

# 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.

## **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 Affidavit & Application for Certificate of Residence, sign it in the presence of a Notary, and turn the form in to the College Bursar's Office. **Living in Herkimer County simply to attend college DOES NOT constitute legal residency.**

## **OTHER THAN HERKIMER COUNTY RESIDENTS:**

If you have been a legal resident of New York State for the past year, BUT do not live in Herkimer County, please follow these instructions:

1. Fill out the Affidavit & Application for Certificate of Residence Form.
2. Have your signature notarized.
3. Submit the completed and notarized Affidavit & Application to your County Chief Fiscal Officer. If you go in person, make sure you have your required proof of identification with you (if you submit the application by mail, include a copy of your proof). Refer to the List of County Chief Fiscal Officers for addresses and phone numbers.
4. The Chief Fiscal Officer of your county will keep your Affidavit & Application form and give you a Certificate of Residence. Submit the Certificate of Residence to the Bursar's 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 United States 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 Bursar's 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 his registration for each college year, file with the college such a 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 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.**

# Frequently Asked Questions

## **Why do I need a Certificate of Residence?**

Your Certificate of Residence entitles you to pay resident tuition, which is less than that of nonresidents. Residency is determined by county officials, not by the college. You must apply to your County Treasurer or Department of Finance in order to receive a Certificate of Residence. If a county issues you a Certificate of Residence for the semester(s) you attend, the county will pay the nonresident portion of your tuition. If you do not obtain a certificate in accordance with the county regulations, the county will NOT pay this and YOU WILL BE BILLED for the nonresident tuition.

## **How do I qualify for a Certificate of Residence?**

In order to qualify for a Certificate of Residence, you must have lived in New York State for one year prior to the date of registration and in a county of New York State for the last six months of that year. If you have resided in more than one county during the last six months, you must obtain a certificate from each county.

- Individuals who are financially dependent and whose custodial parent(s) live in a state other than New York are not eligible for the resident tuition rate.
- Dependent students of divorced or legally separated parents may acquire a New York State domicile if the custodial parent is a New York State resident or if the student resides with a non-custodial parent who is a New York State resident and the student intends to continue to reside with that parent throughout their attendance at the college.
- Members of the U.S. Armed Forces while on full-time active duty and stationed within New York State, as well as their dependents, are eligible for the resident tuition rate.

## **How long is the Certificate of Residence good for?**

The Certificate of Residence is effective for ONE YEAR. You must submit a new Certificate of Residence ONCE A YEAR, EVERY YEAR you are enrolled at the college.

## **What do I have to do to get my Certificate of Residence?**

1. Fill out the application completely (Print clearly).
2. Have the form notarized by a certified New York State notary public. Most county offices will have a notary public on the premises.
3. Take or mail the application to the County Treasurer in your HOME County. If you mail your application, you will need to send proof that you reside in that county. Acceptable proof may be a copy of your driver's license, or a rent receipt bill with your name and address on it, dated at least six months prior. If you reside with your parents, you may send a copy of your parents' New York State Tax Return for the past year showing you as a dependent. Include a self-addressed stamped envelope.
4. The County Treasurer will issue the Certificate of Residence to you.
5. Send or bring the Certificate of Residence to Bursar's Office at HCCC.

**PLEASE DO NOT APPLY FOR YOUR CERTIFICATE MORE THAN 60 DAYS BEFORE THE START OF THE SEMESTER OR 30 DAYS AFTER CLASSES BEGIN. CERTIFICATES MUST BE OBTAINED WITHIN THIS TIME FRAME ACCORDING TO THE STATE EDUCATION LAW, SECTION 6305.**