

## INSTRUCTIONS

You must submit a Certificate of Residency to the Community College once each year. Failure to submit the appropriate document by the payment due date could result in **DOUBLE TUITION CHARGE** or **cancellation of your course schedule**.

### **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.

- Certificates are valid when issued within **60 days prior to the start of classes** and 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.
- 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).

### **Ontario County Residents:**

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

### **Non-Ontario County Residents:**

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 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.)
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**.

### **Non-New York State Resident:**

**Double tuition** is charged to all students who have not been legal, permanent residents of New York for the past year. 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.

If you have any questions, please contact Ontario County Treasurer's Office Tel: (585) 396-4432.

**THE ORIGINAL APPLICATION MUST BE SUBMITTED TO THE TREASURER'S OFFICE.  
DO NOT FAX OR E-MAIL.**

**Important:** STUDENT MUST COMPLETE ALL SHADED AREAS

**AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR 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 \_\_\_\_\_  
(Home County)

Social Security No. \_\_\_\_\_  
Semester \_\_\_\_\_ Year \_\_\_\_\_

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

If No, Attach Copy of: Resident Alien#: \_\_\_\_\_ 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

If less than six months at the above address, list your addresses for the PAST YEAR:

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 \_\_\_\_\_ and that this affidavit (or affirmation) and  
(PRINT COLLEGE NAME)  
application is made for the sole purpose of securing from the Chief Fiscal Officer of the County of ONTARIO a Certificate of  
Residence pursuant to the requirements of Article 126 of the Education Law.

\_\_\_\_\_  
Signature of Applicant Date

**YOUR SIGNATURE MUST BE NOTARIZED**  
Sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_ 20 \_\_\_\_  
\_\_\_\_\_  
(Notary Public or Commissioner of Deeds)

**THIS SPACE FOR USE OF CHIEF FISCAL OFFICER OF COUNTY**  
Certificate Issued  Certificate Denied   
\_\_\_\_\_  
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.