

# Certificate of Residence Information

Pursuant to SUNY Education Law, Sections 6301 & 6305

<https://www.suny.edu/CommunityColleges/files/Article126-EducationLaw.pdf>

## Why Do You Need It?

The New York State Education Law requires that all students file proof of residence upon enrollment with a community college. A Certificate of Residence allows Herkimer County Community College to bill your home county for part of your tuition costs. Failure to file this form will result in a higher rate of tuition being charged (Non-Resident Tuition). It is the responsibility of the student, not the college, to prove residency.

## 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. NY State Counties are only required to issue and honor Certificates of Residence dated within this time frame. After the first 30 days of classes, most counties will no longer issue Certificates of Residence and payment for the Non-Resident Tuition charge then becomes the student's responsibility. **Late certificates will be processed by our office, but your account will only be reduced if your county accepts our billing.**

## 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 in which you live (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 <http://www.herkimer.edu/apply/billing/certificate-of-residence/> for additional county information.

## Where Do You Submit the Official Certificate of Residence?

Once you have received the official Certificate of Residence from your county's Chief Fiscal Officer, you can submit it to the Bursar's Office at the college. You can drop it off in person, fax it to (315) 866-5497, email it to [bursar@herkimer.edu](mailto:bursar@herkimer.edu), or mail it to the attention of the Bursar's Office, 100 Reservoir Road, Herkimer, NY 13350.

## What If You Are a Permanent Herkimer County Resident?

Students who are residents of Herkimer County only need to fill out the *Application for Certificate of Residence*, have their signature notarized, and return it to the Bursar's Office at the college (they do not need to go to the Herkimer County Treasurer's Office).

## 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.

Providing the College with proof of residency is an important step in your registration process. Please call the Bursar's Office at (315) 866-0300, ext. 8309 if you have any questions about the proper way to complete this requirement.



Herkimer College Bursar's Office  
 100 Reservoir Road  
 Herkimer, NY 13350  
 Tel: (315) 866-0300, ext. 8309  
 Fax: (315) 866-5497  
 Email: bursar@herkimer.edu  
<http://www.herkimer.edu/apply/billing/certificate-of-residence/>

**Instructions:**

This is an **ANNUAL** requirement  
 (Certificates are valid for one year)

**Step 1:** Fill out boxes A-F (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 Herkimer College Bursar's Office via mail, email, or fax

**See Reverse Side for Additional Information**

## AFFIDAVIT (OR AFFIRMATION) & APPLICATION FOR CERTIFICATE OF RESIDENCE

*Pursuant to Sections 6301 & 6305 of the Education Law*

<b>A</b> Social Security Number: _____ Semester: _____ Year: _____	<b>B</b> State of New York, County of _____ _____ (Home County)
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**C** 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 \_\_\_\_\_

**D** Permanent Address: \_\_\_\_\_ From: \_\_\_\_\_ To: PRESENT  
 (Month / Year)

If less than one year at the above address, list your addresses for the PAST YEAR:

Address	Dates (From – To)
_____	_____
_____	_____
_____	_____

**E** 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.

**YOUR SIGNATURE MUST BE NOTARIZED**

Sworn to before me this \_\_\_\_\_  
 day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 (Notary Public or Commissioner of Deeds)

**F**

(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.*