

ST. LAWRENCE COUNTY CERTIFICATE OF RESIDENCY INSTRUCTIONS

Guidelines for Certificate of Residence

The community college program in the State of New York was intended to permit students who are state residents to pay lower tuition than out-of-state residents. Each community college has a “local sponsor”, generally a county, whose mandate is to provide for a share of the costs allocable to resident students. In the case of a student who is a resident of the state but not a resident of the local sponsor jurisdiction, a mechanism is provided to permit the reimbursement of such costs to the community college by the student’s county of residence. That mechanism is the **Certificate of Residence**.

To obtain a Certificate of Residence please follow these guidelines. If you fail to follow these steps completely, you will NOT be issued a Certificate, NO EXCEPTIONS. Affidavits can be mailed, along with a self-addressed stamped envelope, or delivered in person to the address above:

- Complete the affidavit in its entirety before submitting. Include your social security number, current address (NO P.O. BOXES), and all addresses where you have resided over the past year if applicable.
- All affidavits **must be notarized**. Most banks have a notary on duty. A notary may not be a relative or a person with the same last name as yours.
- **Proof of Residence** – The Law requires that all applicants must provide proof that they **lived in New York State for the past twelve (12) months and in the County for the immediate past six (6) months***. This proof can be shown with a copy of **one** of the following in the **student’s** name; bank statement, car registration, income tax return (parent’s if listed as dependent), utility bill, cell phone bill, etc...
- **Valid Photo I.D. must ALSO be provided** along with your application; non-citizens **MUST** provide a copy of their Resident Alien Card. All identification must have been issued within the last two years for it to be acceptable for this purpose.
- Certificates are school specific. If you attend more than one community college, you must obtain a Certificate of Residence for each school you attend.

THE CERTIFICATE OF RESIDENCE IS VALID FOR A FULL-YEAR (12 MONTHS) FROM THE DATE IT IS ISSUED. HOWEVER, IT MUST BE USED FOR REGISTRATION WITHIN 60-DAYS OF THE CERTIFICATE DATE OR ELSE IT BECOMES INVALID. THIS IS AS PER N.Y.S. EDUCATION LAW 6301. Please contact the St. Lawrence County Treasurer’s Office with any questions at 315-379-2234.

* Students who have moved from one county to another must file an application with both counties and submit both Certificates to the schools you are attending.

**AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE OF RESIDENCE,
PURSUANT TO SECTIONS 6301 AND 6305 OF THE EDUCATION LAW, IN CONNECTION WITH
ATTENDANCE AT _____ COMMUNITY COLLEGE
(SCHOOL)**

THIS IS NOT A CERTIFICATE OF RESIDENCE

STATE OF NEW YORK
COUNTY OF ST. LAWRENCE

Start Date of Class(es) _____
Social Security No. **xxx-xx-** _____

(Name) _____ does hereby swear (or affirm) that he/she resides at

(Address) _____ in the (City) (Town) (Village) of _____

Zip Code _____ 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 6 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 _____ Community College and that this affidavit (or affirmation) and application is made for the purpose of securing from the Chief Fiscal Officer of the County of St. Lawrence a certificate of residence, pursuant to the requirements of Article 126 of the Education Law, which good for **one year** from date of issuance.

Signature of Applicant

Sworn to (or affirmed) before me this _____ day of _____ 20 _____

Notary Public or Commissioner of Deeds

<u>THIS SPACE FOR USE OF CHIEF FISCAL OFFICER OF COUNTY</u>	
Certificate issued () Certificate not issued ()	
Date _____ By _____	
Resident Town _____	In Person ____ Mailed ____ (Home/School)

*Education Law, Section 6305, provides: *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 of satisfactory evidence, issue 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 registration for each college year, file with the college such a certificate of residence issued not earlier than two months prior thereto, and such certificate of residence shall be valid for a period of one year from the date of issuance. Education Law, Section 6301, paragraph 4, defines, "Resident" 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, (or purposes of section sixty-three hundred five of this chapter, his application for a certificate of residence. ****In the event that a person qualified as above for state residence, but has not been a resident of two or more counties in the state during the six months immediately preceding his 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 proportional to the number of months, or major fraction thereof, of residence in each county.**