

**AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE OF RESIDENCE,  
PURSUANT TO SECTION 6301 AND 6305 OF THE EDUCATION LAW  
STATE OF NEW YORK**

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_ (Social Security No.: \_\_\_\_\_)

do hereby swear(or affirm) that I

RESIDE AT: \_\_\_\_\_ in the City or Town of  
\_\_\_\_\_

MAILING  
ADDRESS: \_\_\_\_\_

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 legal resident  
of the State of New York and have been for a period of **at least six months\*\*** prior to the  
date of the affidavit (or affirmation) a legal resident of the County of  
\_\_\_\_\_

\* Report actual municipality of residence, NOT the postal service designation of the area.

\*\* IF LESS THAN SIX MONTHS AT THE ABOVE ADDRESS, list your addresses for  
the past year:

ADDRESS	DATE
_____	_____
_____	_____

I further state I plan to enroll in SULLIVAN COUNTY 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.

Sworn to (or affirmed) before me this \_\_\_\_\_  
\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_  
*(Signature of applicant)*

\_\_\_\_\_  
*Notary Public*

=====

**This space for use of Chief Fiscal Officer of County**  
Certificate Issued ( ) Certificate Not Issued( )

Date: \_\_\_\_\_ By: \_\_\_\_\_

-----  
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 to 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 a certificate of residence shall be valid for one year from date of issuance."

EDUCATION LAW, Section 6301, paragraph 4, defines: Resident- A person who has resided in the state for a period of at least one year and in the county, city, town, immediate school district or school district, as the case may be, for a period of at least six months, both immediately preceding the date of such persons registration in a community college, or for the purpose of Section 6305 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 6305 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.

EVIDENCE OF RESIDENCE:	SEMESTER YEAR
<input type="checkbox"/> Parent's Voter Registration Card	<input type="checkbox"/> Fall
<input type="checkbox"/> Driver's License	<input type="checkbox"/> Spring
<input type="checkbox"/> Paid Rent Bill (Parent's)	<input type="checkbox"/> Summer
<input type="checkbox"/> Selective Service Card	<input type="checkbox"/> F.T.
<input type="checkbox"/> Name of High School Graduated From	<input type="checkbox"/> P.T.

Name of School: \_\_\_\_\_

Address: \_\_\_\_\_

Other: \_\_\_\_\_

Examined By: \_\_\_\_\_

County Treasurer:

Please mail issued Certificates of Residence to:  
SCCC Bursar's Office, 112 College Road  
Loch Sheldrake, NY 12759

# **SULLIVAN COUNTY CERTIFICATE OF RESIDENCY INSTRUCTIONS**

## **What is a Certificate of Residency? Why do I need one?**

As required by New York State Education Laws Section 6305 and 6301, a student must prove their residency in both their home county and New York State prior to beginning classes at a community college in New York State.

A Certificate of Residence will eliminate the non-resident tuition charge. Failure to comply will result in your being charged non-resident rate which could be up to \$1,852.00.

To eliminate the non-residency tuition charge, YOU MUST PRESENT PROOF to the college along with your tuition payment.

**SULLIVAN COUNTY RESIDENTS** should bring their proof directly to the student billing office prior to the start of classes.

We will accept a driver's license which shows your physical address  
[NO PO BOXES ARE ACCEPTED AS PROOF]

A recent high school diploma

A tax bill

A voter's registration card

---

## **QUALIFICATIONS:**

1. Resident of New York State for at least one (1) year prior to date of application.
2. Resident of your county for at least six (6) months prior to date of application.