



MADISON COUNTY TREASURER'S OFFICE

CINDY J. EDICK, TREASURER

RYAN C. CHAIRES – DEPUTY COUNTY TREASURER
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TO: Community College Business Officials

FROM: Rebecca S. Marsala, Deputy Treasurer *RSM*

SUBJECT: Certificates of Residence guidelines

DATE: May 18, 2023

Please be aware of the following policies, and please provide these policies to students needing to complete Certificate of Residence applications:

- Madison County has a 30-day deadline following class start date in which applications must be turned in to this office in order for a Certificate of Residence to be issued. **Please be aware that this office will not issue a Certificate of Residence after 30 days from class start date each semester.**
- The student must provide their Social Security number, and their name must be printed legibly.
- The student must provide the address of his/her current primary residence, including the date the student began living there, showing month & year. If the student has multiple addresses within the last year (365 days), they must provide the month & year residence began and ended at each address.)
- The student must have their application, with signature, notarized by a Notary Public. Please be aware that the student may instead come to this office in person with a valid photo I.D. showing signature, and a staff member in this office can witness their signature on the application.
- The original signed and Notarized application must be turned in. Electronic or scanned copies will NOT be accepted or held by this office. They will be returned to the student by mail.
- If the student has not resided in New York State for 1 year (365 days), a Certificate will not be issued.
- If the student has not resided in Madison County for 6 out of the last 6 months, this office will not issue a full Certificate of Residence. A partial Certificate of Residence may be issued upon review.

If the student does not provide all the information required, written legibly, and within 30 days from class start date, this office cannot accept the application. Students should review the applications before turning them in, since incomplete applications will NOT be accepted. This office will NOT hold applications which are illegible or missing information. These applications will be returned to the student by mail. Applications should be turned in directly to this office first, as soon as possible, each semester (not to the College first).

Attached please find our application, which may be used for any Community College.

Thank you for your assistance in this matter.

If you have any questions, please feel free to contact this office.

RSM/jb

Enc.

**AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE OF RESIDENCE
PURSUANT TO SECTIONS 6301 AND 6305 OF THE EDUCATION LAW
IN CONNECTION WITH ATTENDANCE AT A COMMUNITY COLLEGE****

STATE OF NEW YORK) Semester (one): ()Winter ()Spring ()Summer ()Fall for (Year)_____.
)
 COUNTY OF MADISON) Social Security No.: _____

(Name) _____, does hereby swear (or affirm) that he/she resides at
 (Street) _____, in the (City) (Village) (Town) of _____
 County of _____, State of New York; that he/she now is, and has for a period of at least
 one year immediately prior to the date of this affidavit (or affirmation) and application been, a resident of the State of
 New York; that he/she now is, or has been for a period of _____ months within the six months immediately prior to the
 date of this affidavit (or affirmation) and application** a resident of the County of Madison; and that
 he/she has lived at the following places during the year immediately prior to the date of this affidavit (or affirmation) and
 application:

<u>Addresses (Most Recent First)</u>	<u>Dates (Month/Year)</u>
Same as above _____ <small>(Street, City, State)</small>	From: _____ To: <u>Present</u>
_____ <small>(Street, City, State)</small>	From: _____ To: _____
_____ <small>(Street, City, State)</small>	From: _____ To: _____

Applicant further states that he/she plans to enroll in (College or Institute) _____
 and that this affidavit (or affirmation) and application is made for the purpose of securing from the Chief Fiscal Officer of
 the County of Madison a certificate of residence pursuant to the requirements of Article 126
 of the Education Law.

Sworn to (or affirmed) before me this _____ day of _____, 20____
 Notary Public or Commissioner of Deeds

 Signature of Applicant

This space for use of Chief Fiscal Officer of Madison County Certificate Issued () Certificate Not Issued () Date _____ By _____
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**Education Law, Section 6305, provides: "The Chief Fiscal Officer of each county, as defined in section 2.00 of the local finance law, shall, upon application and submission to him of satisfactory evidence, issue to any person desiring to enroll in a community college as a non-resident student, a certificate of residence showing that said person is a resident of said county.... Such person shall, upon his registration for each college year, file with the college such a certificate of residence issued not earlier than two months prior thereto, and such certificate of residence shall be valid for a period of one year from the date of issuance." Education Law, Section 6301, paragraph 4, defines: "Resident." 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 months, both immediately preceding the date of such person's registration in a community college or, for the purposes of section sixty-three hundred five of this chapter, his application for a certificate of residence. **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 the six months immediately preceding his/her application for a 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.