
Columbia County

Columbia County Treasurer (518) 828-0513
560 Warren St.
Hudson, NY
12534

Website: <http://www.columbiacountyny.com>

Contact: Kenneth Wilber

The attached application/affidavit must be completed and presented to the above address with the appropriate proof. The County needs this form in order to determine your eligibility for a Certificate.

Requirements:

- Application (The application **must** be signed in the presence of a Notary Public. This will require a picture ID.)
- Two forms of proof (one year in NY state; 6 months in Columbia County)

Acceptable proof (examples):

- Utility Bill, Lease agreement, Prior years income tax return.
- High school transcript (if you were enrolled in a high school in the county's school district within the past year).
- Mail post-marked 12 and/or 6 months prior to class starting (must be street address, not a **PO BOX** address).

Certificate must be obtained within the time period of 60 days before the first day of class but no later than 30 days after the first day of class.

The Original Certificate of Residence (not this application) can be delivered to any of the three TC3 locations: Ithaca Extension Center, Cortland Extension Center or the main campus or it can also be mailed to:

*Tompkins Cortland Community College
Room #215
170 North Street, PO 139 Dryden, NY 13053.*

Note: faxes or photocopies are NOT acceptable.

Helpful hints in completing an application for a Certificate of Residence

To qualify for a reduced tuition rate, students attending community college in New York State must submit to their college an application verifying residency in New York State during the past *year*.

Please note the following hints to help you complete the application correctly and thoroughly:

1. A student must submit appropriate proof of residency in Columbia County for the immediate previous six months, and one year (12 months) in New York State, Proper proof can be in the form of:
 - D a New York State driver's license issued at least a year before the date on which the application is being completed;
 - personal mail to the applicant with a Columbia County address, which is postmarked six months or more previously;
 - Y copy of the student's income tax return; copy of student's (or student's parents') property tax receipt;
 - Y notarized statement from a postmaster stating he or she has delivered mail to the student for the necessary time period;
 - Y hunting or fishing licenses

appropriately dated; Y or magazines

with student's local address.
2. In regard to residency, a student should know that the New York State Education Law requires state residency for one full year. If at any time the student took up legal residency outside the state during the previous year, he or she is not eligible for the residency certificate.
3. Students in the military, or who recently were discharged, are eligible to obtain a certificate of residence if they can show proof of current county residency or residency immediately prior to entering service. Military discharge (DD214) or other military documents can be used as proof.
4. Anyone can pick up an application for a residency certificate on behalf of the student. The completed form, with appropriate documentation, must be notarized if submitted by someone other than the student.
5. Certificates of residency cannot be obtained sooner than two months prior to the start of class. This is a State Education Law restriction. Students should be aware of this regulation.
6. If an application is submitted by another person or by mail (and is accompanied by documentation and notarized) the application should indicate what semester it will be used for and the month and year classes will begin. This information should be placed in the upper right hand corner on the form.
7. **All blanks on the form must be filled in by the applicant,**

AFFIDAVIT AND APPLICATION FOR CERTIFICATE OF RESIDENCY

Pursuant to Sections *6301 & **6305 of the Education Law

STATE OF NEW YORK, COUNTY OF _____ <hr style="border: none; border-top: 1px solid black; margin: 5px 0;"/> <p style="text-align: center;">(Home County)</p>	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_____. <hr style="border: none; border-top: 1px solid black; margin: 5px 0;"/> (Notary Public, State of New York)	<hr style="border: none; border-top: 1px solid black; margin: 5px 0;"/> (Your 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."