Application for Certificate of Residence for CITY of TROY RESIDENTS

Certificate of Residence for City of Troy Residents

Step 1: Complete the Application below

Step 2: Gather the necessary documentation (list of acceptable documents on other side) to establish residency for:
1. 12 months in New York State AND
2. Previous 6 months in the City of Troy AND
3. Current in the City of Troy

Step 3: Submit the completed application and documentation to the Hudson Valley Community College Cashier's Office in person or by mail

_____________________________________________________________________________
Student ID #: H ______________________________________
Last Name ______________________________________ First Name ______________________________________ M.I. _________
(Please Print)

Current Street Address: _______________________________________________________________________
(no P.O. boxes allowed)

How long have you lived at the address listed above? ____________________________________________

IF less than 6 months, list the address of your residence prior to your above Troy address:
_______________________________________________________________________
(no P.O. boxes allowed)

Certification Statement: I do hereby certify that I am now, and have been for a period of at least one year immediately prior to the date of this application, a resident of the State of New York: and now am, or have been for a period of ________ months within the 6 months immediately prior to the date of this application, a resident of the City of Troy.

I will produce proofs of residency in person at the Cashier’s Office, or provide a copy of my proofs with this form and mail it to the Cashier’s Office, in order to have non-resident tuition charges removed from my account. See the other side of this form for a listing of acceptable documentation.

I understand that I will be responsible for payment of the non-resident tuition charge if it is subsequently determined that I am not a resident of the City of Troy.

_____________________________________________________________ _____________________
Student Signature Date

Bring, or mail, this form with proof of residency to the HVCC Cashier's Office.
All applicants must provide IDENTIFICATION and separate DOCUMENTATION which shows evidence of each of the following (multiple documents may be necessary to satisfy each requirement):

1. The applicant has been a permanent resident of New York State for the past year.
2. The applicant has been a resident of the City of Troy for the past six months.
3. The applicant is a current resident of the City of Troy.

Acceptable forms of IDENTIFICATION:

- Valid New York State Driver’s License or New York State issued Non-Driver’s ID card
- United States Passport
- Valid Photo ID AND Social Security Card AND Birth Certificate with raised seal
- Valid HVCC student ID

Acceptable DOCUMENTATION for proof of residency:

☐ Valid New York State Driver’s license or Non-Driver’s ID card issued more than one year ago with current City of Troy street address which matches the address on your tuition bill. P.O. Box addresses cannot be used.

OR

☐ Valid New York State Driver’s License or New York State issued Non-Driver’s ID card issued less than one year ago

AND

☐ Lease agreement, or a letter from landlord on landlord’s letterhead indicating dates of tenancy and rent payments (Lease agreements are not acceptable unless valid New York State issued ID is provided)

☐ Prior year Federal income tax filings (Necessary if valid New York State ID is not provided. Parents’ or parent’s tax return required if listed as dependent)

☐ Bank statement(s)
☐ Utility bill(s)
☐ Cell phone bill(s)
☐ Homeowner’s or renter’s insurance policy
☐ Paycheck or paycheck stub
☐ W-2 of previous year
☐ NYS TAP information
☐ Medical bills
☐ Car registration
☐ Automobile insurance policy
☐ Property Tax bill
☐ High school transcript (If graduated from a Troy high school in the current calendar year)

☐ Note: If residing with parent, the applicant may bring one of the above proofs that show the permanent, City of Troy address of the parent/student residence, along with a letter signed by the parent and notarized that states the student is now, and has been for a period of one year, living with that parent.

Note: International students must present their Visa in addition to the above documentation. The applicant’s Visa status determines eligibility to establish residency per State University of New York Non-Immigrant Status Classifications.