

INSTRUCTIONS FOR COMPLETING CERTIFICATE OF RESIDENCE APPLICATION

If you have been a resident of New York State for at least one year immediately preceding the date this form is filed you qualify for the resident tuition rate. If you are a qualified resident and have been a resident of two or more counties during the last six months, you will be required to obtain a Certificate of Residence from each county.

Note: You are required to obtain one Certificate of Residence once a year, and it is valid for one year. Be prepared to produce identification to prove residency (e.g., a valid driver's license).

DEADLINES (No exceptions):

Fall – Certificates issued from July 1st current year through March 1st subsequent year.

Spring – Certificates issued from November 15th prior year through August 1st current year.

Summer – Certificates issued between April 1st and November 1st current year.

Residency Certificates cannot be issued more than 60 days prior to the semester start date.

For students attending *Corning Community College*:

Either:

- a) Complete this form and sign it before a Notary Public, then submit it to Student Accounts at the college (by mail or in person).

or

- b) Take this form to Student Accounts and ask for assistance in completing it.

Student Accounts will then have your Certificate of Residence completed by mail.

For students attending any other New York State Community College:

- a) Complete this form and sign it before a Notary Public

Completed forms should be mailed or delivered in person to Steuben County Finance Department (address below).

- b) Steuben County will then return the actual Certificate of Residence to you or send it on to the college; whichever we are instructed to do.

Questions should be directed to Steuben County Finance Department.

Steuben County Finance Department

3 E. Pulteney Square, Room 301

Bath NY 14810

Telephone: 607-664-2488