



OSWEGO COUNTY APPLICATION FOR NYS COMMUNITY COLLEGE CERTIFICATE OF RESIDENCE

THIS IS NOT A CERTIFICATE OF RESIDENCE. This is an Affidavit and APPLICATION for Certificate of RESIDENCE pursuant to Section 6305 of Education Law in connection with attendance at a NYS Community College. This APPLICATION does not guarantee receipt of a Certificate of Residence. Oswego County will only accept the Oswego County Certificate of Residence Application. Only a formal Certificate of Residence issued by Oswego County will be eligible for consideration for Community College Chargeback and said certificate is good for ONE YEAR from date of issuance unless any of the information on the provided application changes or does not match the billing information from the selected Community College. The student is responsible for providing the Certificate of Residence to the selected college.

I understand that it is the responsibility of the student, not the college, to prove residency. The legal residence of a college student is presumed to be the residence of the parent, guardian, or any other permanent residence PRIOR to the student's enrollment at the College. Residency, is not gained or lost by attending college and such attendance does NOT change the student's legal residence. Copy of Government Issued Photo ID must be attached (plus one parent ID if under 18.)

I, _____, (print legibly), last four digits of SS#: _____, hereby affirm that I am now and have been for at least one year immediately prior to the date of this affidavit, a resident of the State of New York; and that I have for at least six (6) months immediately prior to the date of this affidavit, been a legal resident of Oswego County as demonstrated by my permanent residential addresses as listed below:

PLEASE LIST YOUR RESIDENCES FOR THE LAST THREE YEARS (PO Boxes not accepted, use back of form if necessary):

Table with 4 columns: Street Address, Town/Village/City, State, Zip Code; County; Start Date; End Date. Two rows for previous residences.

ADDRESS OF PERMANENT RESIDENCE: (Where you lived before you came to college and will return to)

Table with 4 columns: Street Address, Town/Village/City, State, Zip Code; County; Start Date; End Date. One row for permanent residence.

I further affirm that I plan to enroll at (College) _____ for the (Semester/Year) _____, date starting college _____, and that I understand that this document is a legal document and that this affidavit is made for the purposes of determining eligibility for a Certificate of Residence. My signature on this APPLICATION is certifying that the information provided is truthful and that I believe that I have met the Residence requirements of Article 126 of the NYS Education Law. I further understand that if my individual billing addressor name noted on the Community College bill differs from the information on the application, I may be personally responsible for any ineligible difference. I understand that the Oswego County Treasurer reserves the right to request documentation to substantiate the information provided in this application.

APPLICATION STUDENT SIGNATURE: _____ Date: _____

Contact/Cell Phone Number: _____ Contact E-Mail Address: _____

PARENT/GUARDIAN SIGNATURE IF UNDER 18: _____ Date: _____

NOTARY STAMP or COMMISSIONER OF DEEDS:

Notary Signature _____ Date _____ SEAL

CHECK ONE: ___ Albion/Altmar ___ Amboy/Camden ___ Boylston ___ Constantia/Bernhard's Bay/Cleveland ___ Fulton City ___ Granby ___ Hannibal/Martville ___ Hastings/Mallory/Central Square ___ Mexico ___ Minetto ___ New Haven ___ Orwell ___ Oswego City ___ Oswego Town ___ Palermo ___ Parish ___ Redfield ___ Richland/Pulaski ___ Sandy Creek/Lacona ___ Schroepfel/Pennellville/Phoenix ___ Scriba ___ Volney ___ West Monroe ___ Williamstown

CFO: Issued: ___ Pending: ___ Not Issued: ___ Reason: _____ Date: _____ By: _____ COR1-080719



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INFORMATION FOR APPLICANTS:

Your completion of this form does not guarantee eligibility. There is no fee for a Certificate of Residence Application. Application must be completed using your full legal name. Nicknames are not accepted. All sections of this application must be legible and fully completed to be considered. Parent/Guardian information may be required for students under 18 years of age. **It is recommended that you provide your phone number and/or e-mail address so we may expedite contacting you if there are any questions. This is a legal document and fraudulent applications will be prosecuted. It is advised that you keep a copy of the Official Certificate of Residence.** Oswego County will NOT reissue or copy an issued Certificate of Residence. Records are purged each year and expired Certificate of Residences are properly destroyed.

Applicant must provide **documentation substantiating Residence for a minimum of one year, proof of registration at college** (either current class schedule or tuition bill) and meeting the requirements of Oswego County, even if this document is notarized. A government issued photo ID with your current address will be required. Documentation with PO Boxes is not accepted. Please contact the Oswego County Treasurer's Office if you have any questions on eligibility. If you are under 18 and/or financially dependent on a parent/legal guardian, their signature and proof of their residency in Oswego County must be provided with the application (usually their driver's license with street address).

The Certificate of Residence is effective for a period of one year from date of issuance, unless you change your address or change your name. **If you change your address or name, a new application will be required.** Oswego County verifies the addresses on the Community College bill to the approved Certificate of Residence addresses to confirm eligibility for payment of the bill presented by the College.

State Education Law, Sections 6301 and 6305 requires you to submit to the college of your choice a Certificate of Residence. If you fail to submit the Certificate of Residence you may be charged nonresident tuition. It is the student's responsibility to insure that the application is filed on time with the Oswego County Treasurer and that approved Certificates of Residence are provided to the selected college in a timely manner. **The student is responsible for submitting the Certificate of Residence to the selected college.** If approved, the student will receive two copies of the Official Certificate of Residence. One copy is for the student to keep as proof of receiving this document, the second copy is for the student to provide the selected college.

Certificates are issued for a specific college. One Certificate of Residence will be required for each college attended. Classes taken online at more than one college also require a Certificate of Residence for each college.

Maximum Certificate Issuance Schedule Based on College Start Date: No Exceptions Will Be Made

Eligible certificates will only **be issued 60 days before college first day of class start date and 30 days after college first day of class start date.** Date the application is **signed by the student must be within the date range** listed.

ACCEPTABLE IDENTIFICATION DOCUMENTS

All documents must be in applicant's name and address and demonstrate requirements listed above.

USA CITIZENS

- Drivers License (must have street address – PO Boxes are not accepted as residence proof)
- Voter Registration Card * Resident Landfill Permit
- Official Business Mail * Prior Year Income Tax Return
- W-2 of Previous Year * NYS TAP/HEAP/HES Information
- Current Vehicle Registration * Utility Bill (Water/Sewer/Electric only)
- Property Tax Bill * Recent High College Transcript
- Military ID or US Government Issued ID

NON US CITIZENS - MUST PROVIDE PROOF OF LEGAL ENTRY TO USA AS WELL

- Passport * Prior Year Income Tax Filings * Green Card
- Filed Applications for Permanent Residence