The community college program in the State of New York was intended to permit students who are State residents to pay a reduced tuition rate. Each community college has a local sponsor, generally a county, that provides a share of the costs allocable to resident students. A student who attends a community college outside their county of residence must obtain a Certificate of Residence in order to be eligible for the lower in-state tuition rate. The local sponsor then reimburses its share of the costs of the students tuition to the community college.

Qualifications:

> Resident of New York State for at least one (1) full year immediately preceding the date the application/affidavit.
> Resident of Nassau County for at least six (6) months immediately preceding the date of the application/affidavit.
> US Citizen or Permanent Resident Alien.

> If here on a visa must be a valid and eligible visa (not all visa types are eligible).

Timeline Requirements:

> Submit application/affidavit no earlier than sixty (60) days before the official start date of the semester and no later than the last day of classes (including finals).
> Once activated, by attending and completing the school term, the Certificate is then valid for one full year (365 days) from the date it was issued.
> The Certificate must still be valid on the official start date of any future semesters to be able to use it for that semester.
> Certificates are based on your 6-months of residency immediately preceding the date of application. Students who have moved from one county to another within that 6-month period will receive a partial Certificate for the number of months (rounded up) you resided in Nassau County. In that case you may also need a Certificate from your other county of residence to cover the remainder of the time you lived there.

To Apply:

> Visit the Nassau County Treasurer’s website at www.nassaucountyny.gov/agencies/Treasurer to apply online. For a limited time manual applications will still be accepted using this form only, all other forms will be returned.
> Affidavit must be completed legibly and signed in front of a notary BEFORE submitting your application.
> Permanent resident aliens must submit a copy of the front and back of a valid permanent resident alien card.
> Visa holders must submit a copy of their visa (not all visa-types are accepted).
> A photo I.D. and proof(s) of address (see page 2 of application for requirements and acceptable forms of proof) must be submitted with every application; send copies, originals will not be returned. All proof must be in the students name (parents tax returns are acceptable only when student is listed as a dependent, if federal return is used must be accompanied by the parents State tax return as well). Address cannot be a PO Box.
> For manual applications, mail the original notarized application along with copies of all your proof to the attention of "Certificate of Residence" at the address shown above, along with a self-addressed stamped envelope. Processing of manual applications takes 1-2 weeks. Online applicants can receive their COR in 3-5 business days.
**PROOF #1 - New York State Residency:**
In order to prove that you have been a resident of New York State for at least one (1) year, you must submit one of the following suggested forms of documentation with an issue-date that is at least one (1) year prior to the date of your application, but not older than two (2) years prior:

- Drivers license
- Learners permit
- Auto registration
- Selective service card
- Voter registration ID card
- High school report card or official transcript
- New York State income tax return (IT-150 or IT-201 - first page only)**
  ** Parent or legal guardian's NYS income tax return can be used if student is listed as a dependent.
- Any of the documents listed under PROOF #2 if dated 12-24 months prior to application.

**PROOF #2 - Nassau County Residency:**
In order to prove that you are a current resident of Nassau County, you must submit one of the following suggested forms of documentation with an issue-date that is within six (6) months of the date of your application:

- Bank Statement
- Student loan
- Credit card statement
- Cell phone bill
- Utility bill
- W-2 form (only accepted for this purpose January through June)
- TAP award or any financial aid
- Any of the documents listed under PROOF#1 if dated within the past 6 months.

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**ALL PERSONAL ACCOUNT INFORMATION OTHER THAN NAME, ADDRESS AND DATE MAY BE REDACTED (BLACKED OUT) FROM PROOFS PRIOR TO SUBMITTING**

**WE DO NOT ACCEPT ANYTHING FROM ANY COLLEGE AS PROOF OF RESIDENCY**

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<table>
<thead>
<tr>
<th>STATUS</th>
<th>PROOF REQUIRED</th>
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| First Time Applicant | a) PROOF #1  
b) PROOF #2  
c) Photo I.D. |
| Certificate on file from Previous Year | a) PROOF #2  
b) Photo I.D. |
| * * * * * * * First Time Applicant (PROOF #1 not a Nassau County Address) * * * * * * * | a) PROOF #1  
b) PROOF #2  **Must be dated back six (6) months from date of the application. If student cannot prove Nassau County residency six months back, will receive a partial certificate for however many months they can show proof (the remaining months must be picked up by their other county of residence).  
c) Photo I.D. |
STATE OF NEW YORK
COUNTY OF NASSAU

(name), does hereby swear (or affirm) that he/she resides at
(address) in the (City / Town) of _______________

Zip Code __________, County of ____________, State of New York; that he/she now is, and has for a period of at least one year immediately prior to the date of this affidavit (or affirmation) and application, been a resident of the State of New York; that he/she now is and has been for a period of 6 months immediately prior to the date of this affidavit (or affirmation) and application a legal resident of the County of Nassau; and that if he/she has resided at more than one address during the past year, they will list the address(es) and dates they resided there below:

OTHER LEGAL ADDRESSES IN PAST YEAR
Temporary living arrangements such as dormitory housing are not listed here.

DATES

Applicant further states that he/she plans to enroll in ____________ Community College(s) and that this affidavit (or affirmation) and application is made for the purpose of securing from the Chief Fiscal Officer of the County of Nassau a certificate of residence, pursuant to the requirements of Article 126 of the Education Law, which is good for one-year (365 days) from date of issuance.