

INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR A CERTIFICATE OF RESIDENCE

In order to qualify for a Certificate of Residence (COR) with Rensselaer County, students must prove that they have been residents of New York State for more than one year **and** that they have lived in Rensselaer County for the last six-month period immediately prior to the date of application. The application form must be submitted to our office and be accompanied by sufficient proof of the student's address. Some examples of proofs of address could include: a valid NYS Driver's License/permit/ID card; bank statements; pay stubs; rent receipts; a lease agreement; utility bills; a car registration/insurance cards or letters from the community college. After a successful application process, our office will provide the student with a Certificate of Residence (COR) that must be submitted to the particular community college the student is attending. It is the student's responsibility to see that the COR form is submitted and received by the proper authority at their college of choice. This COR will secure the student a reduction in tuition cost and is valid for one college academic year.

The Rensselaer County Bureau of Finance furnishes Certificates of Residence for county residents attending any SUNY (State University of New York) or CUNY (City University of New York) community college, except for Hudson Valley Community College. For HVCC, a student from any township in Rensselaer County must apply for a COR from their individual town clerk's office. Likewise, students attending HVCC that live in the City of Rensselaer must go to Rensselaer City clerk's office. **City of Troy residents attending HVCC must contact the HVCC cashier's office on campus for their CORs.**

Notarized applications may be submitted to our office via US Postal Service or email (bskott@rensko.com) with scanned copies of all documentation of the student's address. At minimum, there should be three documents accompanying the notarized forms: something more than one year old; something six months old and something very recent to indicate that the student still lives at the address on application. For mailing in COR applications, our address is as follows:

Rensselaer County Office Building

Bureau of Finance

99 Troy Road

East Greenbush, NY 12061

If the student is coming in person to our office, the application form does not need to be notarized prior to the office visit. At this time, we don't require appointments; this may be subject to change. Our office is located on the fourth floor of the Rensselaer County Office Building – our building used to be the Rose & Kiernan Insurance Offices. We are located at 99 Troy Road (State Route 4) in East Greenbush. We are located a quarter mile down Rte 4 from Exit #9 off I-90 East. Our office hours are 8:30 AM to 4:30 PM, Monday through Friday. Should there be any questions, our office phone numbers are (518) 270-2745 or (518) 270-2750.

PROOF OF RESIDENCE

THIS IS NOT A CERTIFICATE OF RESIDENCE

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

Pursuant to Sections 6301 and 6305 of the Education Law
In Connection with Attendance at a Community College*

STATE OF NEW YORK
COUNTY OF RENSELAER

Applicant's
Name _____ does hereby swear (or affirm) that he/she resides

at _____

in the (city) (village) (town) of _____ County of **RENSELAER**, State of New York; that he/she

is now, and has been for a period of at least one year immediately prior to the date of this affidavit (or affirmation) and application, been a resident of the State of New York; that he/she now is, or has been for a period of _____ months within the six months immediately prior to the date of this affidavit (or affirmation) and application**, a resident of the County of **RENSELAER** and that he/she has lived at the following places during the year immediately prior to the date of this affidavit (or affirmation) and application:

Resided at the above address since ____/____/____

Other addresses during the past 12 months:

_____ from ____/____/____ to ____/____/____

_____ from ____/____/____ to ____/____/____

_____ from ____/____/____ to ____/____/____

Applicant further states that he/she plans to enroll in _____ County Community College and that this affidavit (or affirmation) and application is made for the purpose of securing from the Chief Fiscal Officer of the County of **RENSELAER** a certificate of residence pursuant to the requirements of Article 126 of the Education Law.

Sworn to (or affirmed) before me this

_____ day of _____ 20_____

Signature of Applicant

Commissioner of Deeds

*Education Law, Section 6305, paragraph 3, 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/her 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: **RENSELAER**. Such person shall, upon his/her 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 5 defines: "Resident. A person who has resided in the State for a period of at least one year and in the county, city, town, intermediate school district 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 6305 of this chapter, his/her 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 6305 of this chapter, 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.****

This space for use by the Rensselaer County Bureau of Finance

Certificate Issued _____ Yes _____ No _____ Date ____/____/____ By _____