

Cortland County Treasurer's Office
60 Central Avenue
Cortland NY 13045
(607) 753-5070

CERTIFICATION OF RESIDENCY REQUIREMENTS

The Cortland County **Affidavit and Application for Certificate of Residence** (application) must be completed and returned to the above address along with the appropriate Proof (s) of Residence*. The County needs this application and document(ation) in order to determine eligibility before they can issue a **Certificate of Residence**.

The **Certificate of Residence** must be obtained within the time period of 60 days before the first day of the semester but no later than 30 days after the first day of the semester. If you do not obtain a certificate in accordance with the county requirements you will be billed for the nonresident tuition.

Requirements:

- A fully completed **Affidavit and Application for Certificate of Residence** (application). This document must be signed in the presence of a Notary Public. This will require a Photo ID.
- **Proof of Residence** document for each address listed on the application.
- Applicant must have lived in New York State for one year AND 1 to 6 months in Cortland County, prior to the time of application or start of the semester, whichever is earlier.

Acceptable Proof of Residence (Examples):

*Proof of Residence, are dated documents that contain the applicant's name or parent's /guardian's name, if the applicant is a dependent, and it lists the applicant's street address that's listed on the **Affidavit and Application for Certificate of Residence**. No PO Boxes allowed. It places the applicant at the address, during the starting month of residency.

Driver's License/Permit
Bank Statement
Municipal Tax Bill (i.e.: Property; School; Village)
Official Business Mail with post mark
Utility Bill (i.e.: Electric Co.; Cable Co.; Phone Co.)
Residential Lease Agreement
Income Tax Returns (prior year of applicant)
Income Tax Returns (prior year of parents, if student is claimed as dependent)
High School Transcript or Report Card
Motor Vehicle Registration
Insurance Policy such as Homeowner's/Rentals/Car Insurance
Insurance Card (Vehicle)
Voter Registration
Medical Bill
County Official Letter (DSS/Probation)
Other Document (Legally establishing residence)

For TC3 Applicants: The issued **Certificate of Residence** can be delivered to any of the three TC3 locations: Cortland Extension Center, Ithaca Extension Center or the main campus. It can also be mailed to:

Tompkins Cortland Community College
Room #215
170 North Street, PO Box 139
Dryden NY 13045

For all other community college applicants, contact your community college regarding where to submit your issued **Certificate of Residence**.

As of 03/06/2019