County of Cayuga



James H. Orman Cayuga County Treasurer

January 18, 2011

RE: Application for Certificate of Residency and Residency Application Now Online

To Whom It May Concern:

The Cayuga County Treasurer Office is pleased to announce that Residency Applications can now be downloaded and printed online at http://cayugacounty.us/treasurer/index.html. Please pass this information along to your staff and students. Listed below is Cayuga County's procedure for obtaining a Residency Certificate.

Please be advised that any student applying for a certificate of residency in Cayuga County needs to adhere to the following procedure:

- Application must be obtained from Town Clerk and proof of residency for six months prior to enrollment for the current semester must be verified at your Town/City Clerk's office.
 Applications disbursed by schools will not be accepted.
 - * Certificates may be issued for residency less than six months and college tuition payment will be prorated accordingly.
- Applications must be notarized.
- Applications mailed to Cayuga County Treasurer's office should be enclosed with a stamped, self-addressed envelope.

After residency has been verified by your town/city clerk your application must be submitted to your County Treasurer's office in order for a Certificate of Residency to be issued. Chargeback requests will not be honored if a valid residency certificate has not been submitted.

Please call our office at (315) 253-1211 with any questions and concerns.

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Sincerely

James H. Orman Cayuga County Treasurer

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JHO/ktg

County Office Building - 5th Floor - Auburn, New York 13021- (315) 253 -1211

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

STATE OF NEW YORK)	
COUNTY OF) ss.:)	
	, does hereby swear (or affirm	a) that (s)he resides
at	in the (City) (Village) (Town	.) of
and application been, a reside a period of months affidavit (or affirmation) and	, State of New York; that (s)he now immediately prior to the date of this affidavit (ent of the State of New York; that (s)he now is within the six months immediately prior to application** a resident of the County of owing places during the year immediately present application.	or affirmation) s, or has been for the date of this ; and
•		tes
purpose of securing from the	this affidavit (or affirmation) and application Chief Fiscal Officer of the County of suant to the requirements of Article 126 of the Signature of Appli	he Education Law.`
Sworn to (or affirmed) before		
3		Name of the Party
day of		
Notary Public or Commission		
Certificate I	ssued () Certificate Not Issued (.)
' Date	Ву	t
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l,		
in section 2.00 of the local fir satisfactory evidence, issue in non-resident student, a certification of the county Such person slicollege such a certificate of residence Education Law, Section 6301, the state for a period of at leadistrict or school district, as immediately preceding the dathe purposes of section sixty-cate of residence. ** In the has been a resident of two or preceding his application for hundred five of this chapter, among the several counties prof, of residence in each counties.	**************************************	ssion to him of aity college as a is a resident of said ear, file with the prior thereto, and the date of issuance, who has resided in atermediate school is months, both aity college or, for cation for a certificate residence, but onths immediately a sixty-three all be allocated
I, do hereby certify that Mr/Ms	. Town Clerk of the Town of has:	resided in the Town
of	for months and as a duly qua	

eligible to receive college charge back credit from said Town.

Date

Signed