

## **INSTRUCTIONS FOR COMPLETING CERTIFICATE OF RESIDENCE**

If you have been a resident of New York State for at least one year immediately preceding the date this form is filed you qualify for the resident tuition rate. If you qualify for residence and have been a resident of two or more counties during the last six months, you will be required to obtain a Certificate of Residence from each county.

**Note:** You are required to obtain a Certificate of Residence once a year. Be prepared to produce identification to prove residency (e.g., a valid driver's license).

**DEADLINES (NO EXCEPTIONS):** Residency Certificates will not be issued after the following deadlines:

Fall Semester – no approvals after MARCH 1

Spring Semester – no approvals after AUGUST 1

Summer Sessions – no approvals after NOVEMBER 1

### **For students attending Corning Community College:**

Either:

- a) Complete this form and sign it before a Notary Public, then submit it to Student Accounts (by mail or in person)

**or**

- b) Bring this form to Student Accounts and we will assist you in completing it and will notarize it for you as well.

Student Accounts will then have your Certificate of Residence completed by mail.

### **For students attending any other New York State Community College:**

- a) Complete this form and sign it before a Notary Public

Completed forms should be mailed or delivered in person to Steuben County Treasurer's Office

- b) Steuben County will then return the actual Certificate of Residence to you or send it on to the college; whichever we are instructed to do.

### **Questions should be directed to Steuben County Treasurer's office.**

Steuben County Treasurer  
3 E. Pulteney Square  
Bath NY 14810  
Telephone: 607-664-2488