



AFFIDAVIT (OR AFFIRMATION) & APPLICATION FOR CERTIFICATE OF RESIDENCE
Pursuant to Sections 6301 & 6305 of the Education Law

Instructions: 1. Complete boxes A-E
2. Return the completed form to Herkimer College Student Accounts Office

PLEASE NOTE: Herkimer County residents need only present this affidavit to the Student Accounts Office. They do not need to present this form to the Herkimer County Chief Fiscal Officer.

IMPORTANT! PLEASE PRINT LEGIBLY IN INK

A Full Name _____ Student ID#: **H** _____
Phone Number: _____ NYS County of Residence _____
Semester: _____ Year: _____

B I, (Full Name) _____ 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 _____.

C Resided at above address since _____ (Month / Year)
If less than one year at the above address, list your addresses for the PAST YEAR:

Address	Dates (From – To)
_____	_____
_____	_____

D Citizenship: United States Citizen 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.

E _____
(Your Signature) (Date)

*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.*

Certificate of Residence Information

Pursuant to SUNY Education Law, Sections 6301 & 6305

Why Do You Need It?

To qualify for the New York State rate of tuition for NYS residents at community colleges, you must obtain and submit a certificate of residence from your home county. This process is necessary as it enables the College to bill your county for a portion of your tuition costs. Without the Certificate of Residence, you will be required to pay an additional tuition charge which appears as "Certif of Residence Required" on your bill.

When Do You Get It?

No sooner than 60 days prior to the start of classes, and no later than 30 days after the start of classes. After the first 30 days of classes, most counties will no longer issue Certificates of Residence and payment for the Certificate of Residence charge becomes the student's responsibility.

How Long Is It Valid?

Certificates of Residence are valid for 12 months from the date of issuance and are applicable for all terms or programs commenced and completed within that 12-month period. A new Certificate of Residence must be submitted each year.

Where Do You Get It?

You obtain a Certificate of Residence from the county of your permanent home residence. You must apply to your county's Chief Fiscal Officer (in most cases, it is the County Treasurer's Office). If you have lived in more than one county during the last six months, a certificate will be required from each of those counties. Please refer to www.herkimer.edu/certificate-of-residence for additional county information.

Where Do You Submit the Official Certificate of Residence?

When you receive the official Certificate of Residence from your county's Chief Fiscal Officer, submit it to the College's Student Accounts Office. You can drop it off in person, fax it to (315) 866-5497, email it to bursar@herkimer.edu, or mail it Herkimer College, Student Accounts Office, 100 Reservoir Road, Herkimer, NY 13350.

What If You Are a Permanent Herkimer County Resident?

Permanent residents of Herkimer County only need to complete the Affidavit of Residence, and return it to the College's Student Accounts Office. They do not need to go to the Herkimer County office building.

Do I Qualify for the Resident Rate?

To qualify for a Certificate of Residence, students must have lived in New York State for the past 12 months. Residency is verified by the county(ies) in which they have lived for the six months prior to attending college. If they have lived in more than one NY State county during those six months, a Certificate of Residence will be required from each of those counties.

The legal residence of a college student is presumed to be the residence of the parent, guardian, or any other permanent residence prior to the student's enrollment at the College. Residence is not gained or lost by attending college and such attendance does not change a student's legal residence. However, a married student, or one who is working full-time in Herkimer County or New York State for over one year may establish his or her own residence.

Please call the Student Accounts Office at (315) 574-4018 if you have any questions regarding this process.