

INSTRUCTIONS

AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR A CERTIFICATE OF RESIDENCE

You must submit a Certificate of Residency, **issued by your Home County Treasurer's Office**, to FLCC once **EACH YEAR**. Failure to submit the appropriate document by the payment due date will result in **DOUBLE TUITION CHARGE** or **cancellation of your course schedule**. Please read the instructions below before completing the application on the other side.

Certificate of Residence

A Certificate of Residence verifies that you have been a New York State resident for one year prior to registration or the start of the semester. Certificate(s) also state your county(ies) of residence for the past six months. Students registering without a Certificate of Residence will be charged Out-Of-State (double) tuition. Also, per New York State Education Law, you must submit a valid Certificate of Residence to the College once EACH YEAR

- Certificates are valid only when dated **no earlier than 60 days prior to the start of classes and no later than 30 days after the start of classes**. Certificates are valid for one year from the date of issue (please check with your County Treasurer's Office for any exceptions). Updated Certificates are required each year. Students who fail to submit their Certificates within the timeline mentioned above are responsible to pay additional non-resident tuition charge.
- If you are taking credit-bearing courses (refer to course details), you must obtain a Certificate of Residence (required by New York State law to obtain In-State tuition rates).

Non-Ontario County Residents:

NOTE: LIVING IN ONTARIO COUNTY TO ATTEND COLLEGE DOES NOT CONSTITUTE PERMANENT RESIDENCY.

If you have been a permanent resident of New York State for the past year BUT, you have lived outside of Ontario County, please follow these instructions:

1. Print neatly all information requested in the **shaded areas**.
2. Have your signature **notarized**.
3. **Submit** it to your County Treasurer. (**Please Note:** Some counties will issue a Certificate of Residence through the mail while others require you to appear in-person, e.g., LIVINGSTON COUNTY. Please check with your County Treasurer's Office for their requirements.)
4. Your County Treasurer will keep this form and give you a Certificate of Residency. Submit that form to the Office of the Bursar with your payment and bill by the payment due date.

Ontario County Residents:

NOTE: LIVING IN ONTARIO COUNTY TO ATTEND COLLEGE DOES NOT CONSTITUTE PERMANENT RESIDENCY.

If you have been a legal resident of New York State for the past year AND a resident of Ontario County for the last six (6) months, please follow these instructions:

1. Print neatly all information requested in the **shaded areas**.
2. Have your signature **notarized**. To assist you, all FLCC Bursar's Office staff members are Notaries Public.

Submit this form to the Office of the Bursar **with your payment and bill by the payment due date.**

Non-New York State Resident or New York State Resident NOT submitting a Certificate of Residence:

Double tuition is charged to all students who have not been legal, permanent residents of New York for the past year or for a New York Resident NOT submitting a Certificate of Residence. This includes the following:

1. **International Students** (for example, holding an F-1 Visa).
2. **Temporary residents** (for instance, short-term job assignments or living here while attending college).
3. Any person who is in the U.S. on a Visa, Immigrants must have permanent resident status for one year in order to be eligible for resident tuition.
4. If you have not been a permanent legal resident of New York State for the year prior to the start of classes, you must pay Out-Of-State tuition.
5. You are a New York State resident and NOT submitting a Certificate of Residence.

If you have any questions, please contact the Office of the Bursar, Tel: (585) 394-3500 ext. 7229

Livingston County Treasurer
Livingston County Courthouse
6 Court St., Geneseo, NY 14454
(IN PERSON ONLY)
Telephone: (585)243-7050

Seneca County Treasurer
1 DiPronio Dr.
Waterloo, NY 13165
Telephone: (315)539-1737

Wayne County Treasurer
P. O. Box 8, 16 William St.
Lyons, NY 14489
Telephone: (315)946-7443

Monroe County
Real Property Tax Serv.,
Rm. 304, 39 W. Main St.
Rochester, NY 14614
**(IN PERSON ONLY if applying after 30 days
from the start date of the classes)**
Telephone: (585)428-5125

Please note: Some counties will issue Certificate of Residence through the mail while others require you to appear **in person**. Please check with your County Treasurer's Office for their requirements.

Yates County Treasurer
417 Liberty St.
Suite 1081
Penn Yan, NY 14527
Telephone: (315)536-5192

Important: STUDENT MUST COMPLETE ALL SHADED AREAS—Refer to **INSTRUCTIONS** on the back.

AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR A CERTIFICATE OF RESIDENCE
*Pursuant to Sections 6301 & 6305 of the Education Law**

PROOF OF STREET ADDRESS MUST BE SUBMITTED WITH APPLICATION

STATE OF NEW YORK,)
) **SS.:**
COUNTY OF: _____)

Social Security No.	_____
(REQUIRED)	
Semester	_____
Year	_____

CITIZENSHIP: United States Citizen **Yes** or **No**

If No, **Attach Copy of:** Resident Alien Card (I-551)#: _____ & Date Issued: _____ or Visa Type: _____

I, _____ do hereby swear (or affirm) that I reside
(Full Name)

at _____, in the (City) (Village) (Town) _____
(Local Street Address, no P.O.Box) *(Name of Town & Zip Code)*

County of _____, State of New York; that I now am and have **for a period of one year** prior to the date of this affidavit (or affirmation) been a **resident of the State of New York**; that I now am, or have been for a period of **six months**** prior to the date of this affidavit (or affirmation) a resident of the **County of** _____.

Permanent Address: _____
Street (no P.O.Box) *City* *State* *Zip*

List your previous addresses:

Address	Date of Residency
_____ <i>Street Address (no P. O. Box)</i> <i>City</i> <i>State</i> <i>Zip</i>	From _____ To <u>Present</u>
_____ <i>Street Address (no P. O. Box)</i> <i>City</i> <i>State</i> <i>Zip</i>	From _____ To _____
_____ <i>Street Address (no P. O. Box)</i> <i>City</i> <i>State</i> <i>Zip</i>	From _____ To _____

I further state I plan to enroll in **Finger Lakes Community College** and that this affidavit (or affirmation) and application is made for the sole purpose of securing from the Chief Fiscal Officer of the County of _____ a certificate of residence pursuant to the requirements of Article 126 of the Education Law. *(Home County)*

_____ <i>Signature of Applicant</i>	_____ <i>Date</i>
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**THIS SPACE FOR USE OF
CHIEF FISCAL OFFICER OF COUNTY**

Certificate Issued Certificate Denied

Signature *Date*

YOUR SIGNATURE MUST BE NOTARIZED

Sworn to (or affirmed) before me this _____ day of _____ 20 ____

(Notary Public or Commissioner of Deeds)

* **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 of him 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 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 one year from date of issuance.**"

Education Law, Section 6301, paragraph 4, defines: Resident – A person who resides in the state for a period of at least one year and in the county, city, town, intermediate school district or school district, as preceding the date of such person's registration in a community college, or for the purpose of Section Sixty-Three Hundred Five of this chapter, his application for a certificate of residence.

****In the event that a person qualified as above for state residence, but has been a resident of two or more counties in the state during the six months immediately preceding his/her application for a certificate of residence pursuant to Section Sixty-Three Hundred Five of this chapter, the charges to the counties of residence shall be allocated among the several counties proportional to the number of months, or major fraction thereof, of residence in each county.**