

## NEW YORK CITY RESIDENTS

A CERTIFICATE OF RESIDENCE ISSUED BY YOUR HOME COUNTY WILL ELIMINATE THE NON-RESIDENT TUITION CHARGE. FAILURE TO COMPLY WILL RESULT IN YOUR BEING CHARGED NON-RESIDENT RATE, WHICH IS NOT REFUNDABLE.

TO ELIMINATE THE NON-RESIDENCY TUITION CHARGE, A CURRENT CERTIFICATE OF RESIDENCE MUST BE PRESENTED TO THE COLLEGE ALONG WITH YOUR TUITION PAYMENT.

### QUALIFICATIONS:

1. Resident of New York State for at least one (1) year prior to date of application.
2. Resident of New York City for at least six (6) months prior to date of application.

The current procedure to procure a Certificate of Residence from the Comptroller's Office Purchasing Unit, are as follows:

Students living within the five (5) boroughs must submit a notarized affidavit to the Comptroller's Office.

### TO APPLY:

1. Complete the AFFIDAVIT (on reverse side) and have it NOTARIZED (Comptroller's Office DOES NOT notarize).

Two (2) items of proof of residence must accompany the affidavit. They must be sufficient to comply with Education Law, Section 6301, Paragraph 4, which defines: "Resident" as 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 or school district as the case may be, for a period of at least six (6) months, both immediately preceding Section 6305 of this chapter.

2. Present the NOTARIZED AFFIDAVIT, plus two items of proof of residency IN PERSON to:

Office of the Comptroller  
1 Centre Street  
Municipal Building, Room 703  
New York, NY 10007

Forms of acceptable proof are the following: - (TWO (2) ITEMS ARE REQUIRED).

(One dated more than 6 months, one dated less than 6 months)

- a. Lease, deed, or if not available, a letter from a landlord on that landlord's letterhead indicating dates of tenancy and rent paid.
  - b. Any envelope mailed to you, dated less than 6 months, proving that you still reside at this address.
  - c. A copy of prior year's New York State/City tax returns.
  - d. Homeowner's or Renter's Insurance Policy.
  - e. Automobile Registration Certificate/Driver's License.
  - f. Voter Registration Card within one (1) year.
  - g. Selective Service Card within one (1) year.
  - h. Telephone or utility bill (not in care of third party or post office box).
  - i. If residing with parent, any of the above proofs showing parent/student residence, along with a notarized letter signed by parent stating that student is now and has been, for a period of one (1) year, living with that parent.
3. Any questions regarding the above may be directed to (212) 669-2784.

**PLEASE TYPE OR PRINT LEGIBLY ALL INFORMATION**

<b>NAME</b>	_____	_____	_____
	<b>LAST</b>	<b>FIRST</b>	<b>COMMUNITY COLLEGE</b>
<b>SOC. SEC. #</b>	_____		<b>DATE:</b> _____

**CITY OF NEW YORK**

AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE OF RESIDENCE,  
PURSUANT TO SECTION 6305 OF THE EDUCATION LAW, IN CONNECTION WITH  
ATTENDANCE AT A COMMUNITY COLLEGE.

\_\_\_\_\_ does hereby affirm that the applicant resides at \_\_\_\_\_  
\_\_\_\_\_ in the (city, village, town) of \_\_\_\_\_  
\_\_\_\_\_, county of \_\_\_\_\_ State of New York; that the applicant now is, and has for a  
period of at least one year immediately prior to the date of this affidavit (or affirmation) and application  
been, a resident of the State of New York; that the applicant now is, and has been, for any part of the  
last six months immediately prior to the date of this affidavit (or affirmation) and application been, a  
resident of the county of \_\_\_\_\_; and that the applicant has lived at the following  
places during the year immediately prior to the date of this affidavit (or affirmation) and application:

ADDRESSES	DATES
_____	_____
_____	_____
_____	_____

Applicant further states that the applicant plans to enroll in \_\_\_\_\_  
Community College and that this affidavit (or affirmation) and application is made for the purpose of  
securing from the Chief Fiscal Office of the county of \_\_\_\_\_ a certificate that  
applicant has met the residence requirements of Articles 119 and 126 of the Education Law.

\_\_\_\_\_  
Signature of Applicant

Sworn to (or affirmed) before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_  
Notary Public or Commissioner of Deeds

This space of use of Chief Fiscal Office of County  
Certificate issued ( ) Certificate not issued ( )  
Date \_\_\_\_\_ By \_\_\_\_\_

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 them 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 their 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 the date of issuance."