



HCCC Bursar's Office
 100 Reservoir Road
 Herkimer, NY 13350
 Tel: (315) 866-0300, ext. 8309
 Fax: (315) 866-5497
 Email: bursar@herkimer.edu
 www.herkimer.edu/certificate

Instructions (See Reverse Side for Additional Information):
Step 1: Fill out boxes A-G (Please print!)
Step 2: Have your signature notarized
Step 3: **Take completed & notarized form to your County Chief Fiscal Officer** (Unless you live in HERKIMER county)
Step 4: Submit your Certificate of Residence to the HCCC Bursar's Office via mail, email, or fax

A	Social Security Number: _____ - _____ - _____ Semester: _____ Year: _____
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AFFIDAVIT (OR AFFIRMATION) & APPLICATION FOR CERTIFICATE OF RESIDENCE
Pursuant to Sections 6301 & 6305 of the Education Law

B	State of New York, County of _____ (Home County)
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C	Have you ever been issued a Certificate of Residence by the County in Box B? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what year? _____
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D	I, _____ do hereby swear (or affirm) that I reside at (street address) _____, in the (City) (Village) (Town) of _____, County of _____, State of New York; that I now am and have for a period of one year prior 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 _____
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E	Permanent Address: _____ From: _____ To: PRESENT (Month / Year) If less than one year at the above address, list your addresses for the PAST YEAR: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Address</td> <td style="width: 40%;">Dates (From – To)</td> </tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> </table>	Address	Dates (From – To)	_____	_____	_____	_____	_____	_____
Address	Dates (From – To)								
_____	_____								
_____	_____								
_____	_____								

F	Citizenship: <input type="checkbox"/> United States Citizen <input type="checkbox"/> Other VISA Type: _____ Resident Alien Number: _____ I further state that I plan to enroll in Herkimer County 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 _____ a certificate of residence pursuant to the requirements of Article 126 of the Education Law.
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YOUR SIGNATURE MUST BE NOTARIZED
 Sworn to before me this _____
 day of _____, 20_____.

 (Notary Public or Commissioner of Deeds)

G	_____ (Your Signature) _____ (Date)
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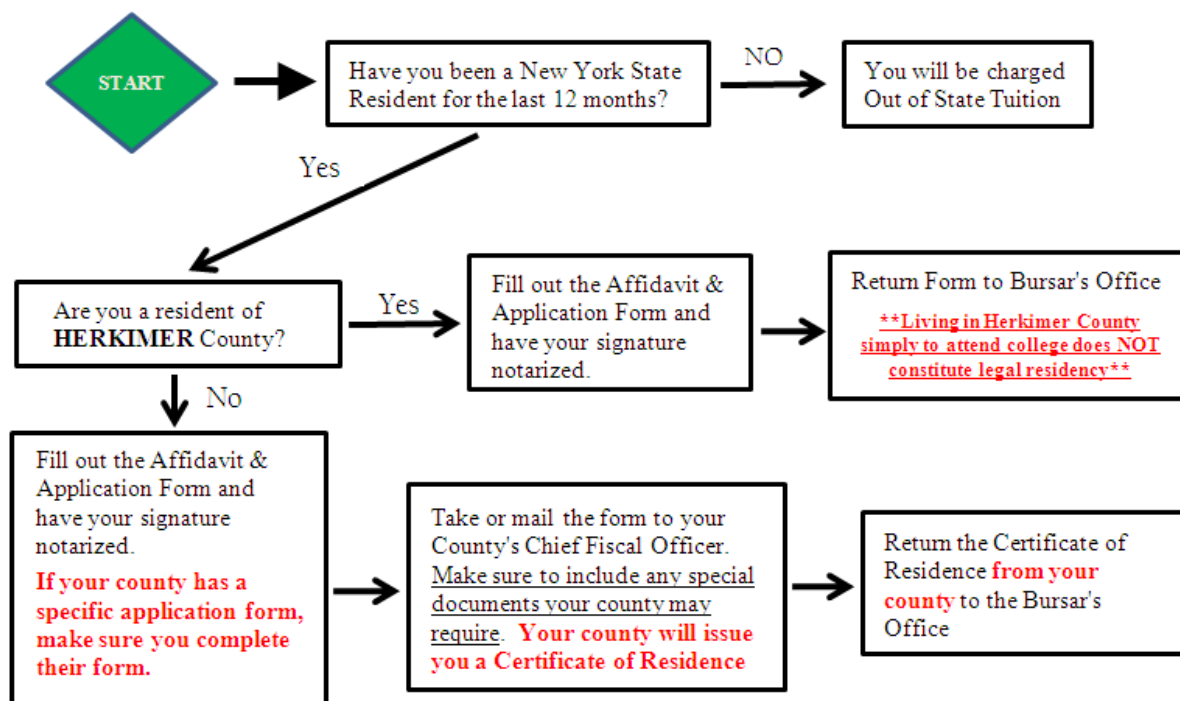
(Chief Fiscal Officer's Signature)
 This space for County use
****TAKE THIS FORM TO YOUR COUNTY****
(Unless you live in HERKIMER County)

Certificates must be submitted to the college within the first 30 days of the semester. Certificates cannot be dated more than 60 days prior to the start of the semester. Failure to meet these deadlines will result in additional tuition charges.

Instructions for Submitting a Certificate of Residence Affidavit & Application

This is an ANNUAL Requirement

Failure To Read This Does Not Exempt Any Student From The Requirements Below



Every New York State resident is required to submit proof of residence once a year. A Certificate must be obtained from the county(ies) in which they have resided for the six months prior to the start of the semester. New York State residents will be charged out-of-state tuition if they do not submit the required proof of residence.

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 United States on a Visa (Immigrants must have permanent resident status for one year in order to be eligible for resident tuition).

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." **Education Law, Section 602.12 (c),** provides: "Within 30 days after the commencement of a student's initial enrollment, each nonresident student shall submit to the college a valid certificate of residence. Such certificate is valid for one year from the date of issuance and is applicable for all terms or programs commenced and completed within that 12-month period." Late certificates will be processed by our office, but your account will only be reduced if your county accepts our billing

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, school district or community college region, 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 article, his or her 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 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 proportional to the number of months, or major fraction thereof, of residence in each county.**

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