

## Oswego County Residency Form Instructions as of July 14, 2020

Please be advised that Oswego County Treasurer's Office has gone completely **ONLINE** with regards to Certificate of Residence (COR) applications. Our address for the online application is: <https://treasurerforms.oswegocounty.com/Forms/college>

### **We will no longer be accepting paper applications.**

Related changes:

- 1) **A notary is no longer required as the student will load photo ID (if under, one parent/guardian will have to load their license as well). We accept the government ID instead of notary. A copy of the student's class schedule is also required (tuition bills will not be accepted.) (High schools may load one class list per student. A separate listing does not have to be generated per student.)**
- 2) **If the issue date of the student or parent ID is less than one year old, and/or if it the address is a PO Box or out of county, additional documentation WILL be required (such as prior year income tax return – page 1 with social security number and earnings blacked out.) Our document states that is it the student's responsibility to provide the respective college with the COR, however, this is because all colleges have not provided an e-mail drop box.**
- 3) **The biggest processing log is: when entering in the street address – the street number has to be entered separately from the street name. This is because the street information ties back into our real property system to provide necessary information to bill back the appropriate municipality.**
- 4) **If approved, the student also receives an automatic e-mail response with the COR. If there is an issue, the student will receive an e-mail response advising of what the issue is and what they need to do to correct it. (If denied, the e-mail response advises why also and the student's right to appeal to SUNY.)**

**Online COR applications are processed much more expeditiously than our prior procedure**

**If you have any questions, please contact me.**

**Thank you for your cooperation and assistance.**

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