

Administration

Information on Certificate of Residency

What is a Certificate of Residency? Why do I need one?

A Certificate of Residence issued by your home county will eliminate the non-resident tuition charge. Failure to comply will result in your being charged non-resident rate, WHICH IS NOT REFUNDABLE.

To eliminate the non-residency tuition charge, a current Certificate of Residence must be presented to the college along with your tuition payment.

QUALIFICATIONS:

1. Resident of New York State for at least one (1) year prior to date of application.
2. Resident of New York City or a County outside of New York City for at least six (6) months prior to date of application.

Note: in the event that a person qualified as above for state residence but has been a resident of two or more counties in the state during six months immediately preceding his application for certificate of residence pursuant to section sixty-three hundred five of this chapter, the charges to the counties of residence shall be allocated among the several counties proportional to the number of months, or major fraction thereof, of residence in each county.

TO APPLY:

1. Complete the AFFIDAVIT and have it **NOTARIZED**. **Two (2) items** of proof of residence must accompany the affidavit. They must be sufficient to comply with Education Law, Section 6301, Paragraph 4, which defines: "Resident" as a person who has resided in the state for a period of at least one year, and in the county, city, town intermediate school district or school district as the case may be, for a period of at least six (6) months, both immediately preceding section 6305 of this chapter.

Forms of acceptable proof are the following:

(TWO (2) ITEMS ARE REQUIRED)

(One dated more than 6 months, one dated less than 6 months)

- Lease, deed, or if not available, a letter from a landlord on that landlords letterhead indicating dates of tenancy and rent paid.
- Any envelope mailed to you, dated less than 6 months, proving that you still reside at this address.
- A copy of prior year's New York State/City tax returns.
- Homeowner's or Renter's Insurance Policy.
Automobile Registration Certificate/Driver's License.
- Voter Registration Card within one (1) year.
- Selective Service card within (1) year.
- Telephone or utility bill (not in care of third party or post office box).
- If residing with parent, any of the above proofs showing parent/student residence, along with a notarized letter signed by parent stating that student is now and has been, for a period of one (1) year, living with that parent.

How to Get a Residency Certificate

If you are claiming New York State residency for in-state tuition rates, you need to provide documentation of your legal residency so that we can charge you the correct tuition rate. Your residency certificate must be on file before your courses begin. This certificate is valid for twelve months.

Step 1:

If you claim a New York county other than Warren, Washington, or Essex, you must obtain a Certificate of Residency from your County Treasurer's Office.

Step 2:

All certificates must be dated **no earlier than 60 days prior to the start date of the term** for which you are registering.

***** Any questions regarding the above may be directed to: 607-547-4235. *****