

SEE REVERSE SIDE FOR DIRECTIONS.

IMPORTANT: STUDENT MUST COMPLETE ALL SHADED AREAS

- Certificates of Residence CANNOT be dated more than two (2) months prior to registering for your classes.
- Certificates must be submitted to the College no more than thirty (30) days after the start of classes.
- Failure to meet these deadlines will result in double tuition charges.
- A certificate is valid for one (1) year from the date of issuance and is applicable for all terms or programs commenced within that twelve (12) month period.

Student ID#	M _____
Semester _____	Year _____
Email _____	

AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE OF RESIDENCE

Pursuant to Sections 6301 & 6305 of the Education Law

STATE OF NEW YORK, COUNTY OF

(HOME COUNTY)

I, _____ do hereby swear (or affirm) that I reside
(Full Name)
at _____, in the (City) (Village) (Town) of _____
(Local 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 **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** _____.

Permanent Address: _____

If less than six months at the above address, list your addresses for the PAST YEAR:

Addresses	Date (From - To)
_____	_____
_____	_____

Citizenship: United States Citizen ☐ Visa Type _____ Resident Alien # _____
**Please submit a copy of Resident Alien card.*

I further state I plan to enroll in Monroe 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.
(Home County)

IMPORTANT: CERTIFICATES OF RESIDENCE CANNOT BE DATED MORE THAN TWO (2) MONTHS PRIOR TO REGISTERING FOR CLASSES, AND MUST BE SUBMITTED TO THE COLLEGE NO LATER THAN THIRTY (30) DAYS AFTER THE START OF CLASSES. FAILURE TO SUBMIT THE REQUIRED DOCUMENT WILL RESULT IN THE STUDENT BEING RESPONSIBLE FOR PAYING DOUBLE THE TUITION RATE.

(YOUR SIGNATURE) (DATE)

**THIS SPACE FOR USE OF
CHIEF FISCAL OFFICER OF COUNTY**

(SIGNATURE) (DATE)

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 such chief fiscal officer of satisfactory evidence in-person or electronically, issue to any person desiring to enroll in a community college as a non-resident student, a certificate of residence form 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 form issued not earlier than two months prior thereto, and such certificate of residence form shall be valid for a period of one year from the date of issuance." **Education Law, Section 6301, paragraph 5, defines:** "Resident." A person who has resided in the state for a period of at least one year and in the county, city, town, intermediate school district, school district or community college region, as the case may be, for a period of at least six months, both immediately preceding the date of such person's registration in a community college or, for the purposes of section sixty-three hundred five of this article, his or her 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 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.

INSTRUCTIONS

Certificates of Residence cannot be dated more than two (2) months prior to registering for your classes, and must be submitted to MCC no more than thirty (30) days after the start of classes – **failure to do so will result in DOUBLE TUITION CHARGES.**

A certificate is valid for one (1) year from the date of issuance, and is applicable for all terms or programs commenced within that twelve (12) month period.

MONROE COUNTY RESIDENTS:

If you have been a permanent legal resident of New York State for the past year AND a resident of Monroe County for the last six (6) months, fill out this form, sign it, and submit it to the Student Accounts Office. The College may require proof of your Monroe County residency.

OTHER NEW YORK STATE RESIDENTS:

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

1. Fill out this form.
2. Submit it to your County Treasurer with proof of residency (**contact your county for their requirements**).
3. The Treasurer will then issue you a Certificate of Residence. Submit that form to the Student Accounts Office.

NON-NEW YORK STATE RESIDENTS:

Double tuition is charged to all students who have not been legal, permanent residents of New York State for the past year. This includes the following:

1. International students holding an F-1 visa.
2. Temporary residents (for example, short-term job assignments or living here while attending college).
3. Any person who is in the U.S. on a visa.

If you have any questions, please contact the Student Accounts Office.

Local County Treasurers

GENESEE COUNTY

County Treasurer, Genesee County Building, Batavia, NY 14020

LIVINGSTON COUNTY

County Treasurer, Livingston County Government Center, 6 Court St. Rm. 203, Geneseo, NY 14454

ONTARIO COUNTY

County Treasurer, 20 Ontario Street, Canandaigua, NY 14424

ORLEANS COUNTY

County Treasurer, Albion, NY 14411

WAYNE COUNTY

See your Town Clerk

Please visit the “Residency Requirements” page at www.monroecc.edu for more information and a complete list of county addresses and phone numbers.

PLEASE NOTE: You can submit the application to your county in person, online, or through the mail. MCC encourages you to contact your county for more information regarding their application process and requirements.