

**\*\*PRINT ALL INFORMATION IN INK\*\***

**Important: Student Must Complete All Shaded Areas**

Acceptable Filing Method(s) Determined by Applicant's County

Student ID No. \_\_\_\_\_

Semester \_\_\_\_\_ Year \_\_\_\_\_

**AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE OF RESIDENCE**

Pursuant to Sections 6305\* & 6301\*\* of the Education Law

**STATE OF NEW YORK, COUNTY OF**

\_\_\_\_\_  
(Legal County of Residence)

Applicant Phone Number ( ) \_\_\_\_\_

Applicant email \_\_\_\_\_

**PERMANENT/LEGAL ADDRESS**

**\*\*PRINT ALL INFORMATION \*\***

I, \_\_\_\_\_ do hereby swear that I reside at \_\_\_\_\_,  
(Print Full Name) (Print Legal Address)  
in the (City) (Village) (Town) of \_\_\_\_\_ 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** \_\_\_\_\_, and that I have lived at the following places during the year  
immediately prior to the date of this affidavit (or affirmation) and application:

Time frame living at above address: \_\_\_\_\_ (month/year) \_\_\_\_/\_\_\_\_ to **Present Time**

**If less than one year, list prior addresses below:**

Addresses, City, State, Zip Code (please indicate time frame)

From

To

\_\_\_\_\_  
Month and Year

\_\_\_\_\_  
Month and Year

\_\_\_\_\_  
Month and Year

\_\_\_\_\_  
Month and Year

**Citizenship** (check one): \_\_\_\_ United States Citizen; \_\_\_\_ Visa (Type) \_\_\_\_\_; \_\_\_\_ Resident Alien No. \_\_\_\_\_

I further state I plan to enroll in Niagara 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 119 and 126 of the Education Law.

**STUDENT SIGNATURE**

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

THIS SPACE FOR USE OF  
CHIEF FISCAL OFFICER OF COUNTY

\_\_\_\_\_  
(Chief Fiscal Officer Signature)

\_\_\_\_\_  
(Date)

(Notary no longer required as of 11/15/2023)

\* **Education Law, Section 6305, provides:** "The chief fiscal office of each county, as defined Section 2.00 of the local finance law, shall upon application and submission to him a 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 his 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 a period of one year from the 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 in the **county, city, town**, intermediate 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 a 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 the chapter, the charges to the counties of residence shall be allocated among several counties proportional to the number of months, or major fraction thereof, of residence in each county.**

## INSTRUCTIONS

You must submit a Certificate or Residency to Niagara County Community College once each year. Failure to submit the appropriate document will result in the assessment of tuition charges at the higher, non-resident rate.

### ALL NEW YORK STATE RESIDENTS:

If you have been a legal permanent resident of New York State for the past year **BUT**, you have lived outside of Niagara County, please follow these instructions:

1. Fill out this form
2. Submit it to your County Treasurer, along with appropriate proof
3. The Treasurer will keep this form and give you a Certificate of Residency. Submit that Certificate to the Cashier's Office. Electronic version is acceptable, **UNLESS** your Certificate has a raised seal. If a raised seal does exist, please provide the **ORIGINAL** copy to the Cashier's Office. Call your County Treasurer if you have any questions.

### NON-NEW YORK STATE RESIDENTS:

Non-resident 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 (holding an F-1 Visa).
2. Temporary residents (short-term job assignments or living here while attending college, for instance)
3. Any person who is in the US on a Visa: Immigrants must have permanent resident status in the United States for one year, and will also need to prove New York State residency for one year prior to start of term, in order to be eligible for the resident tuition rate.

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE CASHIERS OFFICE AT (716) 614-6443**

**Please Note:** Counties accept applications & proof, and will issue Certificates of Residence via various methods. Please check with your treasurer's office for their requirements.