Application for Community College Resident Tuition Rate—Certificate of Residence

New York State residents are entitled to be charged the lower Resident rate of tuition when attending a community college even if it is outside of your home county, subject to certain requirements under the New York State Education law. To qualify, you must obtain a certificate of residence issued by your home county. If you do not file this form with County by thirty (30) days after the start of classes, you will be charged out-ofstate (non-resident) tuition. You must obtain the certificate of residence no more than sixty (60) days prior to registering for the semester/term in which you are utilizing the certificate. A certificate of residence is valid for one (1) year from the date of issuance and will be valid for every term that commences within that one year. You must obtain another certificate of residence after it expires (e.g. each year) through this same process.

This form may be submitted online, in person, or through the mail to your home county treasurer's office. Once you obtain the certificate of residence from your home county, you must promptly send the certificate of residence to your community college. This form does not have to be notarized, and you are not required to provide a social security number or social security card to receive the certificate of residence. If you are denied a certificate of residence because of not giving a social security number, due to not notarizing the application, or for another reason that you believe to be in error, please appeal using the instructions below.

Students can utilize the following checklist to ensure that they are submitting all appropriate documentation to their county treasurer's office:

This application form

CITY, VILLAGE, OR TOWN of residence:

Proof of residency in New York State and their home county (see "Directions for Students")

STUDENT'S INFORMATION LEGAL NAME:		
PREFERRED NAME (if different than legal name):		
DATE OF BIRTH (mm/dd/yyyy):	SUNY I.D. NUMBER (if known):	
E-MAIL ADDRESS:		
PHONE NUMBER:		
STREET ADDRESS:		
CITY, STATE, ZIP CODE:		
How long have you lived at the above address?	Years	Months
COMMUNITY COLLEGE (Name of NYS Community	College where you are enrolled/regis	tering for classes):

HAVE YOU LIVED IN NEW YORK STATE FOR OVER A YEAR?

YES

NO

HAVE YOU LIVED IN

COUNTY FOR MORE THAN SIX MONTHS?

YES NO

(IF NO, I HAVE LIVED IN (number of months) MONTHS). (enter county name) COUNTY FOR

If you have lived in more than one county in the past six months, please provide a certificate of residence application

	County that you have lived in within	the last six months in order to obtain partial certificates or	f
Please list any previous	addresses if you resided at the at	oove address for less than one year:	
1.			
How Long?	Years	Months	
2.			
How Long?	Years	Months	
NAME OF HIGH SCHOO	L (if in New York):		
YEAR OF HIGH SCHOOI	_ GRADUATION:		
	er (1) already registered for class to register for classes within the r	es for the term in which I seek this certificate of next 60 days. YES	
•		o later than 60 days after this certification is obtained. Failurence will result in the certificate not being valid for the	e
and plan to enroll in a Ne Certificate of Residence t the Education Law. I furth	onths or I have resided in hin the last six months. I state that I w York State Community College a from	have been a resident of County for a period of have been a resident of New York State for the past year and that this affidavit is made for the purpose of securing a County pursuant to the requirements of Article 126 over a Certificate of Residence under New York law (see sidency/cc/).	
SIGNATURE:		DATE:	
	Official (Jse Only	
	THIS SPACE IS FOR THE	CHIEF FISCAL OFFICER	

Issued by: Date:

CERTIFICATE ISSUED

CERTIFICATE NOT ISSUED