



# Finance Department

## APPLICATION FOR TOMPKINS COUNTY CERTIFICATE OF RESIDENCE

Pursuant to §6301 and §6305 of the New York State Education Law

125 E. Court St, Ithaca, N.Y. 14850 | Phone: (607) 274-5545 | www.tompkinscountyny.gov

Applications for Certificates of Residence will be accepted 60 days prior to class registration and shall be valid for a period of one year from the semester of issuance.

**SEMESTER** (check one)  Winter (Dec-Jan session)  Spring  Summer  Fall **YEAR** \_\_\_\_\_

**STUDENT NAME** \_\_\_\_\_  
Last First Middle

### I AFFIRM MY PERMANENT ADDRESS IS:

Street Address (do not use a PO Box) City State Zip County of Residence

I have resided at the above address from \_\_\_\_/\_\_\_\_/\_\_\_\_ to present.

If less than four (4) years, please list previous addresses and dates.

Previous address Dates resided

Previous address Dates resided

**I, THE UNDERSIGNED, AM ENROLLED AT** \_\_\_\_\_  
Name of Community College

**I am enrolled at Cornell University**  YES  NO

**I am enrolled at Ithaca College**  YES  NO

**Are you a United States Citizen?**  YES  NO

IF NO: VISA TYPE \_\_\_\_\_ OTHER STATUS \_\_\_\_\_ RESIDENT ALIEN CARD # \_\_\_\_\_  
(Resident card must be shown if not a US Citizen)

Student signature Date Phone number

### Verification - County Use Only

ID Type: \_\_\_\_\_

**Proof:**  
Six Month \_\_\_\_\_ One Year \_\_\_\_\_

**Certificate:**  
Issue date \_\_\_\_\_ Denial date \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_



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## INSTRUCTIONS FOR TOMPKINS COUNTY CERTIFICATE OF RESIDENCE

Per New York State Education Law, all students enrolled at New York State Community Colleges who intend to benefit from tuition rates for NYS Residents **MUST SUBMIT** a Certificate of Residency obtained from the county in which the student permanently resides to the college.

### NEW YORK STATE RESIDENTS:

- Students who can show proof they have been a legal resident of New York State for one year prior to the application date AND a resident of Tompkins County for six months prior to the application date AND do not fall under any of the Non-New York State Resident categories listed below. Immigrants must additionally provide proof of status in the U.S. (i.e., resident alien card, VISA, I-94 card)
- Military personnel who were residents of New York prior to enlisting that have been stationed at a base outside of New York State ARE considered residents of the State. Must show military identification plus New York State residency proof as outlined below.
- Military personnel on full-time active duty stationed in New York State ARE considered residents of the State. Must show full-time active-duty card plus New York State residency proof as outlined below.

### NON-NEW YORK STATE RESIDENTS

Out of State Tuition Rates (double the tuition for NYS residents) are charged to all students who have not been legal, permanent residents of New York State for the year prior to the application date. Those ineligible for NYS residency includes the following:

- Dependents of a person who lives outside of New York State (A student who is a dependent of a person who lives outside of NYS is a resident of the other state for Community College Tuition purposes regardless of where the student resides in NYS.)
- International Students holding an F1 Visa
- Temporary Residents (examples: short term job assignments or living here while attending college)
- Non-immigrant aliens who are in the United States on a temporary basis

### PROOF MUST ACCOMPANY APPLICATION AS FOLLOWS (one document from each bullet point):

- **ONE FORM OF PHOTO IDENTIFICATION**

*Examples of acceptable documents:*

NEW YORK STATE; DRIVERS LICENSE, LEARNERS PERMIT, or ID CARD  
UNITED STATES PASSPORT  
SCHOOL PHOTO ID

- **ONE FORM OF ONE-YEAR PROOF:** document must show date one year prior to the application date **and** show students name **and** New York State physical street address (NO PO Boxes allowed)

*Examples of acceptable documents:*

BANK STATEMENT  
PAY STUB  
BILL (Medical/Dental, Phone, Utility (need to see address bill mailed to NOT service address))  
RECEIPT (such as Amazon)

MAIL addressed to the applicant at a NYS address with a postmark date ONE YEAR prior to the application date (postmarks on window type envelopes only accepted if mail is unopened). Mail addressed to PO Boxes will NOT be accepted.

LEASE AGREEMENT (must show applicants name as tenant and be signed by landlord)

- **ONE FORM OF SIX-MONTH PROOF:** document must show date six months prior to the application date **and** show students name **and** Tompkins County physical street address (NO PO Boxes allowed)

*Examples of acceptable documents:*

BANK STATEMENT  
PAY STUB  
BILL (Medical/Dental, Phone, Utility (need to see address bill mailed to NOT service address))  
RECEIPTS (such as Amazon)

MAIL addressed to the applicant at a TOMPKINS COUNTY address with a postmark date SIX MONTHS prior to the application date (postmarks on window type envelopes only accepted if mail is unopened). Mail addressed to PO Boxes will NOT be accepted.

LEASE AGREEMENT (must show applicants name as tenant and be signed by landlord)

*In-person approved applications - applicants will be issued a paper Certificate of Residence. It is the student's responsibility to submit the certificate to the college.*

*On-line approved applications - an electronic certificate is emailed directly to the college from our office. It is the student's responsibility to monitor their email for notification of approval or denial (email will come from [tclaserfiche@tompkins-co.org](mailto:tclaserfiche@tompkins-co.org)) and follow up with the school to confirm receipt of certificate.*