

## **CERTIFICATE OF RESIDENCE GUIDELINES**

**Lewis County Treasurer's Office**

**7660 North State Street**

**Lowville, NY 13367**

**Telephone (315) 376-5325**

### **Eligibility:**

- Lewis County resident for six (6) months, AND
- New York State resident for one (1) year
- Certificates issued for students applying to a two-year SUNY Community College located in New York outside of Lewis County.

### **Guidelines:**

- Certificate is valid for one (1) academic year.
- Certificates are issued for a specific school. If you attend classes or take online classes at more than one school, a certificate is required for each school.
- Applications cannot be submitted sooner than 60 days before classes start and must be obtained within 30 days of the start of the semester.

### **Application Directions:**

- You can find the application on the Lewis County Website or come into our office and ask for a copy.
- Fill out application
  1. Name of Community College, Semester and Year
  2. Name of student, day time telephone, Township
  3. Residence where student is living (Please state full mailing address, NO PO Boxes)
  4. City, Town, or Village where student is living
  5. Dates of residency to present day, and if not 6 months add previous place of living.
  6. DO NOT SIGN until you are in front of a Notary Public
  7. Please be sure to have proper photo ID
  8. A Notary Public is typically available, at no cost, in the County Treasurer's Office.
  9. When application is completed, the Treasurer's Office will issue the certificate to you, which you would then give to Suny Community College of your choice.