



**CERTIFICATE OF RESIDENCY REQUIREMENTS**  
**FOR NY STATE RESIDENTS ATTENDING A**  
**COMMUNITY COLLEGE**

**Under Executive Order 202.11 Effective March 27<sup>th</sup>, 2020**

**THIS IS MY RESPONSIBILITY:**

- What to do:**
- Contact your County Treasurer's Office of your permanent home physical address. Tell them you need a Certificate of Residency to attend North Country Community College. See also NCCC's website under Residency Requirements for all county applications and instructions.
  - Complete the application for your county and sign in front of a Notary Public (Notaries are available at local banks).
  - Mail, or send by email, the Notarized application with required proof to your Treasurer's Office to obtain the Certificate (keep a copy for your records). During the emergency please send a copy of the Notarized application with required proof to NCCC Business Office: [businessoffice@nccc.edu](mailto:businessoffice@nccc.edu)
  - Mail the *original* Certificate once obtained (not the application) to the Business Office, located in Hodson Hall, PO Box 89, Saranac Lake, NY 12983-0089. Emailed Certificates will be accepted while awaiting the original.

**Deadline:** → Certificates must be obtained no more than 60 days prior to the first day of the semester. Executive Order 202.11 has extended the timeframe to obtain the Certificate. While EO 202.11 is in place, the language suspends the requirement that a student obtain a Certificate of Residence within 30 days of registering for a course at a community college.

**Failure to complete:** You may be charged the out of state tuition rate, which you will be responsible to pay (NYS Law) and you may incur a late payment fee.

**Again... THE RESPONSIBILITY IS YOURS.**

Certificates of Residency are required every 12 months and must be obtained for each Community College in attendance

**ESSEX & FRANKLIN COUNTY RESIDENTS: MUST ONLY VALIDATE RESIDENCY DIRECTLY TO THE BUSINESS OFFICE, NO CERTIFICATE IS REQUIRED FROM THESE COUNTIES.**