



## **CERTIFICATE OF RESIDENCY REQUIREMENTS FOR NY STATE RESIDENTS ATTENDING A COMMUNITY COLLEGE**

### **THIS IS MY RESPONSIBILITY:**

- What to do:**
- Contact your County Treasurer's Office of your permanent home physical address. Tell them you need a Certificate of Residency to attend North Country Community College.
  - County applications and instructions are also found on our NCCC website under 'Admissions / Residency Requirements'.
  - Complete the application for your county and sign **IN FRONT** of a Notary Public (Notaries are available in the NCCC Business Office and local banks).
  - Mail the Notarized application to your Treasurer's Office (depending on that county's requirements) with their required proof to obtain the Certificate.
  - Mail the *original* Certificate (**not the application**) to NCCC Business Office, PO Box 89, Saranac Lake, NY 12983-0089.

**Deadline:** → Certificates must be obtained no more than 60 days prior to the first day of the semester and no later than 30 days after the first day. Certificates of Residency are good for one year. *The deadline is determined by the Counties, NOT NCCC.*

**IF I DON'T,  
OR IF I MISS**

**THE DEADLINE:** You will be charged the out of state tuition rate, which you will be responsible to pay (NYS Law) and you may incur a late payment fee.

**Again... THE RESPONSIBILITY IS YOURS.**

*Certificates of Residency are required every year.*

**ESSEX & FRANKLIN COUNTY RESIDENTS: MUST ONLY VALIDATE RESIDENCY DIRECTLY TO THE BUSINESS OFFICE, NO CERTIFICATE IS REQUIRED FROM THESE COUNTIES.**