

## **Residency Form Instructions**

Follow the directions for your county.

### **Erie County:**

Residents must complete the form, have it notarized, and then take it to the Erie County Treasurer. The County Treasurer will issue the student a Certificate of Residency, which needs to be returned to Genesee Community College.

### **Genesee County:**

Residents must complete and return the form. The form does not have to be notarized.

### **Livingston County:**

The Livingston County Residency Form must be completed, notarized, and taken to the Livingston County Treasurer's Office in Geneseo.

The County Treasurer will give the student a Certificate of Residency.

The Residency Form must be signed in the presence of a notary. The student needs to provide two forms of identification for the notary.

When completing the Residence Form, make sure the dates listed next to the student's signature and the notary's signature match.

### **Orleans County:**

Residents must complete the form, have it notarized, and then take it to the Orleans County Treasurer in Albion. The County Treasurer will issue the student a Certificate of Residency, which needs to be returned to Genesee Community College.

### **Steuben County:**

The Residency Form must include the property owner as well as the town clerk's signature and seal.

### **Wyoming, Monroe, Niagara, Chautauqua, Cattaraugus, and Other Counties:**

Residents must complete the form and have it notarized. Please do not sign the form until you are in the presence of a notary. The student needs to provide two forms of identification for the notary.

Each academic year a new residency form or certificate of residency must be on file at Genesee Community College in Batavia. **If the residency form is not on file, a student will be charged DOUBLE TUITION.**

If you have questions, please contact the ACE Office at (585) 345-6801

**AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE OF RESIDENCE**

Pursuant to §6301 & §6305 of the Education Law

**\*\* PRINT ALL INFORMATION \*\***  
Student Must Complete All Shaded Areas

Social Security No: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Telephone No: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

STATE OF NEW YORK, COUNTY OF \_\_\_\_\_  
(Home County)

ACADEMIC YEAR: 20\_\_\_\_ - 20\_\_\_\_  
 Fall  Spring  Summer

I, \_\_\_\_\_ do hereby swear (or affirm) that I reside at  
(Print Full Name)  
\_\_\_\_\_, in the (City) (Village) (Town) of \_\_\_\_\_,  
(Print Permanent Legal Address)  
County of \_\_\_\_\_, State of New York (Zip Code: \_\_\_\_\_); that I now am and  
have **for a period of one year** prior to the date of this affidavit (or affirmation) been a **resident of the State  
of New York**; and that I now am, or have been for a period of **six months** prior to the date of this affidavit  
(or affirmation) a resident of the **County of** \_\_\_\_\_, and that I have resided at this  
address from \_\_\_\_\_ to Present.  
Month/Year

Property Owner's Name: \_\_\_\_\_

If less than six months at the above address, list your addresses for the PAST YEAR:

\_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_  
(Print Legal Address) Month/Year Month/Year  
\_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_  
(Print Legal Address) Month/Year Month/Year

Citizenship:  United States  Other: \_\_\_\_\_ Visa Type \_\_\_\_\_ Resident Alien # \_\_\_\_\_  
Country

I further state I plan to enroll in **Genesee Community College** and that this affidavit (or affirmation) and application is made for the sole purpose of securing from the Chief Fiscal Officer of the County of \_\_\_\_\_ a certificate of residence pursuant to the requirements of Article 126 of the Education Law. (Home County)

**YOUR SIGNATURE MUST BE NOTARIZED IF YOU LIVE OUTSIDE GENESEE COUNTY.**  
Sworn to before me this \_\_\_\_\_ day  
of \_\_\_\_\_ 20 \_\_\_\_\_  
\_\_\_\_\_  
(Notary Public or Commissioner of Deeds)

\_\_\_\_\_  
(YOUR SIGNATURE) (DATE)

THIS SPACE FOR USE OF  
CHIEF FISCAL OFFICER OF COUNTY  
\_\_\_\_\_  
(SIGNATURE) (DATE)

Education Law, §6305, provides: "The chief fiscal officer of each county, as defined §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." Education Law, §6301, ¶15, defines: "Resident" as a person who has resided in the state for a period of at least one year and in the county 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 §6305 of this article, his or her application for a certificate of residence. In the event that a person qualified as above for state residence, but has been a resident of two or more counties in the state during the six months immediately preceding his application for a certificate of residence pursuant to §6305 of this chapter, the charges to the counties of residence shall be allocated among several counties proportional to the number of months, or major fraction thereof, of residence in each county.

## INSTRUCTIONS

You must submit **EITHER** a Residency Affidavit **OR** a Certificate of Residence to GCC once each year. Failure to submit the appropriate document will result in **DOUBLE TUITION CHARGES**.

### **GENESEE COUNTY RESIDENTS:**

If you have been a legal resident of New York State for the past year AND a resident of Genesee County for the last six (6) months, fill out this form, sign it and turn it in to the Business Office.

### **OTHER NEW YORK STATE RESIDENTS:**

If you have been a permanent resident of New York State for the past year BUT you have lived outside of Genesee County, please follow these instructions:

1. Fill out this form.
2. Have your signature notarized.
3. Submit it to your County Treasurer.
4. The Treasurer will keep this form and give you a Certificate of Residency. Submit that form to the Business Office. Call your County Treasurer if you have any questions.

### **NON-NEW YORK STATE RESIDENTS:**

Non-Resident tuition is charged to all students who have not been legal, permanent residents of New York for the past year. This includes the following:

1. International Students (holding an F-1 Visa).
2. Temporary residents (short-term job assignment or living here while attending college, for instance).
3. Any person who is in the U.S. on a Visa. Immigrants must have a permanent resident status for one year in order to be eligible for tuition.

If you have any questions, please contact the Business Office at (585) 343-0055 ext 6212.

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## Local County Treasurers

ORLEANS COUNTY  
COUNTY TREASURER  
Albion, NY 14411  
(585) 589-5353

WYOMING COUNTY  
COUNTY TREASURER  
Warsaw, NY 14569  
(585) 786-8812

LIVINGSTON COUNTY  
6 Court Street  
Geneseo, NY 14454  
(585) 243-7050

MONROE COUNTY  
39 West Main Street  
Rochester, NY 14614  
(585) 428-5125

**PLEASE NOTE:** Some counties will issue Certificates of Residence through the mail while others require you to appear in person. Please check with your treasurer's office for their requirements.