

# Certificate of Residence Information for Chenango County.

Pursuant to SUNY Education Law Sections 6301 & 6305

<https://www.suny.edu/CommunityCollege/files/Article126-EducationLaw.pdf>

## **\*\*IMPORTANT\*\***

A Certificate of Residence allows the college you are attending to bill your county of residence for part of your tuition costs. Failure to file a Certificate with your College will result in a higher rate of tuition being charged (Non-Resident Tuition).

*\*\*It is the responsibility of the student, not the County or the College to prove residency.\*\**

### When do I need to get my Certificate?

We can only issue Certificates 60 days before and 30 days after your class start date (For example: If classes start August 29, we can issue certificates between June 30 to September 28). After 30 days of classes, we can no longer issue Certificates and payment for the Non-Resident Tuition charge then becomes the student's responsibility.

### What do I need to qualify for a Certificate of Residency?

You must be able to prove that you have been a resident of **New York State for 1 year** and a resident of **Chenango County for 6 months** prior to the date of your application.

### How do I prove that I am a resident of the County?

**You need to provide us with a document(s) that has your name, your physical address that matches what is on the application, and a date that is a year or older.** Generally, a valid New York State Driver's license, that has your physical address and has an issue date a year or older, will work. If your license doesn't meet the requirements, other secondary proof that we could use can include:

High School Transcript (Make sure it has your address on it!)

Bank Statements

Lease Agreement

Pay Stubs

Utility Bills (NYSEG, phone bills, internet bills, etc.)

Voter Registration Card

Auto Insurance Statements, Cards, or Policies

NYS Income Tax Return (IT-150 or IT-201 - filed in previous year)

An older Driver's License, as long as you have your current valid one as well.

If you do not have a New York State Driver's license or permit (to have the form notarized) you may use one of the following as photo ID with 2 of the above items:

School Issued Photo ID

Passport

Permanent Resident Card

Work ID

### How can I get my Certificate?

*You can come in person* to our office, we are here from 8:30am to 5:00pm, Monday-Friday. Your application can be notarized here. Bring your proof of living in NY for 1 year and 6 months in Chenango County. Or *you can mail us* your completed, notarized application with your proof to:

Chenango County Treasurer  
5 Court Street  
Norwich, NY 13815