

## INSTRUCTIONS

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

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You must submit a Certificate of Residence, 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 the charge of an Out-of-County tuition premium of \$214.00 per credit hour for the 2023-2024 Academic Year.**

Please read the instructions below **before** completing the application on the reverse side.

#### **Certificate of Residence**

A Certificate of Residence verifies that you have been a New York State resident for one year prior to registering for 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 an Out-Of-County tuition premium. 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 student's registration date 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 will be charged an Out-Of-County tuition premium.
- 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. **Submit** it to your County Treasurer. (**Please Note:** Some counties require a photo ID to accompany the application. Please check with your County Treasurer's Office for their requirements.)
3. Your County Treasurer will keep this form and give you a Certificate of Residence. Submit that form to the Office of Student Accounts or the One Stop Center. **Certificates must be dated within 60 days prior to registration and 30 days after the start of the semester.**

#### **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. Your Certificate of Residence Affirmation can be accessed through your To-Do list at [MyFLCC](#).
2. Once your affirmation is submitted, the Out-of-County tuition premium will be removed from your bill.

**If you have any questions, please contact the One Stop Center at (585) 785-1000.**

**If you are a resident of a County listed below, please contact the County directly regarding Certificate of Residence procedures:**

Albany (518) 447-7070	Delaware (607) 746-2121	Nassau (516) 571-2453	Oswego (315) 349-8393	Sullivan (845) 794-3000 Ext.5014
Broome (607) 778-2161	Erie (716) 858-8345	New York County (212) 669-2784	Saratoga (518) 884-4724	Tioga (607) 687-8670
Cayuga (315) 253-1211	Jefferson (315) 785-3055	Onondaga (315) 435-2426	St. Lawrence (315) 379-2234	Tompkins (607) 274-5545
Chemung (607) 737-2954	Lewis (315) 376-5325	Orange (845) 291-2480	Steuben (607) 664-2488	Ulster (845) 340-3426
Columbia (518) 828-0513	Livingston (585) 243-7050	Orleans (585) 589-5353	Suffolk (631) 853-5052	Westchester (914) 995-5006

**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, )  
 )  
COUNTY OF: \_\_\_\_\_ )

FLCC Student ID# _____
(REQUIRED)
Semester _____ Year _____

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

If No, **MUST Attach Copy of:** Resident Alien Card (I-551)#: \_\_\_\_\_ & Date Issued: \_\_\_\_\_ (to qualify, must be issued 1 Yr prior)

**PLEASE PRINT**

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:** \_\_\_\_\_ From \_\_\_\_\_ To **Present**  
Street (no P.O.Box) City State Zip

**If your Permanent Address is for less than 1 year, you must list your previous addresses below:**

Address	Date of Residency
_____ Street Address (no P. O. Box) City State Zip	From _____ To _____
_____ Street Address (no P. O. Box) City State Zip	From _____ To _____
_____ Street Address (no P. O. Box) City State Zip	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)

_____ <b>Signature of Applicant</b>	_____ <b>Date</b>
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<b>THIS SPACE FOR USE OF CHIEF FISCAL OFFICER OF COUNTY</b>	
Certificate Issued <input type="checkbox"/>	Certificate Denied <input type="checkbox"/>
_____ Signature Date	

\* **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.**