

**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](mailto:BusinessOffice@genesee.edu) for assistance.

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

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

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  
\_\_\_\_\_  
(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, ¶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 **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 Residence. 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 in-state tuition.

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

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### Local County Treasurers

**LIVINGSTON COUNTY\***  
Government Center  
6 Court Street, Room 203  
Genesee, 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 you to appear **IN PERSON** to obtain their Certificates.

\*\* Erie County requires residents to provide proof of address when obtaining their Certificates. Erie County Residents must either appear **IN PERSON** or **MAIL** applications **DIRECTLY** to Erie County.

### IMPORTANT:

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. **Counties are only required to issue certificates during the first 30 days of the semester.**

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