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# Cortland County

Cortland County  
60 Central Ave. Room 113.  
P.O. Box 1172  
Cortland, NY  
13045

(607) 753-5070

Website: <http://www.cortland-co.org>

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Contact: Donald Ferris, County Treasurer

**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 (Application must list current permanent address and all other addresses for the previous 4 years. The application **must** be signed in the presence of a Notary Public or in person at the Treasurer's Office).
- Driver's license, permit or photo ID
- Two forms of proof (one year NY State; 6 months in Cortland County)

Acceptable proof (examples):

- Utility Bill, Lease agreement, Prior years income tax return or rent receipt.
- Car registration
- 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. The document 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.**

## NEW YORK STATE CERTIFICATE OF RESIDENCE INFORMATION

### **Why do I need a Certificate of Residence?**

Your Certificate of Residence entitles you to pay resident tuition, which is LESS THAN HALF that of nonresidents. Residency is determined by county officials, not by the college. You must apply to your County Treasurer or Department of Finance in order to receive a Certificate of Residence. If a county issues you a Certificate of Residence for the semester(s) you attend, the county will pay the nonresident portion of your tuition. If you do not obtain a certificate in accordance with the county regulations, the county will NOT pay this and YOU WILL BE BILLED for the nonresident tuition.

### **How do I qualify for a Certificate of Residence?**

In order to qualify for a Certificate of Residence, you must have lived in New York State for the year prior to date of registration and in a county of New York State for the last six months of that year. If you have resided in more than one county during the last six months, you must obtain a certificate from each county.

### **How long is the Certificate of Residence good for?**

The Certificate of Residence is effective for ONE YEAR. You must submit a new Certificate of Residence ONCE A YEAR, EVERY YEAR you are enrolled at the college.

### **So, what do I have to do to get my Certificate of Residence?**

1. Fill out the application completely, in ink. (Print clearly.)
2. Have the form notarized by a certified New York State notary public. Most county offices will have a notary public on the premises.
3. Take or mail the application to the County Treasurer in your HOME county. If you mail your application, you will need to send proof that you reside in that county. Acceptable proof may be a copy of your driver's license, or a rent receipt bill with your name and address on it, dated at least six months prior. If you reside with your parents, you may send a copy of your parents' New York State Tax Return for the past year showing you as a dependent. Include a self-addressed stamped envelope.
4. The County Treasurer will issue the Certificate of Residence to you.
5. Send or bring the Certificate of Residence to the TC3 Center for Career & Educational Planning (Rm 216). PLEASE- DO NOT BRING THE APPLICATION TO THE COLLEGE, AND DO NOT APPLY FOR YOUR CERTIFICATE MORE THAN 60 DAYS BEFORE THE START OF THE SEMESTER OR 30 DAYS AFTER CLASSES BEGIN.

### **THERE ARE SOME COUNTIES/AREAS THAT HAVE SPECIAL REQUIREMENTS**

**BROOME COUNTY RESIDENTS:** You must include a letter from a responsible party who is not related.

**CAYUGA COUNTY RESIDENTS:** Get a Cayuga County application from your TOWN CLERK, have the Town Clerk fill out their portion, then take the completed application to the Cayuga County Treasurer in Auburn, NY. Call (315)-669-2784 for examples of acceptable proof of residency.

**NEW YORK CITY AREA:** APPLY IN PERSON. **Have your application notarized before you go.** You must have at least two items of proof of residence. Call (212)-669-2784 for examples of acceptable proof of residence.

**SUFFOLK COUNTY RESIDENTS:** You must get your Certificate BEFORE classes start. Call the County Comptroller at (631)-853-5052 for further information.

\*If you have any further questions, please call YOUR HOME COUNTY Treasurer, Comptroller, or Department of Finance.

# 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)	_____ (Your Signature) <span style="float: right;">(Date)</span>
<b>THIS SPACE FOR USE OF CHIEF FISCAL OFFICE OF COUNTY</b>	
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."