

CERTIFICATE OF RESIDENCE APPLICATION INSTRUCTIONS

In order to obtain a certificate of residence for Community Colleges in New York State, you must **submit an application with proof of residency**. You may get the application directly from the college, or you may use the one we have provided below.

You may obtain the certificate by submitting the application one of several ways:

1. In person at our office
2. Email
3. Mail
4. Fax

If the student is **coming in person** to receive the certificate, they **must bring ID** and **we can notarize it in office**.

If the student is sending the application in **via mail, email or fax**, it needs to be **NOTARIZED BEFORE** being submitted. You must also **submit a copy of ID** with the application.

At least one item is needed to show proof of residency, such as a license or driver's permit with your current address. We do not accept PO Box addresses. Other proofs of identification that we accept are bank statements (please black out account number or any other personal information) dated at least 6 months prior, pay stubs, lease or property tax bill, automobile registration, utility bills, or official mail addressed to the applicant.

IN PERSON ADDRESS:

800 PARK AVE, UTICA N.Y. 13501 - COMPTROLLER'S OFFICE 5th FL

MAILING ADDRESS:

800 PARK AVE, UTICA N.Y. 13501 – ATTN: COMPTROLLER'S OFFICE 5th FL

EMAIL ADDRESS:

corapp@ocgov.net

FAX:

315-798-6415

****If sending via mail, email or fax please provide contact information, such as a phone number or email in case our office has any questions regarding the application, and allow 1-2 days for our office to process the certificate of residence.**

If you have any questions regarding the application process, you may call the office Monday - Friday between 8:30am and 4:30pm at **315-798-5780**.

Acceptable Documents for Proof of Residency

(It is always advised to check with your specific county first to confirm if they will accept certain forms of proof)

Form of Identification:

- Driver's license
- Learners permit
- Auto registration
- Selective service card
- Voter registration ID card
- High school report card or official transcript

Supplemental:

- Parents' Income Tax Return claiming Student *prepared by a tax accountant*
- Student's Income Tax return *prepared by a tax accountant*
- Payroll Stub or W-2
- Bank Statement
- Utility Bill (*ex. National Grid, Time Warner, AT&T, OCWA*)
- Medical Bill
- High School Transcript or Report Card (*if recently graduated*)
- Mortgage Information or Rental/Lease Agreement
- Town/County, School, and/or Village Property Tax Bill
- Car Registration or Insurance Card
- Voter's Registration Card or printout from Board of Elections

Send your completed and notarized Affidavit/Application with proof of residency directly to your Home County Treasurer's office.

Once you receive the Certificate from the county, turn in the original to the College. Always keep a copy for your records.

Affidavit (or Affirmation) and Application for Form B-80 CERTIFICATE OF RESIDENCE
Pursuant to Sections 6301 and 6305 of the Education Law,
In Connection with Attendance at a Community College*

Semester/ Year: _____

Phone # _____

STATE OF NEW YORK

COUNTY OF _____

Last 4 of Social Security Number: XXX – XX - _____

(NAME) _____, does hereby swear (or affirm) that he/she resides at _____ in the (City, Village, Town) 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 (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 _____ 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:

ADDRESSES

DATES

Resided at above address

Since: _____

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

Signature of Applicant

Sworn to (or affirmed) before me this _____ day of _____ 20____.

Signature of Notary Public or Commissioner of Deeds

This Space for Use of Chief Fiscal Office of County

Certificate Issued ____ Not Issued ____ Date _____ By _____

*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/her of satisfactory evidence, issue to any person desiring to enroll in a community college as a non-resident student, a certificate of residence showing the said person is a resident of said county. Such person shall, upon his/her 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/her 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 shall be allocated among the several counties proportional to the number of months, or major fraction thereof, of residence in each county.

HOW TO APPLY FOR A CERTIFICATE OF RESIDENCE FOR NEW YORK STATE RESIDENTS ATTENDING A COMMUNITY COLLEGE OUTSIDE ONEIDA COUNTY

A certificate of residence is issued by your County Comptroller. This certificate is effective for 1 year from the date it is issued. You must submit a new Certificate of Residence ONCE A YEAR, every year you are enrolled at the college.

If you do not obtain a certificate in accordance with the county regulations, the county will NOT pay this and you will be billed for the nonresident tuition.

Qualifications:

Resident of New York State for at least 1 year prior to the date of application and 6 months in Oneida County. If you have resided in more than one county during the last six months, you must obtain a certificate from each county.

Members of the U.S. Armed Forces while on full time active duty and stationed within New York State and their spouses and dependents are eligible for the resident tuition rate.

How to Apply:

1. Fill out an application which can be obtained from the community college you plan on attending. You can download the application on the college website. The applications are also available at the Oneida County Comptroller's Office.
2. Once the application is completely filled out you may bring it into the County Comptroller's Office on 800 Park Ave., Utica, NY 13501. (You also have the option of mailing it to the Comptroller's Office. See point #3 below). We are on the 5th floor in the County Office building anytime from 8:30-4:30 pm, Monday-Friday. There is a notary in the office if you need to have your application notarized. Please bring in one item to show proof of residency, such as a driver's permit or license, with your current address. We do not accept PO Box addresses. Other proofs of identification you could use are a bank statement dated at least six months prior, pay stubs, lease or deed, automobile registration, utility bills or voter registration. There is **no fee** and **no appointment** needed to come in for your certificate.
3. If you plan on mailing in your application once it is completed and notarized you will need to attach a copy of your driver's license. If you do not have a license you may send in any other identification mentioned above. Mail your application to the: Oneida County Comptroller's Office, 800 Park Ave., 5th Floor Utica NY 13501. Once we receive your application and review it we will then process information off your application onto a B-81 certificate. It will take 1-2 days and will be mailed back to you unless otherwise specified by you. Once you receive this in the mail (B-81) you then mail or hand carry it to your college.

Fall semester certificates are issued after the 4th of July. These certificates can be issued 60 days before the start date of classes and certificates are not issued after 30 days into the semester.

We do not issue certificates to State colleges.

Non-residents of New York State (including persons living less than 1 year in New York State) are charged out-of-state tuition and do not need to submit proof of residence registration.

If you should have any questions please call (315) 798-5780.