENT DOES NOT HAVE THE APPROPRIATE PROOF OF ADDRESS – the parent/guardian must fill out the parent/guardian form, the form must be notarized and attached to the student's application and must include a bill or document addressed to the parent showing a date of 6 months prior to semester date. HOWEVER ALL STUDENTS MUST INCLUDE A COPY OF THEIR SOCIAL SECURITY CARD AND PHOTO I.D with the parent form.**

**ALL APPLICATIONS MUST BE SIGNED AND NOTARIZED BEFORE MAILING TO THE FINANCE DEPARTMENT. IF INSTRUCTIONS FOR APPLICATION ARE NOT FOLLOWED PROPERLY AND PROPER DOCUMENTS ARE NOT INCLUDED – IT WILL BE RETURNED TO YOU.** Mailing address:

Westchester County Department of Finance  
148 Martine Avenue – 718/CERT  
White Plains, New York 10601

### **IMPORTANT**

#### **APPLICATION DEADLINES - \*\*\*\*\*NO EXCEPTIONS\*\*\*\*\***

FALL SEMESTER - SEPTEMBER 30<sup>TH</sup>      SPRING SEMESTER - FEBRUARY 28<sup>TH</sup>  
SUMMER - JULY 30<sup>TH</sup>

Telephone Info: (914) 995-3896

Between the Hours of 9:00 a.m. and 4:00 p.m.

R10/03