



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.** Please do not use any other form. **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.

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 if under 18.)**

CHECK ONE: (YOU MUST MARK IF IN CITY OF OSWEGO OR TOWN OF OSWEGO IF APPLICABLE) Albion Amboy Boylston Constantia Fulton City Granby Hannibal Hastings Mexico Minetto New Haven Orwell Oswego City Oswego Town Palermo Parish Redfield Richland Sandy Creek Schroepfel Scriba Volney West Monroe Williamstown

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 residential addresses listed below:

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

_____	_____	_____	_____
Street Address, Town/Village/City, State, Zip Code	County	Start Date	End Date
_____	_____	_____	_____
Street Address, Town/Village/City, State, Zip Code	County	Start Date	End Date

I further affirm that I plan to enroll at **(College)** _____ for the **(Semester/Year)** _____, **date starting school** _____, 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 address noted on the Community College bill differs from the address of this 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**.

STUDENT SIGNATURE: _____ **Date:** _____

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

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

NOTARY STAMP or COMMISSIONER OF DEEDS:

Notary Signature Date NOTARY SEAL



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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 a Certificate of Residence.**

Additional RESIDENCE Information: Applicant must provide documentation substantiating Residency 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. Married students or students who have been employed full time in Oswego County for over one year may establish his or her own residence. Veteran’s residency will be based on the address at time of enlistment or deployment. Please contact the Oswego County Treasurer’s Office if you have any questions on eligibility. If you are financially dependent on a parent/legal guardian, proof of their residency in Oswego County must be provided with application.

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

Certificates are issued for a specific school. If you attend classes at more than one college, a Certificate of Residence is required for each college. Classes taken online at more than one school also require a Certificate of Residence for each school.

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

- Eligible certificates will only be issued 60 days before college start date and 30 days after college start date. Date the application is signed by the student must be within 30 day date range listed in this paragraph.

Fall Semester July 1 to September 30

Winter/Intersession November 15 – January 15

Spring Semester December 1 to February 28

Summer Semester May 1 to July 30

Mini Courses Submitted within five (5) days of course start date.

Certificate of Residence requests outside of listed dates will require proof of registration from college with applicable dates.

ACCEPTABLE IDENTIFICATION DOCUMENTS

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

USA CITIZENS

- | | | |
|--|---------------------------------|--|
| • Drivers License | * Voter Registration Card | * Social Security Benefit Card |
| • Official Business Mail | * Prior Year Income Tax Return | |
| • W-2 of Previous Year Only | * NYS TAP/HEAP/HES Information | * Resident Landfill Permit |
| • Current Vehicle Registration | * Rent or Lease Agreement | * Utility Bill (Water/Sewer/Electric only) |
| • Property Tax Bill | * Recent High School Transcript | * Payroll/paycheck with address |
| • Military ID or US Government Issued ID | | |

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

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