

How to obtain a College Certificate of Residence

Follow the steps below to ensure smooth processing of your certificate:

1. Download and print the [Affidavit and Application for Certificate of Residence](#).
2. The application must be completed, **signed by the student**, not the parent or guardian unless student is a minor, **and notarized**.
3. Declare Citizenship: Immigrant aliens must have held an Alien Identification Card for one full year and be able to establish NYS residency to be eligible for certificate of residency. An undocumented alien is eligible for a certificate of residency if the student received a GED or graduated from a Rockland County high school after attending at least two years and applies for SUNY admission within five years of receiving the Rockland County diploma.
4. Complete and sign the application in ink.
5. Whether in person or by mail, proper proof of residence must be submitted along with the application to prove student's residency. **Acceptable forms of identification are as follows:**
 - Driver's license, which must be at least 6 months old, non-drivers license, tax return, student transcript, utility bill, paycheck stub, bank statement, or car registration/insurance card. All forms of identification must have the student's Rockland County address clearly visible in order to be acceptable.
6. If mailing the application, the address is:

Rockland County Department of Finance
Attn: College Certificate of Residence
50 Sanatorium Road, Building A, 8th Floor
Pomona, NY 10970

If you have further questions, please call **(845) 364-3870**