
Livingston County

Livingston County (585) 243-7053
Govt. Center M-F 8AM-4PM
County Treasurer, Room 203
Geneseo, NY
14454

Contact: Patricia Gardner

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:

- The application **must** be signed either in the presence of a Notary Public or in person at the Treasurer's Office with **one form of proof with current address** at least 1 year old.
- If the student cannot appear in person, **a member of his or her immediate family** may bring the application that is **completed and notarized**. The immediate family member **must** show a proof of residence at the same address as the applying student.

Acceptable proof (examples):

- NY State Driver's license with current address at least 1 year old but not expired.
- 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.

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 FOR CERTIFICATE OF RESIDENCE

Affidavit (or Affirmation) for Certificate of Residence pursuant to Section 6305 of Education Law in connection with attendance at a community college.

Please print in ink

Social Security No: _____

Academic Year
_____ - _____

Telephone No: _____

Fall Spring
 Winter Summer

Student Name: I, _____, hereby affirm that I am now, and have been for a period of at least one year immediately prior to the date of this affidavit, a resident of the State of New York and that I have resided at the following address for _____ year(s), _____ month(s):

Street or Road Town or City Zip County

Property Owner

*****Previous addresses: (if you have not lived at the above address for at least one year)*****

Street or Road Town or City Zip County Years Months

Street or Road Town or City Zip County Years Months

I further affirm that I plan to enroll at _____ and that this affidavit is made for the purposes of securing a certificate that I have met the residence requirements of Article 126 of Education Law.

Student Signature: _____ **Date:** _____

Sworn to (or affirmed) before me this _____ day of _____, _____

Notary Public: _____

Chief Fiscal Officer of County: Certificate issued Certificate not issued

Dated _____ By _____