

## INSTRUCTIONS FOR COMPLETING CERTIFICATE OF RESIDENCE APPLICATION

If you have been a resident of New York State for at least one year immediately preceding the date the application is filed you qualify for the resident tuition rate. If you are a qualified resident 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 per academic year. Be prepared to produce identification to prove residency (e.g., a valid driver's license).

### DEADLINES (No exceptions):

Fall – Certificates issued from July 1st current year through March 1st subsequent year.

Spring – Certificates issued from November 15th prior year through August 1st current year.

Summer – Certificates issued between April 1st and November 1st current year.

Residency Certificates cannot be issued more than 60 days prior to the semester start date.

To obtain a Certificate of Residence:

a) Complete the generic application form at <https://www.corning-cc.edu/current-students/cor1.pdf> and sign it before a Notary Public

b.) Mail or deliver the application in person to:

Steuben County Finance Department

3 E. Pulteney Square, Room 301

Bath NY 14810

c) Instruct Steuben County to mail the certificate to the college at:

SUNY Corning Community College

Attention: Student Accounts

One Academic Drive

Corning, NY 14830

Questions should be directed to Steuben County Finance Department . Telephone: 607-664-2488