CERTIFICATE OF RESIDENCE

Information and Directions
For Residents of New York City

A Certificate of Residence issued by your home county entitles you to pay the resident tuition fee to attend a community college in New York State and not the higher, non-resident tuition. The New York City Comptroller issues these certificates to qualified residents living within the five boroughs of New York City.

The Certificate of Residence is EFFECTIVE FOR ONE YEAR from the date it is issued. You must apply for and submit a new Certificate of Residence to your college once a year, every year at the beginning of the semester (or quarter), along with your tuition payment. If you do not submit the Certificate of Residence, you will be charged the higher, non-resident tuition fee.

RESIDENCY QUALIFICATIONS:

- Resident of New York State for at least one (1) year immediately prior to the date of application, and also
- Resident of New York City for at least six (6) months immediately prior to the date of application.

Note: 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.

TO APPLY:

All applicants (students) must provide two forms of proof to verify residency: ONE THAT IS DATED MORE THAN SIX MONTHS AGO AND ONE DATED LESS THAN SIX MONTHS AGO. Proof must show applicant's address (not P.O. Box or in care of a third party) and include the applicant's name.

Examples of acceptable proof of residency are:

- lease or deed, or if not available, a letter from a landlord on the landlord's letterhead indicating dates of tenancy and rent payments
- postmarked envelope mailed to you at your current address, dated less than six (6) months ago
- prior year's income tax return (parents' or parent's tax return, if listed as dependent)
- homeowner's or renter's insurance policy
- · driver's license or automobile registration certificate
- bank statement
- automobile insurance policy
- utility bill
- cell phone bill
- · selective service card
- voter registration.

Note: If residing with parent, you may bring one of the above proofs that show the permanent, New York City address of the parent/student residence, along with a letter signed by parent and notarized that states the student is now, and has been for a period of one year, living with that parent.

- ▶ Fill out the AFFADAVIT AND APPLICATION form (reverse side) and have it NOTARIZED. A Notary Public is available at the NY County Clerk's Office, 60 Centre Street, Room 141B, Mon. Fri. from 9:00 AM 5:00 PM. (Valid photo ID required.) The Comptroller's Office does not notarize.
- Present the original, NOTARIZED AFFIDAVIT plus the TWO ITEMS to prove residency in person to:

Office of the New York City Comptroller One Centre Street (Municipal Building) Room 703, Certificate of Residence Desk New York, NY 10007

Open ONLY during these hours: **Mon. – Fri. 8:30 AM – 4:30 PM** (Not open on weekends or holidays).

Questions regarding the above may be directed to (212) 669-2784. The affidavit, information and directions are available at www.comptroller.nyc.gov.

Please <u>Print</u> All In	formation	See Reverse Side for Direction	
AST NAME		FIRST NAME	
SOCIAL SECURITY	′# C	COMMUNITY COLLEGE	
Importa	nt: A Certificate of Residence must be	dated two (2) months or less prior to the start of the semester.	
	AFFIDAVIT (or AFF	ATE OF RESIDENCE IRMATION) and APPLICATION York City Residents	
		ce at community colleges in New York State. ections 6301 & 6305 of the Education Law.	
l,	(applicant's full name)	do hereby swear (or affirm) that I reside at	
	(apprount 5 run numo)	, State of New York; that I now am	
	anent New York City address, including period of at least one year immediate	g borough and zip code) ly prior to the date of this affidavit (or affirmation) been a resident	
of the State of N	ew York; that I now am, and have be	en for at least six months immediately prior to the date of this	
affidavit (or affin	mation), a resident of New York City,	county of, and that I have lived at the	
following places	during the year immediately prior to	(county of residence) the date of this affidavit (or affirmation) and application:	
ADDRESS(ES)	DATES (From – To)	
	· ·		
I further state that I plan to enroll in		and that this affidavit	
	-	(community college)	
•	s made for the purpose of securing fr ant to the requirements of Article 126	rom the Chief Fiscal Officer of the City of New York a certificate of	
residence pursu	and to the requirements of Article 120	of the Education Law.	
		(sign in presence of Notary Public or Commissioner of Deeds)	
Your signature	must be notarized before this affida	vit (or affirmation) is submitted.	
_	rmed) before me this	,	
•	, 20	• ,	
		7	
Notary F	Public or Commissioner of Deeds	_	
	THIS SPACE FOR USE OF CHIEF FISC	CAL OFFICER OF NEW YORK CITY (COMPTROLLER) Certificate not issued ()	
	Date	By	
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Education Law, Section 6305 (3), 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."