

## **INSTRUCTIONS FOR COMPLETING CERTIFICATE OF RESIDENCE**

If you have been a resident of New York State for at least one year immediately preceding the date this form is filed you qualify for the resident tuition rate. If you qualify for residence and have been a resident of two or more counties during the last six months, you will be required to obtain a Certificate of Residence from each county.

**Note:** You are required to obtain a Certificate of Residence once a year. Be prepared to produce identification to prove residency (e.g., a valid driver's license).

### **For students attending Corning Community College:**

Either:

a) Complete this form and sign it before a Notary Public, then submit it to Student Accounts (by mail or in person)

**or**

b) Bring this form to Student Accounts and we will assist you in completing it and will notarize it for you as well.

Student Accounts will then have your Certificate of Residence completed by mail.

### **For students attending any other New York State Community College:**

a) Complete this form and sign it before a Notary Public

Completed forms should be mailed or delivered in person to Steuben County Treasurer's Office

b) Steuben County will then return the actual Certificate of Residence to you or send it on to the college; whichever we are instructed to do.

**Questions should be directed to Steuben County Treasurer's office.**

Steuben County Treasurer  
3 E. Pulteney Square  
Bath NY 14810  
Telephone: 607-664-2488

# Certificate of Residence

Affidavit (of Affirmation) for Certificate of Residence pursuant to Section 6305 of Education Law in connection with attendance at a community college.

Please print in ink

Social Security Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_  
home work

### Academic Year

- \_\_\_\_\_
- Fall                       Spring  
 Winter                     Summer

**Student Name:** I, \_\_\_\_\_, *hereby affirm that I am now, and have been for a period of at least one year immediately prior to the date of this affidavit,* a resident of the State of New York and that I have resided at the following address for \_\_\_\_\_ year(s), \_\_\_\_\_ month(s);

\_\_\_\_\_ Street or Road City Zip County

\_\_\_\_\_ Town of Residence Name of Property Owner

**Previous addresses:** (if you have not lived at the above address for at least one year)

\_\_\_\_\_ Street or Road Town or City Zip County Years Months

\_\_\_\_\_ Street or Road Town or City Zip County Years Months

I further affirm that I plan to enroll at \_\_\_\_\_ Community College and that this affidavit is made for the purposes of securing a certificate that I have met the residence requirements of Article 126 of Education Law.

**Student Signature:** \_\_\_\_\_

### Notary Public:

Sworn to (or affirmed) before me  
this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Signature

Chief Fiscal Officer of County:     Certificate issued                       Certificate not issued

Dated \_\_\_\_\_ By \_\_\_\_\_