



CITY CAMPUS
121 Ellicott St.
Buffalo, N.Y. 14203

NORTH CAMPUS
6205 Main Street
Williamsville, N.Y. 14221

SOUTH CAMPUS
4041 Southwestern Blvd.
Orchard Park, N.Y. 14127

Dear Student:

I am writing regarding your out of county certificate.

Because you are not a resident of Erie County, you are required to provide the college with an out-of county certificate each year. This enables the College to bill your home county for your residency charges and allows you to pay the single tuition rate. It is **your** responsibility to complete the attached application (**second page of this letter**), have it notarized and submit it to **your county** for processing of your residency certificate.

**Some Counties will forward the Certificate to the College,
Some Counties will forward to you.
It is your Responsibility to forward it to the Bursar's Office.**

Your home county is only required to honor those certificates dated within the first thirty days of the semester. Students submitting their out-of-county certificates after the first thirty days of the semester will be required to pay double tuition charges.

Late certificates will be processed, but your account will not be reduced until the billing is accepted. When and if your county accepts our billing for late certificates, you will be refunded the double portion of your tuition.

Students from Livingston, Orleans and the New York City counties are required to obtain the Certificate of Residency from their County Treasurer in person with two forms of identification.

If you have been a Permanent Resident of Erie County for at least six months prior to the start of the semester, please contact your campus Registrar at once for instructions on establishing Erie County Residency. This form cannot be used to establish Erie County Residency.

If you have any questions on obtaining your County Residency Certificate, please contact the Bursar Office at (716) 851-1888.

Sincerely,

Helen A. Gach
Bursar

AFFIDAVIT AND APPLICATION FOR CERTIFICATE OF RESIDENCY
Pursuant to Section 6301 & 6305 of the Education Law

Social Security No. _____

Semester _____ Year _____

Daytime Phone No. _____

STATE OF NEW YORK, COUNTY OF

(Home County)

I, _____ do hereby swear (or affirm) that I reside at _____, in the (City, Village) Town of _____, County of _____, State of New York; that I now am and have for a period of one year to the date of this affidavit (or affirmation) been a resident of the State of New York; that I now am, or have been for a period six months prior to the date of this affidavit (or affirmation) a resident of the County of _____.

PERMANENT ADDRESS: _____
Street City State Zip

LIST ADDRESSES FOR THE PAST THREE (3) YEARS:

Address:	Date (from – to)
_____	_____
_____	_____
_____	_____

I further state I plan to enroll in _____ and that this affidavit (or affirmation) and application is made for the sole purpose of securing from the chief Fiscal Officer of the County of _____ (Home County) a certificate of residence pursuant to the requirements of Article 126 of the Education Law.



PLEASE SIGN HERE

Your Signature

Sworn to before me this _____ day
of _____, 20 _____.
Notary Public, State of New York

**THIS SPACE FOR USE OF CHIEF FISCAL
OFFICER OF COUNTY**

Certificate Issued _____

Certificate Not Issued _____

Date _____

Education Law, Section 6305, provides : "The chief fiscal officer of each county as defined in Section 2.00 of the local finance law, shall upon application and submission to him satisfactory evidence, issue to any person desiring to enroll in a community college as a non-resident student, a certificate of residence showing that said person is a resident of said county. Such person shall, upon his registration for each college year, file with the college such a certificate of residence issued not earlier than two months prior thereto, and such certificate of residence shall be valid for a period of one year from the date of issuance."
Education Law, Section 6301, paragraph 4, defines: "Resident", 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 months, both immediately preceding the date of such person's registration in a community college or, for the purpose of section sixty-three hundred five of this chapter, his application for a certificate of residence.