



Clean Technologies and Sustainable Industries Early College High School Program

Dear Current ECHS Student and Parent,

This letter is to provide you with information regarding obtaining a Certificate of Residency (COR) for college coursework through Hudson Valley Community College. The **original** Certificate of Residency must be turned in to our program by **July 29th** but **cannot be issued prior to June 30th**. HVCC will not register any student that does not have a COR for their HVCC college courses. This is a yearly occurrence. You can call your local county offices to get instructions regarding the COR. Please visit the following link to check for your county offices and the procedure for obtaining your COR. <http://www.county-clerk.net/>. The student **MUST** be present at the county office in order to obtain a Certificate of Residency. If your child is taking college coursework at their home school, through a college other than HVCC, they will have to obtain a second Certificate of Residency to be given to our program for HVCC. When going to the county office, you will want to *specify that it is for HVCC for the Fall semester*. The county office may be hesitant in giving a COR if one has already been provided, but please specify with them it is for HVCC. If the county office has questions, they may contact our program at (518) 884-7150 Ext 2662. Here is the link to HVCC's information and applications to help you with the Certificate of Residency process: <https://www.hvcc.edu/cashier/cor.html>.

Here are some examples of Proof of Residency required to obtain a Certificate of Residency:

Proof of Residency Needed for Certificate of Residency:

- Students must bring a document dated **one year ago** that has their name and address on it, examples include last year's report card, driver's license, bank statement, postmarked envelope, paystub, cell phone bill, medical or dental bill, prescription or, previous year's W2 Forms.
- Students also need to bring a document dated **within the past 30 days** with their name and address on it, postmarked envelope works well for this.
- If you have moved within the past year or have any questions please call your local county offices for clarification. Forms will be notarized at the county offices for you.

City of Troy Residents:

City of Troy residents must complete the [Application for Certificate of Residence for City of Troy](#) residents and follow instructions on the form. The application and associated documentation should be presented to the HVCC Cashier's Office.

All Other Rensselaer County Residents (except City of Troy):

All other Rensselaer County residents should complete and bring the [Certificate of Residence Application for Rensselaer County EXCEPT City of Troy](#) to their town/city clerk for certification. Refer to the [List of New York State County Offices](#).

Please mail the **original** Certificate of Residency to me at Ballston Spa High School, 220 Ballston Avenue Ballston Spa, NY 12020. We cannot accept a copy of the Certificate of Residency. Please do not send us the Proof of Residency. We apologize for the short window, but it has to be obtained within 30 days of the first day of class, and can't be registered without one.

Thank you,
Adrienne Snow
ECHS Program Coordinator