



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 landlord's 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. ***

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
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)
)
COUNTY OF OTSEGO) ss.:

_____, does hereby swear (or affirm) that he resides
at _____, in the (City) (Village) (Town) of
_____ County of Otsego, 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 SIX (6) months within the six months immediately prior to the date of this
affidavit (or affirmation) and application** a resident of the County of OTSEGO; 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

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 Otsego a certificate of
residence pursuant to the requirements of Article 126 of the Education Law.

X _____
Signature of Applicant

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

Notary Public or Commissioner of Deeds

This space for use of Chief Fiscal Officer of County

Certificate Issued ()

Certificate 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 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 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.

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