



Certificate of Residency Instructions

- **ALL students** must submit a **Certificate of Residency** form each **Fall only**, if student is **new to Fast Forward in the Spring**, they need to **complete one then**
 - **Out of State Students & Foreign Exchange Students:**
This form is **NOT** required of students residing out of NYS or students in a foreign exchange program
- Certificates are **due October 4 for fall and full year courses and February 21 for spring** to the Fast Forward Office
- Access the Certificate of Residency online at: <https://www.sunybroome.edu/web/www/residency>
- See back of Certificate of Residency form for detailed instructions
- **ALL shaded boxes must be completed legibly and in pen, Social Security Number is REQUIRED**
- **Please check for accuracy before sending in your form**

Instructions:

Broome County:

Fill out the form (all shaded areas), sign and date it, hand in to Fast Forward Instructor

Other Counties (Tioga, Delaware, Chenango, etc.):

- Fill out the form (all shaded areas) and student must sign the form in the presence of a Notary Public, who will also sign/ date **WITH PROOF** that he/she has been a resident of the state for **ONE YEAR** and in the county for **SIX MONTHS** prior to the start of the semester
 - Acceptable proof of residency: driver's license, bank statement, copy of student guardian's addressed income tax returns listing student as a dependent, etc.
- The county will send back an Affidavit of Residency, which must then be sent to SUNY Broome Student Accounts

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