

Important:

- Certificates of Residence CANNOT be dated/issued more than 60 days prior to the start of the semester/class and MUST be dated/issued within the first 30 days of the semester/class.
- Failure to meet these deadlines will result in Double Tuition Charges

Student ID # _____

Semester _____ Year _____

Class Start Date _____

Email _____

**AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE
OF RESIDENCE, PURSUANT TO SECTIONS 6301 AND 6305
OF THE EDUCATION LAW AND NY-CRR 602.12 (C), IN CONNECTION WITH
ATTENDANCE AT A COMMUNITY COLLEGE**

STATE OF NEW YORK)
COUNTY OF)

_____, does hereby swear (or affirm) that he/she resides at _____, in the (City) (Village) (Town) of _____ County of _____, State of New York; that he/she now is, and has for a period of at least one year immediately prior to the date of this affidavit (or affirmation) and application been, a resident of the State of New York; that he/she now is, or has been for a period of _____ months within the six months immediately prior to the date of this affidavit (or affirmation) and application ** a resident of the County of _____; and that he/she has lived at the following places during the year immediately prior to the date of this affidavit (or affirmation) and application:

Addresses Dates

Applicant further states that he/she plans to enroll in _____ (College or Institute) and that this affidavit (or affirmation) and application is made for the purpose of securing from the Chief Fiscal Officer of the County of _____ a certificate of residence pursuant to the requirements of Article 126 of the Education Law.

Signature of Applicant

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

Notary Public of Commissioner of Deeds

IMPORTANT: Certificates of Residence cannot be dated/issued more than sixty (60) days prior to the start of the semester/class and must be dated/issued within the first thirty (30) days of the start of the semester/class.

This space for use of Chief Fiscal Officer of County.
Certificate Issued () Certificate Not Issued ()

Date _____ by _____

*Education law, Section, 6305, provides: A 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/her of satisfactory evidence, issued to any person desiring to enroll in a community college as a non-resident student, a certificate of residence showing that said person is a resident of said county.... Such person shall, upon his/her registration for each college year, file with the college such a certificate of residence issued not earlier than sixty days (60) prior thereto, and such certificate of residence shall be valid for a period of one year from the date of issuance. In addition, per NY-CRR 602.12 (C) a certificate of residence must be obtained from the County Treasurer within thirty days (30) of the start of the semester/class. Education Law, Section 6301, paragraph 4, defines: A 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 of such person's registration in a community college or, for the purposes of section sixty-three hundred five of this chapter, his/her application for a certificate of residence. **In the event that a person qualified as above for state residence, but has been a resident of two or more counties in the state during the six months immediately preceding his/her application for a certificate of residence pursuant to section sixty-three hundred five of this chapter, the charges to the counties of residence shall be allocated among the several counties proportional to the number of months, or major fraction thereof, of residence in each county.