
**INSTRUCTIONS FOR SUBMITTING CERTIFICATE OF RESIDENCE
AFFIDAVIT THIS IS AN ANNUAL REQUIREMENT**

HERKIMER COUNTY RESIDENTS:

If you have been a legal resident of New York State for the past year AND a resident of Herkimer County for the last six (6) months, fill out the Residence Affidavit, sign it in the presence of a Notary, and turn the form in to the College Business Office. **LIVING IN HERKIMER COUNTY SIMPLY TO ATTEND COLLEGE DOES NOT CONSTITUTE LEGAL RESIDENCY.**

OTHER NEW YORK STATE RESIDENTS:

If you have been a legal resident of New York State for the past year **BUT**, you have lived outside of Herkimer County, please follow these instructions:

1. Fill out the Residence Affidavit.
2. Have your signature notarized.
3. Bring or mail the affidavit to your County Chief Fiscal Officer. Be sure to have proof of residence with you (or send a copy, such as a driver's license, voter registration, etc.). See the list of New York state Fiscal Officers for names and addresses.
4. The Chief Fiscal Officer will keep that form and give you a Certificate of Residence. Submit the Certificate of Residence to the Business Office.

NON-NEW YORK STATE RESIDENTS:

Additional tuition is charged to all students who have not been legal, permanent residents of New York State for the past year. This includes the following:

1. International Students (holding F-1 Visa).
2. Temporary residents (short-term job assignments or living here while attending college, for instance).
3. Any person who is in the U.S. on a Visa. (Immigrants must have permanent resident status for one year in order to be eligible for resident tuition.)

If you have any questions regarding these instructions, please contact the HCCC Business Office for clarification at (315) 866-0300 or (888) 464-4222, ext. 8309

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 this registration for each college year, file with the college such 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 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, for the purpose 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 been a resident of two or more counties in the state during six months immediately preceding his application for a certificate of residency pursuant to section sixty-three hundred five of this chapter, the charges to the counties of residence shall be allocated among the several counties proportional to the number of months, or major fraction thereof, of residence in each county.