

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-of-state (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

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/registering for classes):

CITY, VILLAGE, OR TOWN of residence:

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 (enter county name) COUNTY FOR

(number of months) MONTHS).

If you have lived in more than one county in the past six months, please provide a certificate of residence application to each New York State County that you have lived in within the last six months in order to obtain partial certificates of residence from each of those counties.

Please list any previous addresses if you resided at the above address for less than one year:

1.

How Long?	Years	Months
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2.

How Long?	Years	Months
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NAME OF HIGH SCHOOL (if in New York):

YEAR OF HIGH SCHOOL GRADUATION:

I confirm that I have either (1) already registered for classes for the term in which I seek this certificate of residence, or (2) intend to register for classes within the next 60 days. YES

Please note that it is important that you register for classes no later than 60 days after this certification is obtained. Failure to register within 60 days of obtaining the certificate of residence will result in the certificate not being valid for the requested term.

I hereby affirm that I have been a resident of
County for the last six months or I have resided in County for a period of
 months within the last six months. I state that I have been a resident of New York State for the past year
and plan to enroll in a New York State Community College and that this affidavit is made for the purpose of securing a
Certificate of Residence from County pursuant to the requirements of Article 126 of
the Education Law. I further affirm that I am eligible to receive a Certificate of Residence under New York law (see
eligibility criteria at <https://www.suny.edu/smartrack/residency/cc/>).

SIGNATURE:

DATE: