

AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE OF RESIDENCE

Pursuant to §6301 & §6305 of the Education Law

If you have a physical, psychological, medical, or learning disability that may impact your ability to complete this form, please contact Adrian Milroy, Business Office, (585)343-0055, Ext. 6493, BusinessOffice@genesee.edu for assistance.

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

Student ID (800) #: _____
Telephone #: (____) _____ - _____
Email Address: _____

STATE OF NEW YORK, COUNTY OF _____

(Home County)

For the Semester Beginning 20____

☐ Fall ☐ Winter ☐ 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 one year 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

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, ¶5, 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.

Genesee Community College
One College Road, Batavia, New York 14020

INSTRUCTIONS

You must submit a Certificate of Residence to GCC once each year. Failure to do so 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 GCC 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 Residence. Submit that form to the GCC Business Office within the first 30 days of classes. 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 in-state tuition.

If you have any questions, please contact the Student Success Center at (585) 345-6805.

Local County Treasurers

LIVINGSTON COUNTY*

Government Center
6 Court Street, Room 203
Geneseo, NY 14454
(585) 243-7050

MONROE COUNTY

Real Property Services
39 West Main Street, Room 304
Rochester, NY 14614
(585) 753-1125

ORLEANS COUNTY*

34 East Park Street
Albion, NY 14411
(585) 589-5353

WYOMING COUNTY

143 N. Main Street
Warsaw, NY 14569
(585) 786-8812

ERIE COUNTY***

Comptroller's Office
95 Franklin Street, Room 1154
Buffalo, NY 14202
(716) 858-8400

NEW YORK CITY COUNTIES**

Office of the Comptroller
1 Centre St., Municipal Bldg. Room 1329
New York, NY 10007
(212) 669-2784

* These counties require students appear in person and provide proof of residence.

** NYC counties requires that students provide proof of residence.

*** Erie County requires proof of residence when obtaining their Certificates. Erie County residents should use Erie's online application at <https://www4.erie.gov/comptroller/certificate-residence>.

IMPORTANT: Some counties issue Certificates of Residence through the mail or e-mail. Please check with your County Treasurer's office for their requirements. **Counties are only required to issue certificates during the first 30 days of the semester.**