

## HOW TO APPLY FOR A CERTIFICATE OF RESIDENCE FOR NEW YORK STATE RESIDENTS ATTENDING A COMMUNITY COLLEGE OUTSIDE ONEIDA COUNTY

A certificate of residence is issued by your County Comptroller. This certificate is effective for 1 year from the date it is issued. You must submit a new Certificate of Residence ONCE A YEAR, every year you are enrolled at the college.

If you do not obtain a certificate in accordance with the county regulations, the county will NOT pay this and you will be billed for the nonresident tuition.

### Qualifications:

Resident of New York State for at least 1 year prior to the date of application and 6 months in Oneida County. If you have resided in more than one county during the last six months, you must obtain a certificate from each county.

Members of the U.S. Armed Forces while on full time active duty and stationed within New York State and their spouses and dependents are eligible for the resident tuition rate.

### How to Apply:

1. Fill out an application which can be obtained from the community college you plan on attending. You can download the application on the college website. The applications are also available at the Oneida County Comptroller's Office.
2. Once the application is completely filled out you may bring it into the County Comptroller's Office on 800 Park Ave., Utica, NY 13501. (You also have the option of mailing it to the Comptroller's Office. See point #3 below). We are on the 5<sup>th</sup> floor in the County Office building anytime from 8:30-4:30 pm, Monday-Friday. There is a notary in the office if you need to have your application notarized. Please bring in one item to show proof of residency, such as a driver's permit or license, with your current address. We do not accept PO Box addresses. Other proofs of identification you could use are a bank statement dated at least six months prior, pay stubs, lease or deed, automobile registration, utility bills or voter registration. There is **no fee** and **no appointment** needed to come in for your certificate.
3. If you plan on mailing in your application once it is completed and notarized you will need to attach a copy of your driver's license. If you do not have a license you may send in any other identification mentioned above. Mail your application to the: Oneida County Comptroller's Office, 800 Park Ave., 5<sup>th</sup> Floor Utica NY 13501. Once we receive your application and review it we will then process information off your application onto a B-81 certificate. It will take 1-2 days and will be mailed back to you unless otherwise specified by you. Once you receive this in the mail (B-81) you then mail or hand carry it to your college.

Fall semester certificates are issued after the 4<sup>th</sup> of July. These certificates can be issued 60 days before the start date of classes and certificates are not issued after 30 days into the semester.

We do not issue certificates to State colleges.

Non-residents of New York State (including persons living less than 1 year in New York State) are charged out-of-state tuition and do not need to submit proof of residence registration.

If you should have any questions please call (315) 798-5780.