

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:

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|-------------------------|----------|
| 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