

# RESIDENT COSTS / CERTIFICATE OF RESIDENCE

You are a Cayuga County resident if you have resided in New York State for one year and in Cayuga County for six months immediately preceding the first day of classes. Proof of residence may be required.

You are also a non-resident of Cayuga County if you have been a New York State resident for one year and have resided in a county other than Cayuga during the six months immediately preceding the start of classes. You will receive a non-resident tuition bill initially, however, you may obtain a

# How to Apply for a Certificate of Residence

A Certificate of Residence is issued by the County Treasurer or Chief Fiscal Officer, not by the College. It is the student's responsibility to obtain the affidavit/application (choose the appropriate link below) and any necessary documentation of the appropriate county office in the time frame established by the county. Your Certificate of Residence must be signed by the County Treasurer, and dated within 60 days before the first day of class. The College must receive the Certificate of Residence no later than 14 days following the first class.

A Certificate obtained for the fall semester is valid through the following spring and summer session, provided no enrollment interruption.

You must submit a new Certificate each academic year. However, the following counties will not issue a new certificate each academic year: Chautauq, Columbia, Franklin, Montrose, Montgomery, Nassau, New York, Onondaga, Ulster, Warren, and Westchester. For these counties only, the Certificate is valid for 1 year from the date issued.

1. Complete the Application for a Certificate of Residence and have it notarized.

Does your county



- The Certificate is issued by the treasurer of your county, not by Cayuga Community College. You must submit the application below with proper documentation to your county treasurer's office, according to that office's rules. This should be done as soon as possible – no sooner than 60 days before the start of class and within 14 days after the class starts.

*\*Note: For Lifetime Learning or BIC Workforce certificate or SAG a Certificate of Residence is needed for non-resident and non-resident of Cayuga County*

**CAYUGA COUNTY**

Certificates are valid for the academic year (start of Fall semester-around September 1 until the end of Summer II semester - around August 15th) as long as enrollment is continuous. If you are enrolling beginning with the Summer Semester(s), you will need a new certificate for the following Fall Semester.

☎ Please call the Cayuga Community College Business Office at (315)294-8450

# Application for Certificate of Residence

(Pursuant to Sec. 6305 of the Education Law in connection with community college attendance)

County of \_\_\_\_\_, State of New York \_\_\_\_\_ does hereby  
(applicant name)

swear/affirm that s/he resides in the city/town/village of \_\_\_\_\_

at \_\_\_\_\_, County of \_\_\_\_\_, State of New York;  
(number and street)

that s/he now is, and has been for a period of \_\_\_\_\_ months within the six months immediately prior to the date of this affidavit/

affirmation and application, a resident of the County of \_\_\_\_\_ and that s/he has lived at the following places during the year

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

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Notary Public/Commissioner of Deeds Signature \_\_\_\_\_ Date \_\_\_\_\_

For use by the County's Chief Fiscal Officer only: Certificate  and  and

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(See addresses below or contact your county treasurer's office.)

**CORLAND COUNTY READER**  
Cortland County Courthouse  
60 Central Ave., Cortland, NY 13045  
(607) 753-5070

**ONONDAGA COUNTY READER**  
John H. Mulroy Civic Center  
421 Montgomery St., Syracuse, NY 13202  
(315) 435-2889

**ONTARIO COUNTY READER**  
Ontario County Municipal Building  
20 Ontario St., Canandaigua, NY 14425  
(585) 396-4422

**OMPKIN COUNTY READER**  
Tompkins County Courthouse  
125 East Court St., Ithaca, NY 14850  
(607) 274-5545

**ALBANY COUNTY READER**  
16 William St., Lyons, NY 14489  
(315) 946-7441