



## COUNTY OF NASSAU

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# GUIDELINES FOR NASSAU COUNTY CERTIFICATE OF RESIDENCE (COR)

-VISIT OUR WEBSITE AND APPLY ONLINE FOR QUICKER PROCESSING-  
CERTIFICATES FROM MANUAL APPLICATIONS ARE DATED WHEN THEY ARE COMPLETE  
AND RECEIVED BY THIS OFFICE, NOT THE POSTMARK DATE.

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](http://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.

**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**

STATUS	PROOF REQUIRED
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 <u>not</u> a Nassau County Address) * * * * *	a) PROOF #1 b) PROOF #2 <b>**Must be dated <u>back</u> six (6) months from date of the application.</b> 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.

**AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE OF RESIDENCE, PURSUANT TO SECTIONS 6301 AND 6305 OF THE NYS EDUCATION LAW, IN CONNECTION WITH ATTENDANCE AT \_\_\_\_\_ COMMUNITY COLLEGE(S)**  
(school(s))

Do you have a prior COR?  YES \_\_\_\_\_ (date of previous cert. mo/yr)  
 NO, I never had one before

Email Address \_\_\_\_\_

Telephone No. ( ) - \_\_\_\_\_

First Semester Applying to: (good for a year thereafter) \_\_\_\_\_  
Year: F  So  J  Sr  Grd  (i.e. FALL 2018, etc.)

Social Security No.- (last 4-digits only) \_\_\_\_\_

U.S. Citizenship Status: Citizen  \*Res. Alien  \*Visa  \_\_\_\_\_  
\*must submit copy of valid Res. Alien card or Visa if selected (visa type)

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 within the six months immediately prior to the date of this affidavit (or affirmation) and application <sup>†</sup>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.

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

Certificate issued ( ) Certificate NOT issued ( )

Date \_\_\_\_\_ By \_\_\_\_\_ Cert.# \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

Sworn to (or affirmed) before me this  
\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

<sup>†</sup> 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 of 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 purposes of section sixty-three hundred five of this chapter, his application for a certificate of residence.

<sup>†</sup> In the event that a person qualified as above for state residence, but has been a resident of two or more counties in the state during the six months immediately preceding his application for a certificate of residence pursuant to section sixty-three hundred five of this chapter, the charges to the counties of residence shall be allocated among the several counties proportioned to the number of months, or major fraction thereof, of residence in each county.