

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).

DEADLINES (NO EXCEPTIONS): Residency Certificates will not be issued after the following deadlines:

Fall Semester – no approvals after MARCH 1

Spring Semester – no approvals after AUGUST 1

Summer Sessions – no approvals after NOVEMBER 1

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 Finance Department

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 Finance Department.

Steuben County Finance Department
County Office Building, Room 301
3 E. Pulteney Square
Bath NY 14810-1577
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

<i>Academic Year</i>			
<input type="checkbox"/>	Fall	<input type="checkbox"/>	Spring
<input type="checkbox"/>	Winter	<input type="checkbox"/>	Summer

Residency Certificates will NOT be issued after the following **deadlines** (NO EXCEPTIONS):

Fall Semester – no approvals after MARCH 1
Spring Semester – no approvals after AUGUST 1
Summer Sessions – no approvals after NOVEMBER 1

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: <input type="checkbox"/> Certificate issued <input type="checkbox"/> Certificate not issued
Dated _____ By _____