

ERIE COUNTY CERTIFICATE OF RESIDENCY INSTRUCTIONS

If you are an Erie County resident attending Erie Community College, you do **NOT** need a Certificate of Residence and this process does **NOT** apply to you. If you have been an Erie County resident for at least six months and are attending a community college in New York State, other than Erie Community College, this process applies to you. Please carefully read the information below and the Frequently Asked Questions about this process.

Each community college in New York State has a local sponsor, generally a county, which provides funding to the college, thereby allowing County residents to pay a reduced tuition rate. Students who are not permanent residents of the college's sponsoring county will be required to pay a higher non-resident tuition rate (generally double).

In order to qualify for a reduced tuition rate, one must properly obtain a Certificate of Residence from their home County.

To be eligible for reduced tuition, you must be:

- A New York State resident for at least one full year prior to application.
- A permanent Erie County resident for at least one to six months prior to application.*
- A U.S. citizen or carry a resident alien card ("green card").

** - note – living in Erie County to attend college does not constitute permanent residency for the purpose of obtaining a Certificate of Residence. Such individuals should contact their home county's treasurer's office to obtain a Certificate of Residence.*

To apply for reduced tuition, you must:

1. Complete an Affidavit and Application for Certificate of Residence – these applications can be found on the community college website or our website
2. Have the application notarized no earlier than 60 days before classes begin.
3. Include a copy of proof of address for the address on the application (see below).
4. Mail or bring in the **Application AND copy of proof of address** to the Comptroller's Office at:

***Erie County Comptroller Stefan I. Mychajliw
Attn: Certificate of Residence
95 Franklin Street - Suite 1100
Buffalo, New York 14202***

If approved, the Comptroller's Office will mail the Certificate to the community college.

Acceptable forms of proof of address for student:

- NY State Driver's license, permit or non-driver ID
- Car registration
- Voter registration
- Prior year tax return or IRS W-2
- Lease agreement and rent receipts
- NYS TAP information
- Parents tax return showing student as dependent
- Prior year high school report card showing address (1st year college student only)

You will need to provide one of the above forms of identification with your application. Two forms of identification are required for **Fashion Institute of Technology** students.

For Frequently Asked Questions visit the website at:

<http://www2.erie.gov/comptroller/index.php?q=certificate-residence>



Erie County Comptroller's Office
 Edward A. Rath County Office Building
 95 Franklin Street, Room 1154
 Buffalo, New York 14202
 Phone: (716) 858-8400

AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE OF RESIDENCE

Pursuant to Sections 6305* & 6301** of the Education Law

Important: Student Must Complete All Shaded Areas
FAXED COPIES NOT ACCEPTABLE

Community College Name: _____

Semester: _____ **Year:** _____

**STATE OF NEW YORK,
 COUNTY OF ERIE**

Applicant's Phone Number: (____) _____

PERMANENT/LEGAL ADDRESS

*****PRINT ALL INFORMATION*****

I, _____ do hereby swear that I reside at _____,
 (Print Full Name) (Print Legal Address)
 In the (City) (Village) (Town) of _____, Zip Code _____, County of Erie, State of New York;
 that I now am and have **for a period of one year** prior to the date of this affidavit (or affirmation) been a **resident of the State of New York**; that I now am, or have been for a **period of _____ months** within the six months immediately prior to the date of this affidavit (or affirmation) a resident of the **County of Erie** and that I have lived at the following places during the year immediately prior to the date of this affidavit (or affirmation) and application:

Time frame living at above address: _____ / _____ to **Present Time**

If less than one year, list prior addresses below:

Address, City, State, Zip Code
 (Please indicate time frame)

Month/Year

_____ From: _____ / _____ To: _____ / _____

_____ From: _____ / _____ To: _____ / _____

Citizenship: United States Citizen Visa Type: _____ Resident Alien No.: _____

I further state, I plan to enroll in _____ **Community College** and that this affidavit (or affirmation) and application is made for the sole purpose of securing from the Chief Fiscal Officer of the County of Erie a Certificate of Residence pursuant to the requirements of Article 119 and 126 of the Education Law.

Sworn to before me this _____ day
 of _____, 20_____

(Notary Public or Commissioner of Deeds)

(Notary Signature)

STUDENT SIGNATURE MUST BE NOTARIZED

(Student Signature)

(Date)

THIS SPACE FOR USE OF
 CHIEF FISCAL OFFICER OF COUNTY OF ERIE

(Chief Fiscal Officer Signature)

(Date)

* **Education Law, Section 6305, provides:** "The chief fiscal officer of each county, as defined by Section 2.00 of the local finance law, shall upon application and submission to him a 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 in the **county, city, town, intermediate school district or school districts** 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 purpose of section sixty-three hundred and 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 and five of the chapter, the charges to the counties of residence shall be allocated among several counties proportional to the number of months, or major fraction thereof, of residence in each county.