TOMPKINS CORTLAND COMMUNITY COLLEGE | COLLEGENOW
COLLEGE CREDIT FOR HIGH SCHOOL STUDENTS

Directions for Certificate of Residency Requirements for
High School & Home School Students

**All COR applications are due no later than *March 12, 2024*

Teachers, parents/guardians, and students:
- All registered high school and homeschool students*, including those who are auditing,* **must** have a valid Certificate of Residency on file.
- Certificates of Residency are valid for one full year upon approval.
- Students who do not submit their COR by the deadline will be sent home a billing statement.
- Should you have any questions, please contact the CollegeNow office at smp@tompkinscortland.edu

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Please include the following when submitting your COR application:

1. Complete the Affidavit and Application for Certificate of Residency (COR). Please print your full LEGAL name. You must have your signature *notarized*. Ask your guidance office if a notary is available at your school. Please included your street address on the form. **P.O. Boxes are not accepted as a valid address.**

2. Provide any proof that is required – *see below for specifics for the county in which you reside regardless if your school is located within a different county*.

3. Send your COR application and required proof directly to the CollegeNow office unless otherwise specified. Your teacher and guidance office can mail everything for you.
CollegeNow
PO Box 139
Dryden, NY 13053

Broome County:
A letter on school letterhead stating: "I know and attest to the fact that Student's Name has been a resident of the State of New York for the past one year and the County of Broome for the past six months." Letter may be signed by teacher, guidance, or Principal. The letter is to accompany corresponding COR applications.
NOTE: County will not accept an application without a Social Security number.

Cayuga County:
Students must complete an AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE OF RESIDENCE for *Cayuga County* and take to their Town Clerk's Office to be certified (having the bottom portion of the form completed by their Town Clerk). Students may also have to prove their residency to the Town Clerk.

Chemung County:
Students must take the COR application to their Town Clerk's Office to be certified. Students may also have to prove their residency to the Town Clerk.

Chenango County:
Guidance Office or Principal (NOT teacher) **must** complete the "Affidavit of Residency for Dual Credit Students" form for **ALL** registered students in Chenango County and submit to the CollegeNow office **with** the students Certificate of Residency application.

Cortland County:
Not required for Cortland County residents taking concurrent enrollment classes at their high school or on-line classes through the CollegeNow office. However, high school students enrolled in classes at any of our campus locations must submit a certificate of residence. Contact CollegeNow to request the county specific form and instructions.

Delaware County:
ALL applications must be mailed directly to Delaware County Treasurer, PO Box 431, Delhi NY 13753. High school transcript required.

Herkimer County:
A copy of driver's license/permit/non-driver ID, or summary page from SchoolTool, previous year report card (qualifying as 1 year document), and high school transcript (qualifying as the 30 day document).

Jefferson County:
A copy of driver's license/permit/non-driver ID, or summary page from SchoolTool, previous year report card (qualifying as 1 year document), and high school transcript (qualifying as the 30 day document).

Lewis County: COR application only

Madison County:
The middle section of the COR application **must** be completed providing dates student has resided at each address for the past year, including current, specifying from month/year to month/year. Do not say "birth to present". Include the Homeowners NAME and home phone #.
NOTE: County will not accept the COR application without a Social Security number.

Oneida County:
Students must provide a copy of their driver's license/permit dated at least one year prior or a copy of current high school transcript.

Onondaga County:
The Onondaga HS form must be used for your students. The below certificate will no longer work. This is a NEW change. Please see the attached Onondaga HS Form in your email. You must complete this for every student. You do NOT need to gather any additional paperwork. Form only! Please see directions on form. This form must then be emailed directly to Onondaga County. Please include me in this email.

Oswego County: *ONLINE ONLY. No paper applications.
https://treasurerforms.oswegocounty.com/Forms/college

Otsego County:
For **each** certificate of residence application, a letter on school letterhead stating: "I know and attest to the fact that Student's Name has been a resident of the State of New York for the past one year and the County of Otsego for the past six months." The letter must also include the student's current physical address.
NOTE: Do **NOT** provide the Social Security number on the application or letter from school.

Schoharie County:
COR application and current high school transcript.

Schuyler County:
COR application and current high school transcript.

Seneca County: COR application only.

Steuben County:
COR application and current high school transcript.

Tioga County:
COR application and current high school transcript.

Tompkins County:
Not required for Tompkins County residents taking concurrent enrollment classes at their high school or on-line classes through the CollegeNow office. However, high school students enrolled in classes at any of our campus locations must submit a certificate of residence. Students can apply directly at: http://tompkinscountyny.gov/finance/Treasury-0

Wayne County:
COR application, copy of driver's license/permit (print-out of SchoolTool summary page showing student's photograph) and current high school transcript.

Yates County:
COR application, photo ID and a current high school transcript.

TC3 ID Number_____

AFFIDAVIT AND APPLICATION FOR CERTIFICATE OF RESIDENCY
Pursuant to Sections *6301 & **6305 of the Education Law

STATE OF NEW YORK, COUNTY OF
_____
(Home County)

Social Security No._____

Semester Spring   Year 2024

I, _____do hereby swear (or affirm)
        (Full Name)
that I reside at _____, in the (City)
                (Local Address)
(Village) Town of _____, County of _____, State of New York; that I now
am, or have been for a period of one year 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 six months prior to the date of this affidavit (or affirmation) a
resident of the County of_____.

Permanent Address:_____

LIST ADDRESSES FOR THE PAST ONE (1) YEAR
Address   Date (From – To) Month/Year - Month/Year

_____   _____

_____   _____

_____   _____

Home Phone Number _____   Property Owner_____

Citizenship: United States Citizen ☐ Other ☐ Visa Type _____ Resident Alien#_____

I further state I plan to enroll in TC3 and that this affidavit (or affirmation) and application is made for the

sole purpose of securing from the Chief Fiscal Office of the County of _____ a certificate of
                                                                        (Home County)
Residence pursuant to the requirements of Article 126 of the Education Law.

Sworn before me this _____day of

_____20_____.

_____
(Notary Public, State of New York)

_____
(Student Signature)   (Date)

THIS SPACE FOR USE OF CHIEF FISCAL OFFICE OF COUNTY

Certificate issued_____Date_____
Certificate not issued_____

*Education Law, Section 6301 paragraph 4, 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 months, both immediately preceding the date or such person's registration in a community college, or for the purpose of section sixty-three hundred five of this chapter, his application for a certificate of residence.

**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 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 no 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."

07/22