



# Affidavit & Application for Certificate of Residence

## In Connection with Attendance at a Community College - County of Onondaga

Mail to: Onondaga County Finance Department, 421 Montgomery Street - 15th Floor, Syracuse, New York 13202

Student's Full Name: \_\_\_\_\_

College ID #: \_\_\_\_\_

Community College(s): \_\_\_\_\_

Semester & Year: \_\_\_\_\_

Applications will be accepted NO EARLIER THAN 60 DAYS prior to the start of the semester and NO LATER THAN 30 DAYS after the start of the semester. Documentation with the STUDENT'S NAME and PHYSICAL ADDRESS in Onondaga County is required including but not limited to: 1) Dated between 1-2 years prior to the application and 2) Dated within 30 days of the notary-dated application. The application is dated when it is notarized. For complete instructions and a list of acceptable documentation, visit us online at [www.ongov.net/finance](http://www.ongov.net/finance).

**Affidavit:** I, the above-named student, hereby swear and affirm under penalty of perjury that I do (have) reside(d)\* at:

\_\_\_\_\_, NY \_\_\_\_\_  
STREET ADDRESS CITY ZIP

in \_\_\_\_\_, in **Onondaga County**. I affirm that I have been a resident of New York State for a period  
TOWN NAME OR CITY OF SYRACUSE

of **ONE YEAR** immediately prior to the date of this affidavit, that I have been a permanent resident of Onondaga County

for \_\_\_\_\_ months **out of the last 6 months**, and that I have resided in the following places during the **PAST YEAR**:  
Enter 1-6 Months

Address	Dates
	to
	to
	to

### Citizenship:

United States Citizen \_\_\_\_\_ Other \_\_\_\_\_

Visa Type: \_\_\_\_\_

Resident Alien # \_\_\_\_\_

### Contact Information:

Phone (Day) \_\_\_\_\_ OR Email \_\_\_\_\_

Mailing Address (If Different) \_\_\_\_\_

\* 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 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". / 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, 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.

SIGNATURE OF STUDENT \_\_\_\_\_ DATE \_\_\_\_\_

**FOR NOTARY PUBLIC/CLERK USE ONLY:**

Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public/Commissioner of Deeds

NOTARY or COMMISSIONER STAMP / SEAL

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Denied :

### Incarcerated Students

By completing this section, the Correctional Facility representative verifies that this student is currently residing at the noted facility and the information above is true.

Correctional Facility: _____	Facility Rep Name: _____
Facility Location: _____	Signature: _____