

**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 \_\_\_\_\_

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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

## 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 you being charged a non-resident surcharge of up to the cost of your tuition.

You can find the directions and applications on our website, [www.sunysullivan.edu](http://www.sunysullivan.edu). Click on **current student, student services, student billing**. You will see the “Certificate of Residence” application tabs on the right side of the page. If your county is not listed, use the attached application and contact your specific county for instructions. There is a “County Address/Phone Listing” at the bottom of the county tabs for your information.

Certificates must be dated no more than 60 days prior and 30 days after the first day of the semester, and are valid for 1 year. **Applications are not to be sent to Sullivan County Community College.**

After you receive your Certificate of Residency from your respective county, please forward that document to the following address:

Sullivan County Community College  
Office of Student Billing  
112 College Road  
Loch Sheldrake, NY 12759

You may also fax to 845-434-0014, or scan and e-mail to [kphillips@sunysullivan.edu](mailto:kphillips@sunysullivan.edu).

Your account has been charged an extra fee for not having your certificate of residency on file. This charge will be reversed when we receive your certificate of residency.