

**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*

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**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**

SUFFOLK COUNTY DEPT. OF AUDIT AND CONTROL  
WOODLANDS OFFICE PARK  
700 VETERANS MEMORIALS HIGHWAY  
PO BOX 6100  
HAUPPAUGE, NEW YORK 1176-0099

-OR-

Mail completed affidavit to the above address with a photocopy of your proof of residence. Without proof your application cannot be processed. Proof must be dated within two years prior to date of application.

PROOF MAY BE ANY TWO OF THE FOLLOWING , SHOWING ONE YEAR IN NEW YORK STATE AND SIX MONTHS IN SUFFOLK COUNTY:

- DRIVER'S LICENSE
- CAR REGISTRATION
- SELECTIVE SERVICE CARD
- VOTER REGISTRATION CARD
- INCOME TAX FORM/W-2 FORM

\*\*\*\* PLEASE INCLUDE A SELF-ADDRESSED STAMPED ENVELOPE. \*\*\*\*

## **GUIDELINES FOR STUDENTS**

A. The County, by law, can issue a Certificate of Residence no more than 60 (SIXTY) DAYS PRIOR TO YOUR REGISTRATION AT A COMMUNITY COLLEGE

B. A Certificate of Residence CANNOT BE ISSUED AFTER YOU HAVE REGISTERED.

C. Certificates of Residence are valid for a College Year. A COLLEGE YEAR COVERS THE PERIOD FROM SEPTEMBER 1st THROUGH AUGUST 31st OF THE FOLLOWING YEAR.

D. Certificates of Residence is issued for the Fall Semester and you fail to register and attend the Fall Semester, a NEW CERTIFICATE OF RESIDENCE WILL BE REQUIRED PRIOR TO YOUR REGISTRATION FOR EITHER THE SPRING OR SUMMER SESSION(S). YOU MUST OBTAIN A NEW CERTIFICATE TO BEGIN THE NEXT COLLEGE YEAR BEGINNING THE FOLLOWING SEPTEMBER.

E. If a Certificate of Residence is issued for the Summer Session(s), IT IS ONLY VALID FOR THE SUMMER SESSION(S).

F. If a Certificate of Residence is issued for the Fall SEMESTER and you register and attend the Fall SEMESTER THE CERTIFICATE IS VALID FOR SPRING AND/OR SUMMER SESSION(S).

## **NOTE**

FAILURE TO OBTAIN A CERTIFICATE OF RESIDENCE IN COMPLIANCE WITH THE REQUIREMENTS OF THE STATE EDUCATION LAW WILL RESULT IN THE COUNTY REJECTING ANY CLAIMS FROM THE COMMUNITY COLLEGE YOU ATTEND AND THE COLLEGE WILL CHARGE YOU ACCORDINGLY.