

CERTIFICATE OF RESIDENCE

APPLICATIONS CANNOT BE SUBMITTED SOONER THAN 60 DAYS BEFORE CLASSES START AND MUST BE OBTAINED WITHIN 30 DAYS OF CLASSES BEGINNING.

**Tompkins County Finance Department
125 East Court Street, 2nd Floor
Ithaca, New York 14850
(607) 274-5545**

Cetificates will be issued Monday through Friday from 8:30 to 4:15

1. FILL OUT APPLICATION
 - a. Must list last 4 years of addresses
 - b. No P.O. Boxes

2. EITHER:
 - a. Mail to Tompkins County Finance Department
 - i. application must be notarized
 - ii required proof must be attached

 - b. Bring in person to Tompkins County Finance Department
 - i. application should not be signed until signing in front of office staff
 - ii must have required proof

 - c. Applications are available at office
 - i. application can be filled out at office
 - ii must bring required proof

3. Proof needed:
 - a. Driver's license/permit
 - b. 1 year's proof of residency in New York State – (must be dated 1 year before classes begin – i.e. Fall Semester -- proof from July or August of the year before and Spring Semester – proof from November, December or early January)
 - c. 6 month's proof of residency in Tompkins County – (must be dated 6 months before classes begin – i.e. Fall Semester – proof from February or March and Spring Semester – proof from June or July)

4. Types of Proof -- All proof must show name, address and time frame required
 - Utility bills
 - Lease agreements
 - Bank statements (from actual month required)
 - Post marked envelopes
 - Medical/dental bills
 - Car insurance cards or policies
 - Cell phone bills
 - Pay stubs

5. Items not accepted as proof
 - Rent receipts
 - W-2's
 - Letters from Landlords

6. If not a US Citizen – Must bring proof of status in country. Types of proof include:
 - Resident Alien Card (not a copy)
 - VISA
 - I-94 card
 - Stamped passport

PLEASE READ THE FOLLOWING INSTRUCTIONS

CERTIFICATE OF RESIDENCY REQUIREMENTS

TOMPKINS COUNTY RESIDENTS: You may call with questions or concerns regarding your Tompkins County residence application at 607-274-5545.

1) If you have been a legal resident of New York State for one (1) year AND a resident of Tompkins County for the past six (6) months, fill out the application and take it to the Tompkins County Finance Office, 125 E. Court Street, Ithaca New York 14850 along with the following proof:

- 1) ID -PHOTO (DRIVERS LICENSE)
- 2) **ONE YEARS** PROOF IN NEW YORK STATE PLUS 6 MONTHS PROOF IN TOMPKINS COUNTY PRIOR TO CLASSES BEGINNING. **(NO POST OFFICE BOXES)**
EXAMPLE: utility bill, lease agreement, bank statement, medical bill, Postmarked envelope/mail.

2) Immigrants must have held permanent resident status for one year prior to classes beginning to be eligible for resident tuition. Immigrants must also bring in the above proof, PLUS their permanent resident alien card.

3) Military personnel who have been stationed at a base outside New York State who **were** residents of New York State prior to enlisting ARE considered to be residents of the State providing upon discharge from the military they return immediately to New York State. (Must provide military proof, plus current proof of return to Tompkins County)

4) Any person who is a member of the armed forces of the United States on full-time active duty and stationed in this state, whether or not a resident of the state. (Must show full-time active duty card and proof of residence)

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. Dependents of a person who lives outside of New York State.
2. International Students (holding an F-1 Visa).
3. Temporary residents (short-term job assignments or living here while attending college)
4. Non-immigrant aliens who are in the United States on a temporary basis.

*****Please note this is only the application for a certificate of residency and it needs to be submitted to your local County Government Office (Finance/Treasury) to be processed for the actual certificate. *****

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 certificate of residence shall be valid for one year from date of issuance.

Education Law, Section 6301, paragraph 4, defines: Resident – A person who 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 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.

APPLICATION FOR CERTIFICATE OF RESIDENCE

Pursuant to sections 6301 & 6305 of the Education Law
Tompkins County Finance Department
125 E. Court Street, Ithaca, NY 14850
(607) 274-5545

Certificate of residence shall be valid for a period of one year from the semester of issuance unless otherwise noted.
Certificate of residence will not be issued earlier than two months prior to the first day of classes.

SEMESTER (Fall/Spring/Summer) _____ YEAR _____
PLEASE PRINT

STUDENTS NAME _____
Last First M.I. Social Security #

LOCAL ADDRESS: _____
Street Address Town State Zip Code County

STUDENT I, THE UNDERSIGNED, PLAN TO ENROLL AT _____
Name of college

AFFIRMATION: I AFFIRM THAT MY LEGAL/PERMANENT RESIDENCE IS:

ADDRESS: _____
Street Address Town State Zip Code County
I have resided at the above address from ____/____/____ to present.

IF LESS THAN FOUR (4) YEARS PLEASE LIST ALL OTHER ADDRESSES AND DATES.

Previous Address: _____ Dates: _____

I am currently enrolled in: Cornell University? Yes No Ithaca College? Yes No

ARE YOU A UNITED STATES CITIZEN: YES NO

IF NO: VISA TYPE _____ OTHER STATUS _____ RESIDENT ALIEN CARD# _____
IF NOT A UNITED STATES CITIZEN MUST SHOW CARD

Student Signature Date
Phone Number (____) _____

Sworn before me this ____ day of _____
_____ 20____.

Notary Public

County Use Only - Verification
Identification: _____

Proof: _____

Certificate Issued _____ Certificate Denied _____