

**Do you need a Certificate of Residence? For all Cayuga courses except Leisure Learning or Business/ Industry Center Workforce courses \* :**

- If you have resided in Cayuga County for less than 6 months or live in a New York State county other than Cayuga, you must either enclose a Certificate of Residence with your tuition payment or pay double the tuition rate.
- The Certificate is issued by the treasurer of your county, not by Cayuga Community College. You must submit the application below with proper documentation to your county treasurer's office, according to that office's rules. **This should be done as soon as possible – no sooner than 60 days before the start of class and within 14 days after the class starts.**

\* Note: For any Leisure Learning or BIC/Workforce course coded PE or SAC, a Certificate of Residence is needed for new residents and non-residents of Cayuga County.

# Application for Certificate of Residence

(Pursuant to Sec. 6305 of the Education Law in connection with community college attendance)

County of \_\_\_\_\_, State of New York \_\_\_\_\_ does hereby  
(applicant name)

swear/affirm that s/he resides in the city/town/village of \_\_\_\_\_

at \_\_\_\_\_, County of \_\_\_\_\_, State of New York;  
(number and street)

that s/he now is, and has been for a period of \_\_\_\_\_ months within the six months immediately prior to the date of this affidavit/affirmation and application, a resident of the County of \_\_\_\_\_ and that s/he has lived at the following places during the year immediately prior to the date of this affidavit/affirmation and application:

Addresses	Dates
_____	_____
_____	_____

Applicant further states that s/he plans to enroll at Cayuga Community College and that this Affidavit/Application is made for the purpose of securing from the Chief Fiscal Officer of the County a certificate that the applicant has met the residence requirements of Article 126 of the Education Law.

Applicant's signature \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Notary Public/Commissioner of Deeds Signature \_\_\_\_\_ Date \_\_\_\_\_

For use by the County's Chief Fiscal Officer only: Certificate  issued  not issued

**NOTE: DO NOT SEND THIS FORM TO THE COLLEGE. YOU MUST SUBMIT IT TO YOUR COUNTY TREASURER.**  
(See addresses below or contact your county treasurer's office.)

## County treasurers' offices for Cayuga and neighboring counties

Cayuga County Treasurer  
County Office Building  
160 Genesee Street  
Auburn, NY 13021

Ontario County Treasurer  
Ontario County Municipal Building  
20 Ontario Street  
Canandaigua, NY 14425

Tompkins County Treasurer  
Tompkins County Courthouse  
125 East Court Street  
Ithaca, NY 14850

Cortland County Treasurer  
Cortland County Courthouse  
60 Central Avenue  
Cortland, NY 13045

Oswego County Treasurer  
County Building  
46 East Bridge Street  
Oswego, NY 13126

Wayne County Treasurer  
16 William Street, PO Box 8  
Lyons, NY 14489

Onondaga County Treasurer  
John H. Mulroy Civic Center  
15th Floor, 421 Montgomery Street  
Syracuse, NY 13202

Seneca County Treasurer  
1 Dipronio Drive  
Waterloo, NY 13165

