Application for Community College Resident Tuition Rate—Certificate of Residence

New York State residents are entitled to be charged the lower Resident rate of tuition when attending a community college even if it is outside of your home county, subject to certain requirements under the New York State Education law. To qualify, you must obtain a certificate of residence issued by your home county. If you do not file this form with County by thirty (30) days after the start of classes, you will be charged out-of-state (non-resident) tuition. You must obtain the certificate of residence no more than sixty (60) days prior to registering for the semester/term in which you are utilizing the certificate. A certificate of residence is valid for one (1) year from the date of issuance and will be valid for every term that commences within that one year. You must obtain another certificate of residence after it expires (e.g. each year) through this same process.

This form may be submitted online, in person, or through the mail to your home county treasurer's office. Once you obtain the certificate of residence from your home county, you must promptly send the certificate of residence to your community college. This form does **not** have to be notarized, and you are **not** required to provide a social security number or social security card to receive the certificate of residence. If you are denied a certificate of residence because of not giving a social security number, due to not notarizing the application, or for another reason that you believe to be in error, please appeal using the instructions below.

Students can utilize the following checklist to ensure that they are submitting all appropriate documentation to their county treasurer's office:

- ☐ This application form
- ☐ Proof of residency in New York State and their home county (see "Directions for Students")

STUDENT'S INFORMATION

LEGAL NAME:

PREFERRED NAME (if different than legal name):

DATE OF BIRTH (mm/dd/yyyy): **SUNY I.D. NUMBER (if known):**

E-MAIL ADDRESS:

PHONE NUMBER:

STREET ADDRESS:

CITY, STATE, ZIP CODE:

How long have you lived at the above address? **Years** **Months**

COMMUNITY COLLEGE (Name of NYS Community College where you are enrolled/registering for classes):

CITY, VILLAGE, OR TOWN of residence:

HAVE YOU LIVED IN NEW YORK STATE FOR OVER A YEAR? ☐ **YES** ☐ **NO**

HAVE YOU LIVED IN _____ **COUNTY FOR MORE THAN SIX MONTHS?** ☐ **YES** ☐ **NO**

(IF NO, I HAVE LIVED IN _____ **(enter county name) COUNTY FOR** _____ **(number of months) MONTHS).**

If you have lived in more than one county in the past six months, please provide a certificate of residence application to each New York State County that you have lived in within the last six months in order to obtain partial certificates of residence from each of those counties.

Please list any previous addresses if you resided at the above address for less than one year:

1.

_____

How Long? _____ **Years** _____ **Months**

2.

_____

How Long? _____ **Years** _____ **Months**

NAME OF HIGH SCHOOL (if in New York):

_____

YEAR OF HIGH SCHOOL GRADUATION:

I confirm that I have either (1) already registered for classes for the term in which I seek this certificate of residence, or (2) intend to register for classes within the next 60 days. ☐ **YES**

Please note that it is important that you register for classes no later than 60 days after this certification is obtained. Failure to register within 60 days of obtaining the certificate of residence will result in the certificate not being valid for the requested term.

I hereby affirm that I have been a resident of County for the last six months or I have resided in County for a period of months within the last six months. I state that I have been a resident of New York State for the past year and plan to enroll in a New York State Community College and that this affidavit is made for the purpose of securing a Certificate of Residence from County pursuant to the requirements of Article 126 of the Education Law. I further affirm that I am eligible to receive a Certificate of Residence under New York law (see eligibility criteria at **https://www.suny.edu/smarttrack/residency/cc/**).

SIGNATURE: _____ **DATE:** _____

DIRECTIONS FOR STUDENT

Students must submit this application and proof of residency to their home county. **The student may show residency through ANY ONE of the options below.**

I. One piece of documentation which shows both one year of residency in New York State from the date of this application and six months residency in your home county from the date of this application.

A county **must** accept one piece of evidence if it is able to show that the student has been both a resident of the State of New York for one year, as well as a resident of the county for six months. For example, this could take the form of a driver's license that was issued at least a year ago showing that the student's address is both in the county and in the State of New York.

II. Two pieces of documentation:

1. One piece showing residency in New York State for a year from the date of this application
2. One piece showing residency in your home county for six months from the date of this application

If the student is unable to show both one year in New York State and six months in the county in one document, then the student may provide two separate documents: one showing residence in New York State for a year and one document showing residence in the county for six months.

Counties should only ask for more than one document if the student does not have one document that can show both residence in New York State for a year and residence in the county for six months.

III. Alternative Means of Providing Proof of Residency

1. Parental Documentation

a. If a student is a **dependent aged 24 or younger,** they may utilize documentation from their parent(s) or guardian(s) to show proof of residency. Please follow the documentation instructions as above.

2. High School Documentation

a. If a student begins at a community college within one year from the date of graduation from a New York public school district which is located solely within the county limits of a single county, then such county must accept such public school district attendance as acceptable proof of residence for the purpose of this application.

b. If a student enrolls in a community college while still in high school, then confirmation from the high school of the student's address of record must be accepted as proof of residence for the purpose of this application.

ACCEPTABLE IDENTIFICATION DOCUMENTS

- Driver's license or other state or federally issued I.D. which lists address
- USPS Change of Address form
- Voter Registration Card
- Form IT-201 NYS resident income tax form
- FAFSA or NYS TAP documentation if address is listed
- Car registration
- Property tax bill or other tax bill showing proof of address
- High school transcript
- Bank statement
- Prior year income tax return
- Utility bill
- School Tool Profile
- Social Services Documentation if address is listed
- VISA or other immigration documentation showing U.S. citizenship/New York domicile

Counties may accept other documents not listed, such as official mail from other businesses or entities, to show proof of residence.

Please note that proof of address on the above documentation must be physical addresses; P.O. boxes are not sufficient to show residency. If you have your mail sent to a P.O. box, you may need different documentation to show residency.

APPEAL INFORMATION

If you attend a SUNY (State University of New York) community college and are denied a certificate of residence because of not giving a social security number, due to not notarizing the application, or for another reason that you believe to be in error, you may appeal this determination by emailing **CCLegalLiasion@suny.edu.**

If you attend a CUNY (City University of New York) community college and are denied a certificate of residence because of not giving a social security number, due to not notarizing the application, or for another reason that you believe to be in error, you may appeal this determination by emailing **OGC@cuny.edu.**

Official Use Only

THIS SPACE IS FOR THE CHIEF FISCAL OFFICER

CERTIFICATE ISSUED ☐ CERTIFICATE NOT ISSUED ☐

Date: _____ Issued by: _____