

New York City Certificate of Residence Instructions

A certificate of residence issued by your home county will eliminate the non-resident tuition charge. Failure to comply will result in your being charged non-resident rate, which is not refundable.

To eliminate the non-residency tuition charge a current certificate of residence must be presented to the college along with your tuition payment.

Qualifications:

1. Resident of New York State for at least one year prior to date of application.
2. Resident of New York City at least six month prior to date of application.

To Apply:

The current procedure to procure a Certificate of Residence from the Comptroller's Office Purchasing Unit is as follows:

1. Students living within the five boroughs must submit a notarized affidavit (second page of this document) to the Comptrollers Office (Comptrollers Office does not notarize).
2. Present two forms of ID with notarized affidavit.
Two items of proof of residence must accompany the affidavit. They must be sufficient to comply with Education Law, Section 6301, Paragraph 4 which defines: Resident as 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 month, both immediately proceeding Section 6305 of this chapter.

Acceptable Forms of Proof:

(One dated more then six months one dated less than six months)

- Lease deed or if not available, a letter from a landlord on that landlords letterhead indicating dates of tenancy and rent paid.
- Any envelope mailed to you, dated less then six months, proving that you still reside at this address.
- A copy of prior year's New York State/City tax returns.
- Homeowner's or Renter's Insurance Policy.
- Automobile Registration Certificate/Drivers License.
- Voter Registration Card within one year.
- Selective Service Card within one year.
- Telephone or Utility bill (not in care of third party or PO box)
- If residing with parent, any of the above proofs showing parent/student residence, along with a notarized letter signed by parent stating that the student is now and has been, for a period of one year, living with that parent.

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