



INFORMATION REGARDING CERTIFICATES OF RESIDENCE

Because you are not a permanent resident of Erie County, you are being billed non-resident tuition charges. You are required to provide the college with a Certificate of Residence from your home county each year, to be charged the single tuition rate. The Certificate of Residence allows SUNY Erie to bill your home county for the non-resident charges and allows you to pay the single tuition rate.

It is **your** responsibility to complete an application for a certificate of residence, have it notarized and submit it to your home county's Treasurer/Finance department for the processing of your residency certificate. There is a standard affidavit/application available to download. Some counties require you to use their own applications and apply in person. Requirements vary by county, please contact your home county or visit their website for specific information on obtaining of Certificate of Residence. Some Counties will forward you the certificate, others will give it to the student. It is up to the student to ensure the college receives the certificate within the required time frame.

Your home county is only required to honor those certificates dated with the first 30 days of the semester. Students who do not get their certificates and submit them to the college's Student Account Service Office (former Bursar Office) within the 30-day time frame, will be liable for the non-resident charges. Certificates received late cannot be processed until your county accepts a billing from the college. Any monies due, if applicable, will not be refunded until then.

If you have been a **permanent resident** of Erie County for at least six months prior to the start of the semester, please contact your campus Registrar's office for instructions on establishing residency. The affidavit and application on the reverse of this page cannot be used to prove Erie County residency.

If you have any questions on obtaining your Certificate of Residence, please contact the Student Account Service Office at the numbers provided below. If you have any questions regarding what proof is required for obtaining your Certificate of Residence, please contact your home county's Treasurer or Finance Department.

Student Account Service Offices

City Campus
45 Oak Street
Buffalo, NY 14203
(716) 851-1164

North Campus
6205 Main Street
Williamsville, NY 14221
(716) 851-1464

South Campus
4041 Southwestern Blvd
Orchard Park, NY 14127
(716) 270-2982

AFFIDAVIT AND APPLICATION FOR CERTIFICATE OF RESIDENCY
Pursuant to Section 6301 & 6305 of the Education Law

Social Security No. _____

Semester _____ Year _____

Daytime Phone No. _____

STATE OF NEW YORK, COUNTY OF

(Home County)

I, _____ do hereby swear (or affirm) that I reside at _____, in the (City, Village) Town of _____, County of _____, State of New York; that I now am and have for a period of one year to the date of this affidavit (or affirmation) been a resident of the State of New York; that I now am, or have been for a period six months prior to the date of this affidavit (or affirmation) a resident of the County of _____.

PERMANENT ADDRESS: _____
Street City State Zip

LIST ADDRESSES FOR THE PAST THREE (3) YEARS:

Address:	Date (from – to)
_____	_____
_____	_____
_____	_____

I further state I plan to enroll in _____ 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 _____ (Home County) a certificate of residence pursuant to the requirements of Article 126 of the Education Law.



PLEASE SIGN HERE

Your Signature

Sworn to before me this _____ day
of _____, 20 _____.
Notary Public, State of New York

**THIS SPACE FOR USE OF CHIEF FISCAL
OFFICER OF COUNTY**

Certificate Issued _____

Certificate Not Issued _____

Date _____

Education Law, Section 6305, provides : "The chief fiscal officer of each county as defined in Section 2.00 of the local finance law, shall upon application and submission to him 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, Section 6301, paragraph 4, defines: "Resident", a person who has resided in the state for a period of at least one year and in the county, city, town, intermediate school district or school district, as the case may be, 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 purpose of section sixty-three hundred five of this chapter, his application for a certificate of residence.