

SEE REVERSE SIDE FOR DIRECTIONS.

**IMPORTANT: STUDENT MUST COMPLETE ALL SHADED AREAS**

- Certificates must be submitted to the college within the first 30 days of the semester.
- Certificates of Residence CANNOT be dated more than 60 days prior to the start of the semester.
- Failure to meet these deadlines will result in double tuition charges.

Student ID# M00 \_\_\_\_\_

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)

**YOUR SIGNATURE MUST BE NOTARIZED IF YOU LIVE OUTSIDE OF MONROE COUNTY.**

Sworn to before me this \_\_\_\_\_ day

of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
(Signature Notary Public or Commissioner of Deeds)

\_\_\_\_\_  
(YOUR SIGNATURE) (DATE)

Submission of this form via my MCC email constitutes my approval

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

\_\_\_\_\_  
(SIGNATURE) (DATE)

**IMPORTANT: CERTIFICATES OF RESIDENCE CANNOT BE DATED MORE THAN SIXTY (60) DAYS PRIOR TO THE START OF THE SEMESTER, AND MUST BE SUBMITTED TO THE COLLEGE WITHIN THE FIRST THIRTY (30) DAYS OF THE SEMESTER.**

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, issued 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 and 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 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 the person qualified as above for state residence, but has not 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 the several counties proportional to the number of months, or major fraction thereof, of residence in each county.

## INSTRUCTIONS

You must submit **EITHER** a Residency Affidavit **OR** a Certificate of Residence to MCC once each year.

Failure to submit the appropriate document will result in **DOUBLE TUITION CHARGES**.

### **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 turn it in 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. Have your signature notarized.
3. Submit it to your County Treasurer, with proof of residency (**contact your county for specifics**).
4. The Treasurer will keep this form and give you a Certificate of Residence. Submit that form to the Student Accounts Office. Call your County Treasurer if you have questions.

### **NON-NEW YORK STATE RESIDENTS:**

Double 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 U.S. on a Visa.

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

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### **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 NOTE:** Visit the "Residency Requirements" page at [www.monroecc.edu](http://www.monroecc.edu) for more information and a complete list of county addresses and phone numbers.

**PLEASE NOTE:** Some counties will issue Certificate of Residence through the mail while others require you to appear in person. Please check with your Treasurer's Office for their requirements.

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