

\*\*\*\*\*ATTENTION\*\*\*\*\*

SUFFOLK COUNTY RESIDENTS ATTENDING OUT OF COUNTY COMMUNITY COLLEGES

GUIDELINES/INSTRUCTIONS FOR OBTAINING A CERTIFICATE OF RESIDENCE

PLEASE READ THIS INSTRUCTION SHEET IN ITS ENTIRETY (front and back)

If you are a Suffolk County resident and you are attending a community college that is not in Suffolk County, New York State Education Law (Section 6301 & 6305) requires you to submit, to the college you are attending, a certificate of residence. If you fail to do so you will be charged out of state/out of county tuition, which in most cases is double tuition. Please read this guideline/instruction sheet carefully so that you may fully understand how to obtain a Certificate of Residence.

You must Obtain your Certificate of Residence from the Suffolk County Comptrollers Office, Department of Audit & Control, no earlier than sixty (60) days before the official start date, nor more than thirty (30) days after, the official start date of any given semester. That gives you a 90 day window in which to obtain a certificate of residence. For semesters that are shorter in duration than 30 days (i.e. winter/intercession or summer/summerim) the deadline is the last day of class or the 30<sup>th</sup> day, **whichever comes first**.

Certificates of Residence are valid for one school year, beginning with the Fall Semester. All Certificates expire on August 31<sup>st</sup>, the end of a school year. You must obtain a new certificate every new school year. Certificates of Residence do not carry over from year to year.

If you receive a certificate of residence beginning with the Fall Semester, and you complete the Fall Semester, your Certificate will be valid for Fall, Winter, Spring, and Summer Semesters at the same school. If you receive a certificate for the Fall Semester, and for some reason do not complete the Fall Semester, then you must obtain a new certificate for the next semester you do attend.

If you receive a certificate of residence for Winter or Spring Semester, that certificate will also be valid for Summer Sessions, and will expire on August 31<sup>st</sup> of that school year. Certificates issued for Summer Semesters are valid for Summer Semesters **ONLY**.

Certificates of Residence are school specific. If you attend more than one community college, you must obtain a Certificate of Residence for every school you attend. For example: you attend one college for Fall semester and a different college for Spring semester, you must obtain a new Certificate of Residence for the new school and semester. Also, if you attend classes over the Internet, at more than one college, you must obtain a certificate for each school you attend.

The requirements for obtaining a Certificate of Residence are, you must be able to prove that you have been a resident of New York State for the entire prior year, and of Suffolk County for the prior six months. If you have moved out of, or into, Suffolk County within the past 6 months, you must make that clear on your affidavit/application. Your certificate will then be prorated for the amount of time you have lived in Suffolk County. You must also be a United States Citizen or be a Permanent Resident Alien for at least one (1) full year.

**INSTRUCTIONS FOR OBTAINING A CERTIFICATE OF RESIDENCE**

Obtain Affidavit/Application for a Certificate of Residence from the school you wish to attend. All affidavit/applications come from the schools, not Suffolk County.

Complete Affidavit/Application in its entirety. Print legibly, in blue or black ink, or type all information. Do not leave any spaces blank. If you fail to complete all sections of your affidavit, your certificate will be delayed and will result in the school billing you additional tuition.

You must have **your signature notarized**. Most banks have a notary public on duty. Notaries must **stamp, date and sign their name** on your affidavit/application. A notary may not be a relative or a person with the same last name as yours.

**Mail** the original, completed, notarized affidavit/application with proof of your address to the following:

Suffolk County Dept. of Audit & Control,  
Attn: Certificate of Residence  
100 Veterans Hwy., P.O. Box 6100  
Hauppauge, NY 11788-0099.

Do not come to the office in person, applications are accepted by mail only. **You must include a self-addressed, stamped, legal size envelope to your current Suffolk address, not the school you are attending.**

All affidavit/applications **must** be received by Suffolk County Dept. of Audit & Control (**not postmarked, received**) no later than the official deadline date of a semester. (Time frames were covered on the reverse of this page.) Any affidavits received in this office after a deadline for a semester has passed, will result in your disqualification for a certificate at that time, and you will be responsible for all fees and tuition charged by your college for that semester. **No exceptions will be made under any circumstance.**

**TWO (2)** Forms of proof of address must accompany your application. **All proof must be in student's name.** You must submit sufficient proof in order to qualify for a certificate of residence. Be sure all photocopies of your proof are clear and legible. Do not send original documents of proof, as it will not be returned to you. Your affidavit however, must be the original notarized document.

Proof must reflect an actual physical street address; any proof with a **PO Box** address is **NOT** acceptable, (except for NY State income tax returns).

In order to prove you have been a resident of New York State for the **entire prior year** you **must** submit **one** of the following documents, issued (dated) at least one year ago, but not more than 2 years ago.

DRIVERS LICENSE or LEARNERS PERMIT    AUTO REGISTRATION    SELECTIVE SERVICE CARD  
VOTER REGISTRATION I.D.CARD (not polling place reminder card)  
HIGH SCHOOL REPORT CARD  
HIGH SCHOOL TRANSCRIPT (unofficial is acceptable)  
NEW YORK STATE INCOME TAX RETURN (IT-200 or IT-201) with a W-2 Attached.

A 1040 Federal Tax return is not acceptable. If you are under 21, or if you do not file New York State income taxes in your own name, you may submit a copy of your parents **Federal** (claiming you as a dependent) & **New York State** income tax returns. Keep in mind income taxes are filed in a current year for a year immediately prior. They will not be one year old until the following year. We must use filing date of a tax return not the year they are filed for. Therefore the prior year tax return does not satisfy the one-year requirement. We would have to use taxes with a filing date from the previous year.

**The above documents, are the only documents acceptable, to prove 1-year & must be dated at least 1 year prior to the date your affidavit was notarized.**

**Proof that has an issue date of more than 2 years ago is not acceptable.** Keep in mind, drivers licenses are now being issued for 8 years. Once your current drivers license has past the 2 year issue date, you can no longer use it to prove the prior year in the state. We would then require NY State Tax Returns with a filing date of one year ago.

In order to prove you have been a resident of Suffolk County for the prior 6 months **you must submit** one of the following dated **within** the six (6) months preceding the date on your application. TAP Award, Financial Aid (FAFSA), Student Loan, Bank Statement, Credit Card Statement, Phone Bill or Utility Bill.

**Reminder:** TWO FORMS OF PROOF MUST BE SUBMITTED: ONE TO SATISFY THE 1-YEAR NY STATE REQUIREMENT AND ONE TO SATISFY THE 6-MONTH COUNTY REQUIREMENT. Also - Keep in mind if the documents you submit do not satisfy the time frame requirements or if address on your proof does not match your current residence, your papers will be returned to you for additional proof, thus delaying the process. Please be prepared to furnish additional documents, if required to do so, in order to clear up any time frame or address discrepancies. You must also provide proof of any name changes (ie. marriage or divorce).

The final requirement in order to qualify for this program is, you must be a United States Citizen or a Permanent Resident Alien for at least 1 full year. If you were not born in the United States you must submit a copy of the **front & back** of a valid Permanent Resident Alien card issued to you at least 1 year ago.

**Reminder:** You must include a self-addressed **stamped** (regular postage) business/legal size envelope. You will receive a certificate of residence by return mail, that you in turn, must give to your school, so that they do not charge you the additional tuition non-resident rate.

It will take at least 10 business days to process your application. Do not assume that just by mailing your application to us that you automatically have a certificate of residence. If you want to be sure your affidavit will be received by this office before the deadline, you should mail it via express mail, next day service. If you do not receive a certificate of residence in the mail within 10 days you may call 631-853-5052 between 9:00am and 4:00pm, to inquire about its status.

When you receive your certificate, please read it carefully. Make sure your name, address and Social Security Number are correct, before submitting it to your school. If you have any questions regarding any of these instructions, you may call 631-853-5052 between 9:00am & 4:00pm Monday thru Friday.

