



CERTIFICATES OF RESIDENCE

OVERVIEW

Proving residence in New York State, as well as in a particular New York county, is crucial for any student who wants to attend a SUNY community college. **Students who do not prove their county residency at SUNY 2-year schools will be charged out of state tuition, which is typically twice as much as the cost of in-state tuition.**

Note that this rule (and the information in this document!) only applies to students who plan to attend SUNY community colleges. Students can safely disregard this information if they are going to be attending a SUNY 4-year college (such as SUNY New Paltz) a SUNY trade school (such as SUNY Delhi), or a CUNY 2-year or 4-year college, as they would only need to establish their New York State residence, which is almost always done automatically using the information students provide in the college application process.

THERE ARE TWO KINDS OF RESIDENCY PROOFS:

- **Sponsor County Residence:** This means proving to the college that you live in the county where the college is located. For instance, if you live in Erie County and want to attend Erie County Community College, you would be showing Sponsor County Residence.
- **Certificate of Residence:** Students use certificates of residence to prove to the college they are planning to attend that they reside in a New York county other than the one the college is in. For instance, if you are from New York City, and you want to attend Onondaga Community College, you would need to send a certificate of residence from New York City to the bursar's office at Onondaga Community College.

These policies and procedures are outlined in more depth below. Note that even though NYC has multiple counties, all use the same residency process run by the NYC Comptroller's Office. Students in New York City would only use the Sponsor County Residence process if they plan to attend Fashion Institute of Technology - all other SUNY 2-year programs are outside NYC.

SPONSOR COUNTY RESIDENCE PROCESS

Sponsor County Residence means the student lives in the same county (i.e. the “Sponsor County”) where the college is located. Sponsor County Residence is typically established automatically using answers from a student’s application, but sometimes a college might flag a student during the admissions process as being potentially a non-resident of the county the college is in (especially if they give a home/mailling address that is outside the county). When this happens, students should **always** reach out to the bursar’s office to understand what documents they will need to submit in order to prove that they are a resident of the county. It can be helpful in this process to mention that you are or were in foster care, as this can clarify for the bursar what kinds of documents they should be requesting.

Typically, they will be looking for multiple documents that show that you resided in the county for at least 6 months and in the state for at least one year.

CERTIFICATE OF RESIDENCE PROCESS

Certificates of Residence are used by students to pay in-state tuition at a SUNY community college located in a county other than the one that they live in. Certificates of Residence are issued by the student’s home county (the one they reside in when they are not in college). Each county has its own process for issuing these certificates, but they typically use the following steps:

- ❑ Fill out the application for the certificate of residence and have it notarized, which means that the statement was signed in the presence of a notary. Do not sign the application without a notary present! You can have documents notarized in person at some banks or UPS stores, or online at websites like notarize.com. You should always have a proof of your identity (usually a passport or state-issued photo ID) when trying to get a document notarized.
- ❑ Send the application to the county, including additional documents proving that you live in the county. Each county has a list of documents on their website that they accept to prove residency.
- ❑ Receive the signed certificate of residence from the county and send it to the bursar’s office of the community college you plan to attend.

Certificates of residence must be applied for no more than 60 days before the beginning of the semester for which you are hoping to be charged in-state tuition. You have until 30 days after the semester to submit your certificate, for a total 90 day window. For instance, if your college’s academic year begins on August 31st, you can submit the certificate between July 2nd and September 30th.

Once the bursar’s office receives your certificate of residence, they will remove the non-resident charge from your account.

HELPFUL LINKS:

[Instructions for Erie County’s certificate of residence process](#) and the [Erie County application](#).

[Instructions for New York City’s certificate of residence process](#) and the [New York City application](#).

TIP! If you are hoping to get a certificate of residence from somewhere other than Erie or New York City, google the name of the county you live in plus “Certificate of Residence”. For instance, Googling “Ulster County Certificate of Residence” will take you to the instructions to get a certificate of residence from Ulster County.

If you need additional help with this process, you may want to contact the bursar’s office at the college you are planning to attend.