**ALL COR applications are due no later than October 7th, 2026
**Notarization is NOT required

Teachers, parents/guardians, and students:

- All registered high school and homeschool students, *including those who are auditing*, **must** have a valid Certificate of Residency on file.
- Certificates of Residency are valid for one full year upon approval.
- Students who do not submit their COR by the deadline will be sent home a billing statement.
- Should you have any questions, please contact the CollegeNow office at smp@tompkinscortland.edu

Please include the following when submitting your COR application:

1. Complete the Affidavit and Application for Certificate of Residency (COR). Please print your full LEGAL name. Please included your street address on the form. **P.O. Boxes are not accepted as a valid address.**

2. Provide any proof that is required – *see below for specifics for the county in which you reside regardless if your school is located within a different county*.

3. Send your COR application and required proof directly to the CollegeNow office unless otherwise specified. Your teacher and guidance office can mail everything for you.

CollegeNow
PO Box 139
Dryden, NY 13053

Broome County:
A letter on school letterhead stating: "I know and attest to the fact that Student's Name has been a resident of the State of New York for the past one year and the County of Broome for the past six months." Letter may be signed by teacher, guidance, or Principal. The letter is to accompany corresponding COR applications.
NOTE: Although not required, Broome prefers to have your SSN on the application for record keeping purposes.

Cayuga County:
Updated application included in the email. Please do not use the one below. Students **NO LONGER** need to go to their Town Clerk's Office. *Cayuga County COR application* **and** high school transcript needed.

Chemung County:
Online ONLY!
https://chemungcountyny.gov/1033/Certificate-of-Residency-for-Community-C
****Students will be asked if they are an ACE student. PLEASE MAKE SURE THEY SAY YES!**

Chenango County:
Guidance Office or Principal (NOT teacher) **must** complete the "Affidavit of Residency for Dual Credit Students" form for **ALL** registered students in Chenango County and submit to the CollegeNow office **with** the students Certificate of Residency application.

Cortland County:
Not required for Cortland County residents taking concurrent enrollment classes at their high school or on-line classes through the CollegeNow office.

Delaware County:
COR application and current high school transcript.

Herkimer County:
A copy of driver's license/permit/non-driver ID, or summary page from SchoolTool, previous year report card (qualifying as 1 year document), and high school transcript (qualifying as the 30 day document).

Jefferson County:
A copy of driver's license/permit/non-driver ID, or summary page from SchoolTool, previous year report card (qualifying as 1 year document), and high school transcript (qualifying as the 30 day document).

Lewis County: COR application only.

Madison County:
The middle section of the COR application **must** be completed providing dates student has resided at each address for the past four years, including current, specifying from month/year to month/year. Do not say "birth to present". Include the Homeowners NAME and home phone #.
NOTE: Although not required, Madison County prefers to have the last 4 digits of your SSN on the application

Oneida County:
Students must provide a copy of their driver's license/permit dated at least one year prior or a copy of current high school transcript.

Onondaga County:
PLEASE DO NOT SUBMIT THE COR APPLICATION BELOW. The Onondaga HS form (attached to email) must be completed instead. The application below will no longer be accepted. This excel form must be typed and signed (you can use cursive font). You do NOT need to gather any paperwork! EXCEL FORM ONLY! Once completed, please email to Onondaga County Treasurer. **PLEASE INCLUDE ME IN THIS EMAIL SO I HAVE VERIFICATION!**

Oswego County: ***ONLINE ONLY. No paper applications.**
https://treasurerforms.oswegocounty.com/Forms/college

Otsego County:
For **each** certificate of residence application, a letter on school letterhead stating: "I know and attest to the fact that Student's Name has been a resident of the State of New York for the past one year and the County of Otsego for the past six months." The letter must also include the student's current physical address.
NOTE: Do **NOT** provide the Social Security number on the application or letter from school.

Schoharie County:
COR application and current high school transcript.

Schuyler County:
COR application and current high school transcript.

Seneca County: COR application only.

Steuben County:
COR application and current high school transcript.

Tioga County:
COR application and current high school transcript.

Tompkins County:
Not required for Tompkins County residents taking concurrent enrollment classes at their high school or on-line classes through the CollegeNow office. However, high school students enrolled in classes at any of our campus locations must submit a certificate of residence. Students can apply directly at: http://tompkinscountyny.gov/finance/Treasury-0

Wayne County:
COR application, copy of driver's license/permit (print-out of SchoolTool summary page showing student's photograph) and current high school transcript.

Yates County:
COR application, photo ID and a current high school transcript.

******If your county is not listed, please contact the CollegeNow office at smp@tompkinscortland.edu***

TC3 ID Number_____

AFFIDAVIT AND APPLICATION FOR CERTIFICATE OF RESIDENCY

Pursuant to Sections *6301 & **6305 of the Education Law

STATE OF NEW YORK, COUNTY OF _____ (Home County)	Social Security No._____ Semester Fall Year 2026

I, _____do hereby swear (or affirm)
(Full Name)
that I reside at _____, in the (City)
(Local Address)
(Village) Town of _____, County of _____, State of New York; that I now am, or have been for a period of one year to the date of this affidavit (or affirmation) been a resident of the State of New York; that I now am, or have been for a period of six months prior to the date of this affidavit (or affirmation) a resident of the County of_____.

Permanent Address:_____

LIST ADDRESSES FOR THE PAST ONE (1) YEAR

Address — Date (From – To) Month/Year - Month/Year

_____ _____

_____ _____

_____ _____

Home Phone Number _____ Property Owner_____

Citizenship: United States Citizen ☐ Other ☐ Visa Type _____ Resident Alien#_____

I further state I plan to enroll in TC3 and that this affidavit (or affirmation) and application is made for the sole purpose of securing from the Chief Fiscal Office of the County of _____ a certificate of
(Home County)
Residence pursuant to the requirements of Article 126 of the Education Law.

Per SUNY Regulations as of November 15, 2023, notarization is no longer required.	Type text here (Student Signature) (Date)
	THIS SPACE FOR USE OF CHIEF FISCAL OFFICE OF COUNTY Certificate issued_____Date_____ Certificate not issued_____

*Education Law, Section 6301 paragraph 4, defines: "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 or such person's registration in a community college, or for the purpose of section sixty-three hundred five of this chapter, his application for a certificate of residence.

**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 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 no 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."