



## COUNTY OF NASSAU

OFFICE OF THE COUNTY TREASURER  
240 OLD COUNTRY ROAD ROOM 312  
MINEOLA, NEW YORK 11501-4248

Hours: Monday - Friday 9am - 4:45pm

THOMAS R. SUOZZI  
COUNTY EXECUTIVE

STEVEN D. CONKLING  
COUNTY TREASURER

# GUIDELINES FOR NASSAU COUNTY CERTIFICATE OF RESIDENCE

The community college program in the State of New York was intended to permit students who are state residents to pay lower tuition than out-of-state residents. Each community college has a "local sponsor", generally a county, whose mandate is to provide for a share of the costs allocable to resident students. In the case of a student who is a resident of the State but is not a resident of the local sponsor jurisdiction, a mechanism is provided to permit the reimbursement of such costs to the community college by the student's county of residence. That mechanism is the **Certificate of Residence**.

To obtain a Certificate of Residence please follow the following guidelines. If you do not follow them completely you will NOT be issued a Certificate, NO EXCEPTIONS. **AFFIDAVITS CAN BE MAILED, ALONG WITH A SELF-ADDRESSED STAMPED ENVELOPE** (approximately 10-day turnaround), **OR DELIVERED IN PERSON FOR IMMEDIATE PROCESSING (STUDENT DOES NOT NEED TO BE PRESENT) TO THE ABOVE ADDRESS:**

- ~ Complete the affidavit in its entirety before submitting. Include your social security number, current address and all addresses where you have resided over the past year if applicable.
- ~ All affidavits must be notarized. Most banks have notary public on duty. A notary may not be a relative or a person with the same last name as yours. **WE DO NOT NOTARIZE HERE.**
- ~ **TWO FORMS OF I.D. MUST BE PRESENTED WITH YOUR NOTORIZED AFFIDAVIT:**
  - > **Proof of Residence** - The Law requires that all applicants must provide proof they lived in New York State for the past twelve (12) months and in the County for the immediate past six (6) months\*. This proof can be shown with a copy of one of the following in the student's name; bank statement, car registration, income tax return (parent's if listed as dependent), utility bill, cell phone bill, library card, tax bill, apartment lease etc..
  - > **Valid Photo I.D.** must ALSO be provided along with your application; non-citizens MUST provide a copy of their Resident Alien Card. All identification must have been issued within the last two years for it to be acceptable for this purpose. **DRIVERS LICENSES CAN BE USED AS EITHER PROOF OF RESIDENCE OR PHOTO I.D.**
- ~ If you attend more than one community college, you must obtain a Certificate of Residence for each school you attend.
- ~ NYS Education Law provides that CORs can be issued for any semester up to 30-days from the first day of classes. However, Nassau County will honor Certificates obtained up to the last day of classes in any given semester\*\*.

**THE CERTIFICATE OF RESIDENCE IS VALID FOR A FULL-YEAR (12 MONTHS) FROM THE DATE IT IS ISSUED. HOWEVER, IT MUST BE USED WITHIN 60-DAYS OF THE CERTIFICATE DATE OR ELSE IT BECOMES INVALID. THIS IS AS PER N.Y.S. EDUCATION LAW § 6301. DO NOT OBTAIN A NEW CERTIFICATE UNLESS IT IS WITHIN 60-DAYS OF THE BEGINNING OF CLASS** If you have any problems, you can contact the Certificate of Residence Department of Nassau County with any questions you may have at the number listed below or see our website for further information.

\* Students who have moved from one county to another must file an application with both counties and submit both Certificates to the schools you are attending.

\*\*To ensure your affidavit is received on time when close to the deadline, please either send overnight mail or arrange to have it delivered in person. We go by the date received, not the postmark date. For terms which last less than 30-days, the 30-day rule still applies.

Revised 12/12-06

CERTIFICATE OF RESIDENCE DEPT.  
Telephone: 516-571-1496  
Facsimile: 516-571-1588

e-mail: [nctreasurer@nassaucountyny.gov](mailto:nctreasurer@nassaucountyny.gov)  
website: [www.nassaucountyny.gov](http://www.nassaucountyny.gov)

**AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE  
OF RESIDENCE, PURSUANT TO SECTIONS 6301 AND 6305  
OF THE EDUCATION LAW, IN CONNECTION WITH  
ATTENDANCE AT \_\_\_\_\_ COMMUNITY COLLEGE**  
(school)

STATE OF NEW YORK  
COUNTY OF NASSAU

Social Security No. \_\_\_\_\_

(name) \_\_\_\_\_, does hereby swear (or affirm) that he/she resides at  
(address) \_\_\_\_\_ in the (City)(Town) of \_\_\_\_\_

Zip Code \_\_\_\_\_ County of \_\_\_\_\_, State of New York; that he now is, and has for a period of at least one year immediately prior to the date of this affidavit (or affirmation) and application been, a resident of the State of New York; that he now is, or has been for a period of 6 months within the six months immediately prior to the date of this affidavit (or affirmation) and application **\*\*a resident of the County of \_\_\_\_\_**; and that he has lived at the following places during the year *Immediately prior* to the date of this affidavit (or affirmation) and application:

ADDRESSES

DATES

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Applicant further states that he/she plans to enroll in \_\_\_\_\_ Community College and that this affidavit (or affirmation) and application is made for the purpose of securing from the Chief Fiscal Officer of the County of Nassau a certificate of residence, pursuant to the requirements of Article 126 of the Education Law, which is good for **one year** from date of issuance.

\_\_\_\_\_  
Signature of Applicant

Sworn to (or affirmed) before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public or Commissioner of Deeds

THIS SPACE FOR USE OF CHIEF FISCAL OFFICER OF COUNTY

Certificate issued ( )

Certificate not Issued ( )

Date \_\_\_\_\_ By \_\_\_\_\_ Cert.# \_\_\_\_\_

\* 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 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, 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, (or purposes of section sixty-three hundred five of this chapter, his application for a certificate of residence.

\*\* In the event that a person qualified as above for state residence, but has not 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 section sixty-three hundred five of this chapter, the charges to the counties of residence shall be allocated among the several proportional to the number of months, or major fraction thereof, of residence in each county.