



Proof of Residence for City of Troy Residents

Step 1: Complete the form 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 form 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

Student ID# _____

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 with current City of Troy street address which matches the address on your tuition bill. P.O. Box addresses cannot be used.

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.

Cashier's Office Approval

Date