



Certificate of Residence - FAQs

Q: Which colleges require a Certificate of Residence?

A: Only New York State Community Colleges participate in the Certificate of Residence program. Visit the Comptroller's website to see a listing of the schools.

Q: Why do I need a Certificate of Residence?

A: Community colleges charge non-resident students a higher tuition rate (generally double) to attend. To qualify for the lower resident tuition rate at the college, students must submit a Certificate of Residence.

Q: Does it cost anything to obtain a Certificate of Residence?

A: No, Erie County does not charge a fee.

Q: How do I get a Certificate of Residence from the Erie County Comptroller's Office?

A: Submit, either in person or by mail, a completed, notarized application affidavit to the Erie County Comptroller's Office, along with an acceptable identification document.

Q: Where do I get a Certificate of Residence application form?

A: You can obtain the form from your community college's business office or web site, or you can download a form from the Erie County Comptroller's Office's website.

Q: Can I get my completed application notarized at the Erie County Comptroller's Office?

A: No, the Comptroller's Office does not notarize applications. You can, however, have the document notarized at any bank. You will have to sign the document in front of the notary. Be sure to have photo ID to prove your identity at time of notarization.

Q: If I mail my notarized application along with a copy of an acceptable identification document to the Erie County Comptroller's Office, will you mail the Certificate of Residence back to me?

A: Although, we normally mail the Certificate of Residence directly to the community college on your behalf, if you would like the Certificate mailed back to you, please enclose a self-addressed, stamped envelope with your application. Please note that you will now become responsible for forwarding the Certificate to your community college.

Q: How long are Certificates valid for?

A: The Certificate of Residence is valid for one year. You will need to apply for and obtain a new Certificate of Residence if you continue to take classes at a community college beyond the one year period.

Q: I am taking classes at more than one community college outside of Erie County. Do I need more than one Certificate of Residence?

A: Yes. The Certificate is specific to the college it was issued for. You need a Certificate of Residence for each community college you are attending.

Q: Can I get a Certificate of Residence if I have lived in Erie County for less than six months?

A: Yes, provided you have been a resident of NY State for at least one year. However, the Erie County Comptroller's Office will only issue you a Certificate of Residence for the number of months you have lived in Erie County during the previous six months. This will provide a partial reduction to the tuition cost of for the college you are attending.

Because you need to obtain coverage for the **full six months in order to qualify** for the maximum tuition reduction at your community college, you should also obtain a Certificate of Residence from the treasurer's office of the county you were living at prior to moving to Erie County. *(Example – you moved to Erie County two months ago from Genesee County and will now take a class at Niagara County Community College. Apply for two Certificates of Residence, one from the Erie County Comptroller's Office for two months residency and the second from the Genesee County Treasurer's Office for the other four months.)*

Q: I am an Erie County resident currently living outside the County while attending college. Can I get a Certificate of Residence from the Erie County Comptroller's Office?

A: Yes, as long as you are a permanent resident of Erie County. Where you live to attend college is not your permanent residence for the purpose of obtaining a Certificate of Residence. Complete the application by entering your Erie County address and provide an identification document to support that address.

Q: I am currently living in Erie County to attend college. Can I get a Certificate of Residence from the Erie County Comptroller's Office?

A: No, where you live while attending college is not your permanent residence for the purpose of obtaining a Certificate of Residence. If you are a NY State resident, contact your home county's treasurer's office to obtain your Certificate of Residence.

Q: Does the Erie County Comptroller's Office issue Certificates of Residence for attendance at Erie County Community College (ECC)?

A: No. We only issue Certificates of Residence for Erie County residents attending community colleges outside of Erie County.

Q: Can I get a Certificate of Residence for a class I took last semester?

A: No. Certificates are issued during a 90 day window, from 60 days before a class starts to 30 days after it begins.

Q: Does the Erie County Comptroller's Office issue Certificates of Residence for purposes other than attendance at a community college?

A: No.