

**AFFIRMATION OF SCHENECTADY COUNTY RESIDENCE  
(DO NOT COMPLETE IF YOU ARE A RESIDENT OF A  
COUNTY OTHER THAN SCHENECTADY)**

*This is a legally binding document.*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Street Address (NO PO BOXES) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

By signing this affirmation, I do hereby swear that:

- (a) I am a U.S. citizen or have been granted permanent resident status and have had such status for at least one year;
- (b) I have resided in the State of New York for the past twelve (12) consecutive months; and
- (c) I have been a resident of Schenectady County for six months immediately prior to the date I sign this affirmation.

*This is a legally binding document.*

If SUNY Schenectady learns that you are not a resident of the State of New York or of Schenectady County during the time period set forth in the above paragraph, you will be billed at the non-resident rate of tuition. Falsely completing this affirmation may also constitute grounds for dismissal under the student code of conduct as falsification of an official college document.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Student ID #

**If mailing the form, please have your signature notarized below, and enclose your proof**

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
(Notary Public or Commissioner of Deeds)

*Read instructions on the back of this sheet*

## INSTRUCTIONS FOR ESTABLISHING SCHENECTADY COUNTY RESIDENCY

Complete this form if:

- You are a United States citizen or;
- You are a foreign student with permanent residency status.
- Have lived in New York State for the past year;
- And have lived in Schenectady County for the past six months.

If you otherwise qualify but have not lived in Schenectady County for the past six months, you will need to obtain a Certificate of Residency from your home county.

- In order to qualify for resident tuition, this affirmation must be completed and submitted to the College annually.
- The completed affirmation must be submitted at the time of bill payment, but no later than 29 days after the first day of classes.
- Failure to submit the affirmation may disqualify you from receiving the resident tuition rate, and you will be required to pay the higher, out-of-state tuition.
- Out-of-state tuition is charged to students who do not have United States citizenship or are an eligible foreigner, have not lived in New York State during the past twelve months and to students who fail to submit a completed Affirmation of Residency with supporting documentation (for Schenectady County residents) or a valid Certificate of Residence (from New York State residents who live in another county).

With this affirmation, you must submit at least two (2) of the following forms of proof of residency. One item must be dated no later than 12 months and one must be dated no later than 6 months from the date of application for residency:

NYS Bank Statement

Utility Bill

Credit Card Statement

Valid NYS Driver's License or Non-Driver ID

Social Security Statement

NYS Voter Registration Card

Social Services Statement

W-2 Form