

# DUTCHESS COMMUNITY COLLEGE

## Welcome Guide for Undocumented Students

*Information for students, faculty, staff and community partners*



*This publication was created by the  
Dutchess Community College Consortium for Undocumented Students  
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Dutchess Community College offers this guide as a resource. This Guide contains links to resources created and maintained by other public and private organizations. This information, informed by research and gathered in part from practitioners, is provided for the reader’s convenience and is included here to offer examples of the many resources that educators, students, parents, advocates, administrators, and other concerned parties may find helpful and use at their discretion. Dutchess Community College does not control or guarantee the accuracy, relevance, timeliness, or completeness of this outside information. Further, the inclusion of links to items does not reflect their importance, nor is it intended to endorse any views expressed, or materials provided.

# Introduction

Dutchess Community College was established on the belief that everyone should have access to higher education and be given the opportunity to pursue academic and career goals to the best of their ability. This is an opportunity that we believe includes all students, regardless of citizenship status or national origin.

As a member of the SUNY network of colleges and universities we wholeheartedly support SUNY Chairman H. Carl McCall and Chancellor Kristina M. Johnson in their commitment to undocumented students.

At DCC, we will continue to ensure that all of our students are able to attend classes in an environment that is supportive, free from fear and sensitive to the unique challenges they may be facing. It is not now – nor has it ever been – our practice to identify or “track” students by their citizenship status.

This handbook provides important information that can help our undocumented students achieve success. Please note that the last two pages contain QR codes you can scan with your phone to conveniently access recommended websites.

## DCC’s Consortium for Undocumented Students



Dutchess Community College has formed a cross-departmental Consortium for Undocumented Students to create a supportive environment for some of its most vulnerable students and address systemic issues to facilitate undocumented students’ access and educational success at DCC, including revamping its application to clarify qualifications for undocumented students to be able to attend.

The Consortium developed a webpage with college resources and links to SUNY immigration information and updates. A student-led initiative has created broader support networks among allies, DACA recipients, other undocumented students, community organizations and four-year colleges.

# Undocumented Students – Defined

(From StudentAid.Gov)

The questions and answers that follow provide information about student financial aid for undocumented students (sometimes referred to as "Dreamers") as well as guidance for a specific subgroup of undocumented students who have received Deferred Action for Childhood Arrivals (DACA). We have grouped the questions and answers into three categories: General Information, Eligibility for Financial Aid, and Completing the FAFSA.

**Who are undocumented students?** Undocumented students are students who are not U.S. citizens, U.S. nationals, or "eligible noncitizens." Undocumented students are sometimes referred to as "Dreamers." This term generally refers to undocumented youths who have lived in the United States from a very young age. The term "Dreamers" is derived from the legislation introduced in Congress and known as the "DREAM Act." You can read more about the proposed "DREAM Act" at [www.ed.gov/news/speeches/dream-act-testimony](http://www.ed.gov/news/speeches/dream-act-testimony). Within the larger group of undocumented students, there is a subgroup of students who have received Deferred Action for Childhood Arrivals.

**What is Deferred Action for Childhood Arrivals (DACA)?** DACA is the name used of a process announced by the Secretary of Homeland Security on June 15, 2012. Under this process, if you came to the United States as a child and meet several key guidelines, you may contact U.S. Citizenship and Immigration Services (USCIS), a component of the Department of Homeland Security, to request consideration of deferred action. "Deferred action" refers to a decision to defer (delay or put off) removal action of an individual. DACA may be granted by USCIS for a period of two years and may be renewed under certain circumstances. Deferred action does not provide an individual with lawful status; however, recipients of deferred action may obtain work authorization. General information about DACA: [www.uscis.gov/childhoodarrivals](http://www.uscis.gov/childhoodarrivals)

Answers to a series of frequently asked questions related to DACA, filing requirements, evidence, decisions, and renewals: [www.uscis.gov/humanitarian/consideration-deferred-action-childhood-arrivals-process/frequently-asked-questions](http://www.uscis.gov/humanitarian/consideration-deferred-action-childhood-arrivals-process/frequently-asked-questions)

## **Who is a DACA student?**

A DACA student has received deferred action under the Deferred Action for Childhood Arrivals process. Most DACA students also are granted work authorization; and if a student has work authorization, the student may be eligible to obtain a Social Security number. (More information about obtaining a Social Security number is in Question C.1.)

Thus, if a DACA student is granted deferred action and employment authorization, the student may be eligible for a Social Security number. For more information about obtaining a Social Security number, visit [www.socialsecurity.gov/pubs/deferred\\_action.pdf](http://www.socialsecurity.gov/pubs/deferred_action.pdf).

# Student Data and Privacy

## Does SUNY share student information with federal officials?

SUNY vigorously defends the privacy rights of students and will not release information about a student's immigration status to anyone, including federal immigration officials, without a validly issued subpoena, court order or search warrant. The Federal Education Rights and Privacy Act ("FERPA") prohibits colleges and universities from releasing information from students' education records without consent, except under certain specified circumstances.

### 1. Under what circumstances does SUNY share student information with federal officials?

There are two important exceptions to FERPA: First, the Student Exchange and Visitor Program ("SEVP") provides that participating institutions are subject to on-site review at any time, meaning that SEVP field representatives visiting a campus are authorized to obtain information about students on temporary student and training visas (F and J) – but not about DACA or undocumented students.

2. Second, the USA Patriot Act serves as an exception to FERPA and permits federal officials, upon issuance of a court order alleging terrorist activities, to obtain information from education records without consent.

3. *Campuses should immediately contact their campus counsel if any federal agency seeks to obtain immigration-related information, except when directly related to the SEVP program.*

## Is there a danger of DACA data being disclosed to immigration officials?

It is the internal policy of the U.S. Citizenship and Immigration Services (USCIS) that DACA data will not be disclosed to ICE or U.S. Customs and Border Protection for the purpose of immigration enforcement proceedings unless certain criteria are met, such as national security concerns, fraud or misrepresentation, or specific criminal offenses. This is agency policy not based in law or regulation, and may be modified or rescinded at any time. Immigration enforcement agencies can be expected to exercise their prosecutorial discretion not to apprehend individuals with DACA status or initiate removal proceedings unless or until there is a policy change.

## Immigration Enforcement

### • What authority do immigration officials have over college campuses?

A 2011 memo from U.S. Immigration and Customs Enforcement (ICE) designates college campuses as "sensitive locations," meaning that enforcement actions (i.e. arrests, searches, interviews, and surveillance) cannot occur or be focused on college campuses unless: (a) exigent circumstances exist; (b) other law enforcement actions have led officers to campus; or (c) prior approval is obtained.

### • What are exigent circumstances?

Exigent circumstances exist when the enforcement action involves a national security or terrorism matter; there is an imminent risk of death, violence, or physical harm to any person or property; the enforcement action involves the immediate arrest or pursuit of a dangerous felon, terrorist suspect, or any other individual(s) that present an imminent danger to public safety; or there is an imminent risk of destruction of evidence material to an ongoing criminal case.

- **Privacy Act Notice**

Section 6109 of the Internal Revenue Code requires you to give your correct SSN or ITIN to persons who must file information returns with the IRS to report certain information. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation and to cities and states to carry out their tax laws.

## Apply to DCC: What to Know About the DCC Application

### Who is a DACA student?

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Thus, if a DACA student is granted deferred action and employment authorization, the student may be eligible for a Social Security number. For more information about obtaining a Social Security number, visit [www.socialsecurity.gov/pubs/deferred\\_action.pdf](http://www.socialsecurity.gov/pubs/deferred_action.pdf).

Below is a guide on how undocumented students should answer questions on the DCC Application.

### When student doesn't have a Social Security Number:

A student without a SSN can leave that part of the application blank. Then, a W-9S or the Request for Taxpayer Identification Number must be completed.

### How to answer the residency question on the application:

Students should check off "No", enter country of citizenship, then select "other" from visa types.

5. Are you a U.S. citizen?  Yes  No If no, country of citizenship \_\_\_\_\_ If no, do you have a  Visa  
 Permanent Resident Card  Work Permit  Other Documentation

**There is NO APPLICATION FEE.** For more information on how to complete the DCC Application, you may contact the Admissions Office. We have a bilingual counselor available: Steven Posada, (845) 431-8017, [steven.posada@sunydutchess.edu](mailto:steven.posada@sunydutchess.edu)

# Guidelines for Completing Student Residency Forms

## Dutchess County Residents: Eligibility for In-State Tuition

*(Please note: "Resident" here means where you live, and does not refer to immigration status).*

✓ Students must have attended a New York high school for two or more years, graduated, and applied to attend a SUNY Institution within five years of receiving a New York State diploma or Attended an approved New York State program for the High School Equivalency, received an HSE from New York State, and applied to attend a SUNY institution within five years of receiving the New York HSE.

✓ You must bring to the Student Financial Services office the following items: a copy of your official final high school transcript and an Affidavit that you intend to legalize status when that becomes possible. A copy of this Affidavit is on page 21. The form will need to be "notarized" which means you will need find a person authorized to witness your signature with an official form of photo identification such as a passport. DCC offers free notary services in Student Financial Services Office.

## Non-Dutchess County Residents: Eligibility for In-State Tuition

*(Please note: "Resident" here means where you live, and does not refer to immigration status).*

✓ Students must have attended a New York high school for two or more years, graduated, and applied to attend a SUNY Institution within five years of receiving a New York State diploma or Attended an approved New York State program for the High School Equivalency, received an HSE from New York State, and applied to attend a SUNY institution within five years of receiving the New York HSE.

✓ You must visit the County Clerk office in your home county and ask for a Certificate of Residency to attend Dutchess Community College. Will need to show them proof of county residency. Usually a transcript will be enough. Call them to find out. *If they do not help you, contact DCC's Student Financial Services office.*

**Students who do not meet the above requirements will be expected to pay out-of-state tuition, which is DOUBLE the amount of in-state.**

## Applying Without a Social Security Number

When students don't have a social security number, they must complete the "Request for Student's Taxpayer Identification Number" form in the Student Financial Services Office. Instructions on completing this form on page 22.

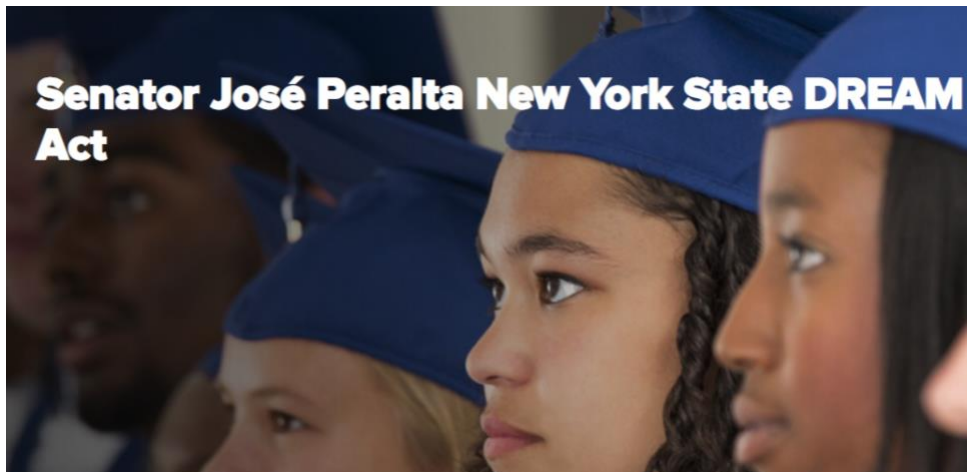
**For more information, contact Student Financial Services  
(845) 431-8060**

## Eligibility for Financial Aid and Scholarships

### Federal Financial Aid

**Completing the FAFSA:** The FAFSA (or Free Application for Federal Student Aid) should not be completed by an undocumented student, as the student is not eligible for Federal financial aid. However, there are limited and rare circumstances in which an undocumented student would need to complete a FAFSA. For example, a scholarship from outside DCC might require an undocumented student to complete a FAFSA to determine income. **Please visit Student Financial Services and meet with a counselor if you have questions.**

### New York State Financial Aid



The Senator José Peralta New York State DREAM Act gives undocumented and other students access to New York State-administered grants and scholarships that support their higher education costs.



The DREAM Act opens the doors of higher education to thousands of students, **providing access to the new Excelsior Scholarship, the Tuition Assistance Program (TAP), as well as other state-administered scholarships** that were not previously available to them.

Visit [www.hesc.ny.gov/dream](http://www.hesc.ny.gov/dream) to determine your eligibility, get answers to frequently asked questions, and complete the application!

**For more information, contact Student Financial Services  
(845) 431-8060**

## **Scholarships for Undocumented Students:**

**Use your phone to scan these QR codes!**



<http://www.lehman.cuny.edu/cuny-mexican-studies-institute/scholarships.php>



[Unitedwedream.com](http://Unitedwedream.com)



[www.thedream.us](http://www.thedream.us)



<http://e4fc.org/scholarshiplist.html>



<http://www.maldef.org/leadership/scholarships>



<https://mydocumentedlife.org/>

### **CUNY Scholarship:**

CUNY BECAS Scholarship Program 2019: The Jaime Lucero Mexican Studies Institute at CUNY is proud to offer scholarships of up to \$6730 to current and prospective CUNY undergraduate and graduate students. Past recipients may reapply for additional funding (use "Returning applicant" form). Scholarship winners are selected based on academic achievement, financial need, and commitment to

service in the Mexican and/or immigrant community. CUNY BECAS scholarship primarily aids students with little or no access to financial aid. The selection committee does not discriminate based on immigration status, race, gender, age, ethnicity, or national origin. All are welcome to apply.

## **DCC Scholarship Opportunities**

**Scholarships for New Students:** Charles and Mabel Conklin Scholarship for Academic Excellence: There is a full-tuition scholarship for entering freshman known as the Charles and Mabel Conklin Scholarship for Academic Excellence. To be eligible, the applicant has to be full-time and graduate from their Dutchess County high school in the top 10% of their class. This scholarship covers tuition at DCC for two consecutive years (four semesters). **Important:** The application WILL ask students to apply for the Free Application for Financial Student Aid (FAFSA) as part of the application process. However, undocumented students do not have to complete the FAFSA. The student should notify Michelle Diano in Admissions (845) 431-8015 and she will make sure the FAFSA requirement does not impact the processing of the scholarship. Students can request the Charles and Mabel Conklin Scholarship with the high school guidance office or call the DCC Admissions Office at (845) 431-8010.

**Scholarships for Returning and Graduating Students:** Every spring, the DCC Foundation awards scholarships to continuing and graduating students. There are over 125 scholarships for which DCC students can apply, including scholarships for full-time, part-time, and even graduating students. The scholarship application can be completed online at DCC Scholarship Application. You can apply for more than one DCC scholarship, but you will be awarded only one.

**If you have any questions about scholarships, call Student Financial Services at (845) 431-8060.**

**Other Scholarship Opportunities:** Outside scholarships also are available for new and returning students. The school does not control these types of scholarships. Students can find information about outside scholarships from various sources.

# Additional DCC Programs and Opportunities

## Educational Opportunity Program

**U.S. citizenship is not a requirement for admission to EOP.** However, you must meet New York State residency, income and academic requirements. If admitted, you will receive all academic and social support the program offers. However, you are not eligible to receive any financial support from the program.

**Educational Opportunity Program Services at DCC :** The goal of the EOP office is to provide guidance with comprehensive services that support the success, retention and graduation of its students. These services include:

**An Orientation Session:** New incoming students are required to attend an orientation session prior to the start of each semester. At this time they have the opportunity to become familiar with the expectations of the program as well as to meet staff and fellow students. An individual meeting is required of all students in order to put in place an academic study plan with consideration to their individual needs.

**Counseling:** Guidance is provided in academic, financial, personal, and career matters. Students are provided with individual academic advisement each semester to ensure that proper progress in the curriculum is maintained. Anticipated needs such as study time, work schedules, books and supplies expenses are addressed here. EOP advisors are experienced in academic advising, study skills, personal counseling, promotion of cultural diversity, financial aid and student accounting procedures, and leadership and career development.

**Tutoring:** Students are expected to utilize the tutoring services provided for them through EOP funding. Our staff includes an English and math instructor to assist in those areas.

**Textbook Library:** EOP has a revolving textbook library available for students who are unable to obtain all their required textbooks in a timely manner; individual needs are assessed by a counselor.

**Seminars and Workshops:** Practical skills are emphasized in workshops throughout the year. A variety of seminars are offered to assist decision-making and student development; these include financial aid, time management, study skills, leadership skills, conquering test anxiety, and effective listening.

**Contact Person:** Doris Diaz-Kelly, Assistant Dean of Student Services and Director, EOP  
Hudson Room 400. Phone (845) 431-8039



## DCC-English as a Second Language (ESL)

Take your English to the next level by studying ESL with DCC. This 8-level program is specifically designed for non-native English-speaking students. Learn to improve your vocabulary and writing, strengthen your grammar, speak more clearly and confidently, and express your ideas in more sophisticated ways. The curriculum also supports the transition to college or other educational pathways. All new students must take a placement test to determine their appropriate level. If you have any questions or to schedule a placement exam contact Kimberly or Emma at **(845) 790-3590**. Also, visit our webpage: [sunydutchess.edu/esl](http://sunydutchess.edu/esl)

### Classes are held at the following locations:

**DCC Main Campus:** 53 Pendell Road, Poughkeepsie, NY

**DCC@The Family Partnership:** 29 North Hamilton Street Poughkeepsie, NY (3<sup>rd</sup> Floor)

**Dutchess South Campus:** 31 Marshall Road (behind Hannaford supermarket) Wappingers Falls, NY

**Amenia Town Hall:** 4988 Route 22, Amenia, NY

**Brewster High School,** 50 Foggintown Road, Brewster, NY

**First Baptist Church,** 460 Main Street (behind the church), Brewster, NY

**Pawling Free Library:** 11 Broad Street, Pawling, NY



### ESL Testimonials:

*"I have taken 4 levels with DCC-ESL. This program is awesome! ESL has made a difference in my life because I have been improving and it has given me new opportunities. Thank you to my teachers and classmates" -S.O.*

*"The ESL program made me feel more confident about the way I communicate with other people and definitely improved my writing and conversation." - R.K.*

*"They have good teachers that make you feel comfortable and able to learn!" - Y.B.*

# High School Equivalency (HSE)

## English and Spanish Programs



Programa en  
Español!

DCC offers High School Equivalency exam preparation courses in both English and Spanish. These courses are low cost and high quality, offered in a supportive learning environment. Classes are interactive and engaging, covering the five subject areas of the TASC examination. This program will help prepare each student to pass the New York State HSE exam (TASC™) and position them to qualify for admission to college.

If you are ages 17 or 18, you must make an appointment to meet with the HSE program coordinator. Please contact DCC @ the Partnership in Poughkeepsie at (845) 790-3590. Appointments are available at the Family Partnership Center in Poughkeepsie or at our Dutchess South Campus in Wappingers Falls.

If you are 19 or older, you may register in person at the Family Partnership Center, DCC South campus, or at one of our other class locations during class time. You must have a valid ID (license, permit, non-driver ID or passport) with you.

### Classes are held at the following locations:

**DCC@The Family Partnership:** 29 North Hamilton Street Poughkeepsie, NY (3<sup>rd</sup> Floor)

**Dutchess South Campus:** 31 Marshall Road (behind Hannaford supermarket), Wappingers Falls, NY

**Brewster High School,** 50 Foggintown Road, Brewster, NY

**Dover Plains,** Dover Elementary School, 9 School St. Dover, NY

For more information, please visit our webpage: [sunydutchess.edu/hse](http://sunydutchess.edu/hse)



# Additional Services

## Health Office

**Student Services Building, Room 110**

**(845 431-8504**

All students who are enrolled at Dutchess Community College can receive health services free of charge at the Health Office. Staffed by a registered nurse, the Health Office provides a multitude of services including: first aid for illness and injuries, immunizations, medical emergency care, diagnostic testing, laboratory testing (limited), health counseling and education, and referrals to appropriate agencies and resources. Over-the-counter medications are available. The office operates on a walk-in basis. There is no fee for services. Medical emergencies after hours are referred to Campus Safety and Security (845) 431-8070.

A physician is available for clinical appointments and consultation weekly during the fall and spring semesters. There is no fee for services with the exception of physicals. Appointments are necessary. For more information, contact the Health Office.

The Health Office is not an emergency room. All serious injuries and/or medical conditions beyond nursing care are referred to specialized areas, such as the emergency room. The Health Office works closely with Campus Safety and Security and the local ambulance for emergency transport.

In requesting medical assistance, the College merely acts as an agent for the injured party. All medical costs are the responsibility of the injured party.

In accordance with the Educational Rights and Privacy Act of 1974 (Buckley Amendment), medical information will not be released without written consent of the individual party.

## Counseling Services

**Student Services Building, Room 303**

**(845)-431-8040**

The Counseling Center at DCC is committed to supporting and empowering all DCC students by providing a range of services meant to improve student's mental health and overall wellness. The staff at the Counseling Center is sensitive to the unique needs of undocumented students and will help support these students as they navigate some of the challenges associated with being of undocumented status. Time-limited individual counseling is free and confidential for all DCC students. Many students at DCC utilize this service for help with a range of issues including (but not limited to): depression, stress or anxiety, grief and loss, coping with trauma, relationship issues, sexual orientation or gender identity, alcohol or drug concerns, family problems, sexual assault, eating or body image concerns, domestic violence, and self-esteem.

In addition to our individual counseling services, we offer group counseling as well as alcohol, substance and other wellness education. Students can contact the Counseling Center at (845)-431-8040 or come to our office in Student Services building Room 303 to make an appointment. We encourage students to make an appointment but counselors are available for walk-in appointments throughout the day. Please note that the Counseling Center does not require students to provide a Social Security number or disclose their legal status in order to utilize our services.

**Contact Person: Chris Torres, LMHC**

24-Hour Crisis/Emergency Contacts

Campus Security is available 24 hours a day at (845) 431-8070. For psychological crises that occur outside of normal business hours, you are encouraged to utilize the following community resources:

Dutchess County Helpline 24-Hour Crisis Counseling:  
(845) 485-9700

Rape Crisis and Crime Victims 24-Hour Hotline:  
(845) 452-7272

Domestic Violence Services 24-Hour Hotline:  
(845) 485-5550

Mid-Hudson Regional Hospital of Westchester Medical Center:  
(845) 483-5000

## **Academic, Career and Transfer Center (ACT)**

The ACT Center provides holistic advisement for students including career and transfer planning. ACT coaches teach students the skills needed to choose a major and design an achievable academic plan that will align with career and transfer goals. The ACT Center provides career development advisement which include resume, cover letter and job search advisement.

Phone: (845) 431-8600

Office: Orcutt Student Services Center, Room 301

Email: [act@sunydutchess.edu](mailto:act@sunydutchess.edu)

## **Academic Services and Testing**

Academic Services and Testing at DCC is the ideal place to begin pursuing a college degree. Through placement testing, preparation programs for college success, and tutoring in the Student Academic Success Center, all students can experience their college careers with confidence. Through its programs and services, Academic Services carries out its mission to support students in pursuit of their academic goals by providing programs and services to realize their individual potential.

Contact: Jennifer Wrage  
Hudson Hall, Room 315  
Phone (845) 431-8090

## **Ritz Research Guide to ESL**

The Ritz Research Guide to ESL is a free, online resource that is available through DCC's Ritz Library. The ESL Guide is a collection of books, websites, and other resources that have been selected by the DCC ESL Faculty to help non-native English speaking students improve their reading, writing, listening, speaking, grammar, and pronunciation in English. You do not have to be a DCC student to use a Ritz Research Guide.

## Writing Center

The Writing Center in Hudson Hall 503 (also at DCC South) offers free assistance to students working on any writing assignment for any course offered at the college in addition to other written work such as college application essays and resumes. Friendly tutors will respond to your writing questions and concerns and will work with you on effective writing strategies. The Writing Center also has many reference books and handouts on composition, style, and grammar. Our Computer Lab offers free printing to all DCC students.



DCC CARES is an initiative administered through the Office of Student Advocacy and Accountability in which various types of support are available to students whose ability to stay in school is threatened by any number of outside factors. DCC Cares provides prevention for students at-risk of dropping out due to a sudden and unexpected financial emergency or having inadequate access to nutritious food.

The Student Resource Navigator (SRN) coordinates FREE services through the DCC Cares initiative. The SRN connects students to on-campus and community resources. The SRN assists students with the process of applying for Financial Hardship Grants and services. The SRN collaborates with campus support staff and community resources to provide workshops supporting student's persistence to graduation by reducing the likelihood of future crisis situations. The Student Resource Navigator is funded in part by the NYS OCFS and Dutchess County Division of Youth Services.

Students must be a current enrolled student and have a 2.0 to apply for the Financial Hardship Grants. The Student Emergency Relief fund for non-academic needs (rent, car repairs, utilities, medical bills, etc.) are for only full-time students. The Academic Needs Fund (tuition and fees, books, and childcare) are for both full-time and part-time students.

For help from DCC Cares email [dcccares@sunydutchess.edu](mailto:dcccares@sunydutchess.edu) or call (845) 431-8973.

## The Pantry: Free Emergency Food and Supplies

Located on the lower level of Dutchess Hall, The Pantry stocks nutritious food and personal care items for campus community members, regardless of immigration status. A friendly, no-judgment zone staffed by volunteers, The Pantry is supported by the College and various campus organizations.





# Community and Legal Resources

## **ADELANTE Student Voices**

Are you a current high school student, have younger siblings, or are interested in being a mentor? ADELANTE offers a summer program in Dutchess County (that students from around the state can join) for undocumented students entering 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade. The 10-day overnight session in a college setting includes workshops, art as activism, and visits to colleges and universities. We provide mentorship to all students who attend for an additional 5 years, and seek to build a statewide network.

<http://adelantestudentvoices.org/>

## **Office for New Americans at Catholic Charities Community Service of Dutchess County**

CCCSDC offers immigration legal consultations, application assistance, and preparation for citizenship exams. Offers information and counsel about immigration status. Services are FREE of charge.

Address: 218 Church Street, Poughkeepsie, NY 12601

Phone: (845) 452-1400 Email: [CCCSDC@archny.org](mailto:CCCSDC@archny.org)

**Migrant Education** Mid-Hudson METS supports the educational needs migrant-eligible farm workers and their children in Ulster, Dutchess, Orange, Putnam, Rockland and Westchester counties. Services include: Supplemental In-School Academic Support, In-Home and In-Camp Academic Support including ESL and GED instruction for adults, Adolescent Outreach Program,

Migrant Even Start, Advocacy, Community Referrals, Summer School Programs in Ulster County

<https://www.newpaltz.edu/meop/>

**Worker Justice Center of New York:** Pursues justice for those denied human rights through legal representation, community empowerment and advocacy for institutional change. Special attention provided to agricultural and other low-wage workers and victims of human trafficking and domestic violence. Provides community ID's for new immigrants, as well as for the homeless, teenagers, low-income individuals, and other marginalized groups.

Address: 9 Main Street, Kingston, NY 12401

(845) 331-6615

# Online Resources

Use your phone to scan these QR codes!



Undocumented Students –  
Defined (From StudentAid.Gov)



Answers to a series of frequently asked questions related to DACA, filing requirements, evidence, decisions, and renewals:  
[www.uscis.gov/humanitarian/consideration-deferred-action-childhood-arrivals-process/frequently-asked-questions](http://www.uscis.gov/humanitarian/consideration-deferred-action-childhood-arrivals-process/frequently-asked-questions)

## Scholarships for Undocumented Students



<http://www.lehman.cuny.edu/cuny-mexican-studies-institute/scholarships.php>



Unitedwedream.com



www.thedream.us



<http://e4fc.org/scholarshiplists.html>



<http://www.maldef.org/leadership/scholarships>



<https://mydocumentedlife.org/>

## Other Scholarship Opportunities



Incoming student scholarships available through DCC:  
[http://www.sunydutchess.edu/admissions/financial\\_aid/types\\_of\\_aid/scholarships.html](http://www.sunydutchess.edu/admissions/financial_aid/types_of_aid/scholarships.html)



**DCC Scholarships for Returning and Graduating Students:** [http://www.sunydutchess.edu/admissions/financial\\_aid/types\\_of\\_aid/scholarships.html](http://www.sunydutchess.edu/admissions/financial_aid/types_of_aid/scholarships.html)



**Other Scholarship Opportunities:** Outside scholarships also are available for new and returning students. The school does not control these types of scholarships.



FastWeb  
<https://www.fastweb.com/>



GoodCall Scholarships  
<https://www.goodcall.com/scholarships/>



Scholarships & Grants  
<http://www.scholarshipsandgrants.us/>

## Other Resources



### ***Ritz Research Guide to ESL***

The Ritz Research Guide to ESL is a free, online resource that is available through DCC's Ritz Library. The ESL Guide is a collection of books, websites, and other resources that have been selected by the DCC ESL Faculty to help non-native English speaking students improve their reading, writing, listening, speaking, grammar, and pronunciation in English. You do not have to be a DCC student to use a Ritz Research Guide. <https://sunydutchess.libguides.com/ESL>



### ***ADELANTE Student Voices***

Are you a current high school student, have younger siblings, or are interested in being a mentor? ADELANTE offers a summer program in Dutchess County (that students from around the state can join) for undocumented students entering 10th, 11th, or 12th grade. The 10-day overnight session in a college setting includes workshops, art as activism, and visits to colleges and universities. We provide mentorship to all students who attend for an additional 5 years, and seek to build a statewide network.

<http://adelantestudentvoices.org/>



### ***Office for New Americans at Catholic Charities Community Service of Dutchess County***

CCCSDC offers immigration legal consultations, application assistance, and preparation for citizenship exams. Offers information and counsel about immigration status. Services are FREE of charge.

Address: 218 Church Street, Poughkeepsie, NY 12601

Hours: Monday – Friday 9am – 5 pm (Closed from 1:00 – 2:00 pm for lunch) Phone: (845) 452-

1400 Email: [CCCSDC@archny.org](mailto:CCCSDC@archny.org)



***Migrant Education Mid-Hudson*** METS supports the educational needs migrant-eligible farm workers and their children in Ulster, Dutchess, Orange, Putnam, Rockland and Westchester counties. Services include: Supplemental In-School Academic Support, In-Home and In-Camp Academic Support including ESL and GED instruction for adults, Adolescent Outreach Program, Migrant Even Start, Advocacy, Community Referrals, Summer School Programs in Ulster County. <https://www.newpaltz.edu/meop/>

# APPENDIX

# IMPORTANT FORMS

**Student Affidavit to Legalize Immigration Status**

**Applying without a Social Security Card - Form W-9S**

STUDENT AFFIDAVIT OF INTENT TO  
LEGALIZE IMMIGRATION STATUS

State of New York

County of \_\_\_\_\_

\_\_\_\_\_, A \_\_\_\_\_, being duly sworn, deposes and says that  
(student name) (student ID)

he/she does not currently have lawful immigration status but has filed an application to legalize  
his/her immigration status or will file such an application as soon as he/she is eligible to do so.

\_\_\_\_\_  
Student Signature

Sworn to before me on this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

**SAMPLE FORM**

# Applying Without a Social Security Number

## Instructions for completing the “Request for Student’s Taxpayer Identification Number”

**Purpose.** Dutchess Community College must get your correct identifying number to file Form 1098-T, Tuition Statement, with the IRS and to furnish a statement to you. This will be your Social Security number (SSN) or, if you are not eligible to obtain an SSN, your individual taxpayer identification number (ITIN). Form 1098-T contains information about qualified tuition and related expenses to help determine whether you, or the person who can claim you as a dependent, may take either the tuition and fees deduction or claim an education credit to reduce Federal income tax. For more information, see IRS Pub. 970, Tax Benefits for Higher Education.

Under federal law, you are required to provide the requested information.

### Part I.

Enter your name and mailing address. The name should match that used by the Social Security Administration or Internal Revenue Service.

Taxpayer identification number. Enter your SSN or ITIN. If you do not have an SSN or ITIN, apply for one and fill out and return this form when you receive it.

### Part II.

Sign your name in the space provided to confirm the information provided. The Student Accounts Office cannot change your records without your signature.

### Part III.

Please fill out this part only if you are unwilling or unable to provide a taxpayer identification number. Check either the first or second box or sign the statement. By law, Dutchess Community College must ask you at least once a year for your taxpayer identification number in order to meet its obligation to file Form 1098-T.

*Deliver or mail the completed form to the address provided. Do not email the form. Email is not a secure way to transmit personal information.*

### Penalties

*Failure to furnish correct SSN.* If you fail to furnish your correct SSN or ITIN to Dutchess Community College, the IRS may impose a penalty of \$50 unless your failure is due to reasonable cause and not to willful neglect.

*Misuse of SSNs.* If Dutchess Community College discloses or uses your SSN in violation of Federal law, Dutchess Community College may be subject to civil and criminal penalties.

### Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to give your correct SSN or ITIN to persons who must file information returns with the IRS to report certain information. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation and to cities and states to carry out their tax laws.

# DUTCHESS COMMUNITY COLLEGE

## Request for Student's Taxpayer Identification Number

(Substitute Form W-9S)

**Return completed signed form, in person or by mail, to:**

Student Financial Services  
Dutchess Community College  
53 Pendell Road  
Poughkeepsie, NY 12601

**Do not submit this form to the IRS.**

<b>PART I</b>	Name of Student	
	Address	
	Taxpayer Identification Number (SSN or ITIN)  _ _ _ - _ _ - _ _ _	Dutchess Community College Identification Number  14-6012314
<b>PART II</b>	I certify that the number shown on this form is my correct taxpayer identification number. _____ Signature <span style="float: right;">Date</span>	
<b>OR</b>		
<b>PART III</b>	<input type="checkbox"/> I am a foreign national/nonresident alien and do not have a Social Security number or individual taxpayer identification number. I do not plan to file an income tax return in the U.S.  <input type="checkbox"/> I do not wish to provide my taxpayer identification number to Dutchess Community College at this time. I understand that I may be subject to an IRS fine of \$50 for failure to do so. I further understand that the IRS will not be able to use the Form 1098-T filed by Dutchess Community College to confirm my eligibility for certain education tax benefits without my taxpayer identification number.  _____ Signature <span style="float: right;">Date</span>	