

# Guidelines for Suffolk County Certificate of Residence

## QUALIFICATIONS:

1. Resident of New York State for at least one (1) full year immediately preceding the date the application/affidavit is notarized.
2. Resident of Suffolk County for at least six (6) months immediately preceding the date the application/affidavit is notarized.
3. US Citizen or Permanent Resident Alien for at least one (1) full year immediately preceding the date the application/affidavit is notarized.

## TIMELINESS REQUIREMENTS:

1. Submit application/affidavit to Suffolk County *no earlier than sixty (60) days before* the official start date of the semester and *no later than thirty (30) days after* the official start date of the semester.
2. The date the application/affidavit is notarized must be *no earlier than thirty (30) days before* the date Suffolk County receives the application/affidavit. We suggest that you have your application/affidavit notarized just before you mail it to Suffolk County.

## TO APPLY:

1. Download affidavit/application form at [www.suffolkcountyny.gov](http://www.suffolkcountyny.gov). On the home page under "Government", click on "Comptroller" or it may also be found under "How Do I". You may also obtain the affidavit/application from the school you are attending.
2. Complete affidavit/application form in its entirety. Print legibly in blue or black ink or type all information. ***Do not leave any spaces blank.***
3. Have the affidavit/application notarized. Suffolk County does not notarize the form. Make sure the notary ***stamps, dates, and signs*** his/her name on the affidavit/application. The notary may not be a relative or a person with the same last name as yours.
4. Permanent resident aliens must submit a copy of the ***front*** and ***back*** of a valid permanent resident alien card that was ***issued to you at least one (1) year ago.***
5. Two (2) forms of proof of address must accompany your application. The proof must be in the student's name and reflect his/her current address. Proof with a PO Box address is not acceptable (except for NYS income tax returns). Your proof must reflect an actual physical address. You may submit photocopies of your proof; however, the ***notarized affidavit/application must be an original.***

If you received a certificate of residence from Suffolk County for the prior school year, you ***only have to submit Proof #2 for Suffolk County residency.*** Please note on the affidavit/application that you received a certificate of residence for the prior school year.

## **Proof #1 – New York State Residency**

In order to prove you have been a resident of New York State for at least one (1) year, you must submit *one* of the following documents that ***must be dated at least one (1) year prior to the date your affidavit/application is notarized but not dated more than 2 years ago.***

Example: Your affidavit/application was notarized on Aug. 1, 2013. Your proof ***must*** be dated between Aug. 1, 2011 and Aug. 1, 2012.

- Drivers license (use issue date)
- Learners permit (use issue date)
- Auto registration
- Selective service card
- Voter registration ID card (not polling place reminder card)
- High school report card
- High school transcript (unofficial is acceptable)
- New York State income tax return (IT-150 or IT-201)\*\* – ***first page and signature page only.***
- Federal 1040 income tax return\*\* – ***first page and signature page only.***
- W-2

\*\* If you do not file tax returns and your parents claim you as a dependent on their tax returns, you must submit a copy of the ***first page and signature page of their Federal 1040*** income tax return.

\*\*Keep in mind that we use the filing date of the tax returns not the tax year for which they are filed. For example: 2011 tax returns are filed in 2012 and would not be a year old until 2013.

## **Proof #2 – Suffolk County Residency**

In order to prove you have been a resident of Suffolk County for six (6) months, you must submit *one* of the following documents that ***must be dated within the six (6) months immediately preceding the date your affidavit/application is notarized.***

Example: Your affidavit/application was notarized on Aug. 1, 2013. Your proof ***must*** be dated between Feb. 1, 2013 and July 31, 2013.

- TAP award
- Financial aid (FAFSA)
- Student Loan
- Bank statement
- Credit card statement
- Cell phone bill
- Utility Bill
- Any of the documents listed under Proof #1 if dated within preceding 6 months.

6. Mail the **original, notarized** affidavit/application\*, **copies** of proof #1 and proof #2, **copy** of resident alien card if applicable, and a self-addressed, stamped envelope to the following address. **Applications are accepted by mail only.** Please also include with the affidavit/application, the attached survey for Suffolk Community College.

Suffolk County Dept. of Audit & Control  
Attn: Certificate of Residence, 8<sup>th</sup> Floor  
100 Veterans Memorial Hwy  
PO Box 6100  
Hauppauge, NY 11788-0099

***\*Please make a copy of the affidavit/application for your records.***

7. It will take at least ten (10) business days to process your affidavit/application. Once processed, the certificate of residence will be mailed to you. ***You are responsible for then submitting the certificate of residence to the college you are attending. The certificate must be submitted to the school's Bursar Office within 5 days of receipt. Failure to do so will require the student to pay the non-resident portion of his/her tuition.***

**\*When student RECEIVES Certificate of Residence, it must be submitted to Bursar's Office within 5 days of receipt. Failure to do so will require the student to pay the non-resident portion of his/her tuition.**

**AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE OF RESIDENCE, PURSUANT TO SECTION 6301 AND 6305 OF THE EDUCATION LAW, in connection to**

Attendance at \_\_\_\_\_  
(Name of Community College)

(Check all that apply) Full Time  Part-Time  On-Line  Overseas  Special  \_\_\_\_\_

STATE OF NEW YORK, Semester \_\_\_\_\_  
COUNTY OF SUFFOLK

Name: \_\_\_\_\_ Social Security No \_\_\_\_\_

Daytime Phone#: \_\_\_\_\_

**Addresses:**

**Dates of Residency**

\_\_\_\_\_  
Street City State Zip

From \_\_\_\_\_ To Present Date

\_\_\_\_\_  
Street City State Zip

From \_\_\_\_\_ To \_\_\_\_\_

Mailing Address: \_\_\_\_\_

(If Different Than Above)

**Select Township** Babylon  Huntington  Shelter Island  Southold   
**Of Residence:** Brookhaven  Islip  Smithtown   
East Hampton  Riverhead  Southampton

**Citizenship:** United States Citizen  Visa Type \_\_\_\_\_ Resident Alien # \_\_\_\_\_

I hereby swear and affirm that I reside at the above stated address; that I now am and have for a period of at least one year immediately prior to the date of this affidavit (or affirmation) and application; been a legal resident of the State of New York; that I now am and have been for a period of at least six (6) months\*\* immediately prior to the date of this affidavit (or affirmation) and application, a legal resident of the County of **Suffolk**. I further state I plan to enroll in (Enter name of Community College) \_\_\_\_\_ and That this affidavit (or affirmation) and application is made for the sole purpose of securing from the Chief Fiscal Officer of the County of **Suffolk** a certificate of residence pursuant to the requirements of Article 126 of the Education Law.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

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

This space for use of Chief Fiscal Officer of Suffolk County

Certificate Issued ( ) Certificate Denied ( )

Date \_\_\_\_\_

Notary Public

By \_\_\_\_\_

**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 registration for each college year, file with the college such certificate of residence issued not earlier than two months prior thereof, and such certificate of residence shall be valid for one year from date of issuance."

**EDUCATION LAW, Section 6301, paragraph 5** 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, 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 purpose of Section Sixty-Three Hundred Five of this chapter, his application of a certificate of residence.

\*\*In the event that a person qualified as above for a 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 proportioned to the number of months, or major fraction thereof, of residence in each county.



**The Applicant for Resident Certificates for Community College Survey**

Suffolk Community College requests that you respond to this brief survey to help us better serve the residents of Suffolk County. Thank you for your participation.

Name: \_\_\_\_\_  
Last First Date

Semester \_\_\_\_\_ Year \_\_\_\_\_

1. Did you consider attending Suffolk Community College? \_\_\_\_\_ Please tell us why?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What College do you plan on attending? \_\_\_\_\_

3. What program of study will you pursue? \_\_\_\_\_

4. Please mark the statement or statements that best describes your reason(s) for attending that College rather than Suffolk Community College. Mark all that apply.

- \_\_\_\_\_ The College is closer to my home.
  - \_\_\_\_\_ The College is closer to my job.
  - \_\_\_\_\_ The College offers the program(s) of study that interests me, such as \_\_\_\_\_
  - \_\_\_\_\_ The College has a better reputation.
  - \_\_\_\_\_ The program (of choice) has a better reputation.
  - \_\_\_\_\_ The College has sports programs in which I am interested, or I have a better chance to participate in intramurals at the College.
  - \_\_\_\_\_ The College offers scholarships for which I qualify.
  - \_\_\_\_\_ The advice of my parents, guidance counselor, or peers.
  - \_\_\_\_\_ My friends are attending the College.
  - \_\_\_\_\_ Other reasons; please describe your reasons.
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Central Administration**  
533 College Road  
Selden, NY 11784-2899  
(631) 451-4112

**Ammerman Campus**  
533 College Road  
Selden, NY 11784-2899  
(631) 451-4110

**Grant Campus**  
Crooked Hill Road  
Brentwood, NY 11717-1092  
(631) 851-6700

**Eastern Campus**  
121 Speonk-Riverhead Road  
Riverhead, NY 11901-3499  
(631) 548-2500