

INSTRUCTIONS FOR THE AFFIDAVIT and APPLICATION FOR CERTIFICATE OF RESIDENCE

Applying for a **Certificate of Residence**, is applying for a reduced resident tuition rate for any State University of New York (SUNY) community college. The **Certificate of Residence** is issued to qualifying applicants who are a continuous resident of New York State for at least one year prior AND a resident of Cortland County for at least one of the last six months prior to the time of application or start of the semester, whichever is earlier.

The issued **Certificate of Residence** provides proof to one community college.

If the Proof of Residence* (document(s)) provided for Cortland County residency reflects less than six months, prior to the time of application or start of the semester, (whichever is earlier), the applicant will receive credit for only that time period established by the proof submitted. To make up the difference of the six months and to receive additional credit, the applicant may apply for a Certificate of Residence from the other NY State county/counties they have resided in. (Please note, every New York State county have their own specific application form and requirements.)

Time to apply for Certificate of Residence, is no earlier than 60 days prior to and no later than 30 days after the start of the semester of the community college the applicant is enrolled at/applying to. The Certificate of Residence is effective for **one year from the date of issuance**. Before the start of the next year the applicant must apply for and submit a new Certificate of Residence to the community college. Students not sending proper documentation (Proof of Residence*) or not applying on a timely basis will be responsible for the non-resident tuition rate.

Requirements:

The applicant must be a continuous resident of New York State for at least one (1) year and have resided in Cortland County for at least one (1) month within the last six (6) months; based on the first day of the semester they are applying for or prior to the time of the application, whichever is earlier.

If the applicant has not changed their address within the last year, one document dated twelve month prior to the application date or the start of the semester, whichever date is earlier, can establish both conditions, residence of New York State for the previous year, and a resident of Cortland County for the past six months. See examples of Proof of Residence (below).

If the applicant has multiple street addresses within the last year, proof of each NY address is required. See Proof of Residence examples on the next page. Proof of Residence is a document placing the applicant at each NY State address. It will be dated 1 – 12 months prior to the application date or start of the semester, whichever is earlier, placing the applicant within the starting month of residency of each New York address listed.

Members of the U.S. Armed Forces, while on full-time active duty and stationed within New York State, and their spouses and dependents may apply for the Certificate of Residence.

If not a US Citizen, eligible VISA types may apply and Permanent alien residents (green card) may apply for the Certificate of Residence.

If the applicant lists only one Cortland County address, during a time, six months prior to the application date then:

If the document is dated **six months or more** prior to the application date or the start of the semester, whichever date is earlier, **student gets 6 months of residency** in Cortland County.

If document is dated **five months** prior to the application date or the start of the semester, whichever date is earlier, **student gets 5 months of residency** in Cortland County.

If document is dated **four months** prior to the application date or the start of the semester, whichever date is earlier, **student gets 4 months of residency** in Cortland County.

If document is dated **three months** prior to the application date or the start of the semester, whichever date is earlier, **student gets 3 months of residency** in Cortland County.

If document is dated **two months** prior to the application date or the start of the semester, whichever date is earlier, **student gets 2 months of residency** in Cortland County.

If document is dated **one month** prior to the application date or the start of the semester, whichever date is earlier, **student gets 1 month of residency** in Cortland County.

***Proofs of Residence** are dated documents that contain the applicant's name or parent's name, if applicant is a dependent, and lists the applicant's street address that's listed on the **Affidavit and Application for Certificate of Residence**. No PO Boxes allowed.

Driver's License/Permit
Bank Statement
Municipal Tax Bill (i.e.: Property; School; Village)
Official Business Mail with post mark
Utility Bill (i.e.: Electric Co.; Cable Co.; Phone Co.)
Residential Lease Agreement
Income Tax Returns (prior year of applicant)
Income Tax Returns (prior year of parents, if student is claimed as dependent)
High School Transcript or Report Card
Motor Vehicle Registration
Insurance Policy such as Homeowner's/Rentals/Car Insurance
Insurance Card (Vehicle)
Voter Registration
Medical Bill
County Official Letter (DSS/Probation)
Other Document (Legally establishing residence)

To complete the **Affidavit and Application for Certificate of Residence**, please review the following:

1. Enter the **Academic Year** (format: yyyy; i.e. 2019)
2. **Check one of the Semesters**. If not listed, enter description and check that box.
3. Applicant's name (**Last Name, First Name, MI**).
4. **Applicant's permanent Street Address, City/Town, State, ZIP Code**. (Could be outside Cortland County if applying for a partial Certificate of Residence.) No PO Boxes allowed.
5. If the permanent address is a Cortland County address, check the box indicating which **municipality**.
6. Enter the **Start Date** (format: MM/dd/yyyy; i.e. 5/1/2018) for the Permanent street address.
7. If the applicant lived at the permanent address for less than one year, list previous address(es) covering the last year. List the most recent first. A Proof of Residence document must be dated within the first month they have resided at each NY address. No PO Boxes allowed.
 - 7a. **Street Address, City/Town, State, Zip Code**, Municipality (List **Municipality** for Cortland County Addresses **only**)
 - 7b. **Start Date** and **End Date** at each listed address.
8. Applicant must enter the **number of months** (1-6) within **the last six months** that they have resided in Cortland County. If the applicant has lived at more than one Cortland County address within the last six months, it will be the total count of months that they have resided in Cortland County within the past six months. A proof of residence document must be dated within the first month they resided at each New York address to receive full credit for the month(s) in Cortland County.
9. Enter **Email Address** if you want the issued Certificate of Residence sent to you via Email. (Optional)
10. **Photo ID Type**. Please check one and enter corresponding ID Number.
11. If not a US Citizen, enter **Country; Visa Type** (i.e. K-1 Fiance(e)) OR **Resident (permanent) Alien Card No.**
12. **Name of Community College** where you are enrolled/registering for classes.

13. Signature of applicant, and date signed: This must be done in the presence of a Notary Public with a proper Photo ID. Notary Public services are available at most banks and the County Clerk's Office.
14. Issuing staff will review the **Cortland County Affidavit And Application** and **Proofs of Residence** that were provided.

For TC3 Applicants: The issued **Certificate of Residence** can be delivered to any of the three TC3 locations: Cortland Extension Center, Ithaca Extension Center or the main campus. It can also be mailed to:

Tompkins Cortland Community College
Room #215
170 North Street, PO Box 139
Dryden NY 13045

For all other community college applicants, contact your community college regarding where to submit your issued **Certificate of Residence**.