



Certificate of Residency Requirements

◆◆ Students **MUST** complete A L L sections of the Certificate of Residence application (including the center section "LIST ADDRESSES FOR THE PAST FOUR (4) YEARS") . . . even if the student has resided at their current residence since birth, they need to indicate **THAT** address and the month and year (October 1994 – present) for example in the space provided. **If not completed correctly, this could delay the processing of your registration in your course(s).** ◆◆

Broome County:

Required with Certificate of Residence Application:

Letter on school letterhead stating: "I know and attest to the fact that XXXX 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."

Cayuga County:

Residents of Cayuga County must complete a special AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE OF RESIDENCE for Cayuga County, which may also be obtained from the Town Clerk's office.

NOTE: Students must take the application to their Town Clerk to be certified (having the bottom portion of the form completed by their Town Clerk). Students will also have to prove their residency to the Town Clerk.

Chemung County:

Requirements: Students **must** go IN PERSON to the Town Clerk's Office and obtain clerk's signature and seal before the application can be submitted to the County.

Chenango County:

Requirements: Transcripts are **NOT** acceptable. Student must complete the Affidavit and Application for Certificate of Residency. Guidance Office must complete the Affidavit of Residency for Dual Credit Students for **ALL** students in Chenango County and submit to the CollegeNow office.

NOTE: Certificate must be obtained within 30 days from the beginning of the semester. Beginning course date must be written on residency application (i.e. September 7, 2011).

Cortland County:

Requirement: Students residing in Cortland County M U S T provide one proof of residency (**dated one year prior to start date of class**) along with their Affidavit and Application for Certificate of Residency (a high school transcript is acceptable). All documents M U S T have student's current/permanent address listed. A Post Office Box is **not acceptable**.

O V E R

(for additional county requirements)

Delaware County

Students must provide a transcript dated one year prior to the start date of the CollegeNow course, (to prove that the student has been a Delaware County resident for one year prior to the start date of the course). For example: Course starts 9/7/2011 - so the transcript would need to be dated prior to September 2010 to prove that the student has been a Delaware County resident for one year. A Post Office Box is **not acceptable**. Delaware County REQUIRES that all applications be mailed directly to them. (Delaware County Treasurer, Post Office Box 431, Delhi NY 13753)

NOTE: Certificate must be obtained within 30 days from the beginning of the semester. Beginning course date must be written on residency application (i.e. September 7, 2011).

Madison County

NOTE: Certificate must be obtained within 30 days from the beginning of the semester.

Oneida County

Students must provide a copy of their driver's license or permit dated at least one year prior to the start of classes. A parent's income tax return from the previous year showing the student as a dependent at the current address is also acceptable.

Onondaga County:

Students must provide a transcript (which may be obtained from the high school guidance office) dated one year prior to the start date of the CollegeNow course, (to prove that the student has been an Onondaga County resident for one year prior to the start date of the course). For example: Course starts 9/7/2011 - so the transcript would need to be dated prior to September 2010 to prove that the student has been an Onondaga County resident for one year. A Post Office Box is **not acceptable**.

Putnam County:

Students must provide a transcript (which may be obtained from the high school guidance office) dated one year prior to the start date of the CollegeNow course, (to prove that the student has been a Putnam County resident for one year prior to the start date of the course). For example: Course starts 9/7/2011 - so the transcript would need to be dated prior to September 2010 to prove that the student has been a Putnam County resident for one year. A Post Office Box is **not acceptable**.

Tioga County:

Requirement: Students residing in Tioga County **M U S T** provide one proof of residency (**dated one year prior to start date of class**) along with their Affidavit and Application for Certificate of Residency (a high school transcript is acceptable). All documents **M U S T** have student's current/permanent address listed. A Post Office Box is **not acceptable**. Tioga County will **N O T** accept driver's licenses or permits.

Tompkins County:

For **CollegeNow** courses **O N L Y**, students residing in Tompkins County are not required to complete a Certificate of Residence Application.

Remaining Counties: Herkimer, Lewis, Madison, Otsego, Oswego, Schuyler, and Seneca Counties require **ONLY** an application at this time, in the event that additional proof of residence is required, students will be contacted.

Please contact Rhonda Kowalski-Oltz in the CollegeNow office with any questions or concerns.

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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 _____ Year _____
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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 ADDRESS FOR THE PAST FOUR (4) YEARS

Address Date (From – To)

Home Phone Number _____ Name Listed Under _____

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

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