

Directions for Certificate of Residency Requirements for High School Students

High School students taking college credit classes through their high school (or on-line with an approved mentor) incur both resident and non-resident tuition fees. Students receive full credit for the resident tuition charges through the CollegeNow program. **To qualify for non-resident tuition credit**, all students, including those who are *auditing*, must have a valid Certificate of Residency on file. The Certificate of Residency proves students are a New York state resident (for one year) and a resident of their county (for six months). Certificates of Residency are valid for one full year upon approval. Should you have any questions, please contact the CollegeNow office at (607) 844-8222 ext 4311.

Please include the following when submitting your certificate of residence application:

1. Complete the Affidavit and Application for Certificate of Residency (attached). You must have your signature notarized by a New York state notary public. (ask your guidance office if one is available at your school)
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 Certificate of Residency application and required proof directly to the CollegeNow office unless otherwise specified below.

Allegany County:

Copy of school ID.

Broome County:

Letter on school letterhead stating: "I know and attest to the fact that XXXX 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."

NOTE: Broome County will not accept an application without a Social Security number.

Cayuga County:

Students must complete an AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE OF RESIDENCE for *Cayuga County* and take to their Town Clerk's Office to be certified (having the bottom portion of the form completed by their Town Clerk). Students may also have to prove their residency to the Town Clerk.

Chemung County:

Students must take the certificate of residence application to their Town Clerk's Office to be certified. Students may also have to prove their residency to the Town Clerk.

Chenango County:

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

NOTE: Certificate of residence applications must be submitted to the county within 30 days from the beginning of the semester. **NO** exceptions.

Cortland County:

Current high school transcript and print-out of School Tool homescreen showing student's photograph and home address (qualifying as photo ID) or a copy of student's driver's license/permit.

NOTE: Certificate of residence applications must be submitted to the county within 30 days from the beginning of the semester. **NO** exceptions.

Delaware County:

ALL applications must be mailed directly to Delaware County. DO NOT send them to Tompkins Cortland. (Delaware County Treasurer, PO Box 431, Delhi NY 13753) A Post Office Box is **not acceptable** proof of address. You must provide your street address.

NOTE: Certificate of residence applications must be submitted within 30 days from the beginning of the semester. **NO** exceptions.

Jefferson County

Must be submitted within 30 days from the beginning of the semester. A copy of driver's license/permit/non-driver ID, or first page from SchoolTool, previous year report card (qualifying as 1 year document), and high school transcript (qualifying as the 30 day document).

Madison County

The middle section of the application **must** be completed providing dates student has resided each address, including current, specifying from month/year to month/year.

NOTE: Madison County will not accept an application without a Social Security number.

Oneida County

Students must provide a copy of their driver's license/permit dated at least one year prior to the start of classes or a copy of current high school transcript.

Onondaga County:

Current high school showing in-district work for at least a year (qualifying as the 1 year document), copy of a recent report card (qualifying as the 30 day document), print-out of School Tool homescreen showing student's photograph and home address (qualifying as photo ID).

Otsego County:

For **each** certificate of residence application, a letter on school letterhead stating: "I know and attest to the fact that XXXX 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 address.

NOTE: Do **NOT** provide the Social Security number on the application or letter from school.

Steuben County:

Current high school transcript

Tioga County:

Current high school transcript

Tompkins County:

ONLY Tompkins County residents taking concurrent enrollment/dual credit classes at their high school or on-line classes through the CollegeNow office are not required to complete a Certificate of Residence Application. However, Tompkins County students enrolled in classes on any of our campuses must submit a certificate of residence with a copy of their high school transcript and a copy of their driver's license/permit.

Remaining Counties: Herkimer, Lewis, Oswego, Schuyler, and Seneca Counties require **ONLY** an application at this time. In the event that additional proof of residence is required, students will be contacted by their county.

Please contact Vicki Dann in the CollegeNow office with any questions or concerns.

Phone: 607-844-8222, ext. 4311 or vad@tompkinscortland.edu

Please send certificate of residence applications and any required supporting documents to:

CollegeNow
PO Box 139
Dryden, NY 13053

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 _____ Year _____
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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 ADDRESS FOR THE PAST FOUR (4) YEARS

Address Date (From – To)

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.

Sworn before me this _____ day of _____, 20____.	<div style="border-bottom: 1px solid black; text-align: center;">(Student Signature)</div> <div style="border-bottom: 1px solid black; text-align: center;">(Date)</div>
_____ (Notary Public, State of New York)	<p style="text-align: center;">THIS SPACE FOR USE OF CHIEF FISCAL OFFICE OF COUNTY</p> <p>Certificate issued _____ Date _____</p> <p>Certificate not issued _____</p>

*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."