

CERTIFICATE OF RESIDENCY INSTRUCTIONS

DELAWARE COUNTY TREASURER
P.O. BOX 431,111 MAIN STREET
DELHI, NEW YORK 13753
(607) 746-2121

BEVERLY J. SHIELDS, COUNTY TREASURER

A certificate of residency issued by the Delaware County Treasurer will eliminate the non-residency tuition charge. FAILURE to comply with the following will result in you being charged the non-refundable, non-resident tuition charge.

INSTRUCTIONS

You may send the following to our office by mail or bring in person:

1. A completed notarized application. Blank forms are available at the community college and at this office.
2. Proof of residency. Refer to reverse side.
3. A note stating when the course begins.
4. A daytime telephone number where you may be reached.

SUBMISSION

Submission must be between TWO MONTHS BEFORE and ONE MONTH AFTER.
(i.e. It course starts September 1, submission period is July through September 30.)

QUALIFICATIONS

You must be a resident of New York State for at least one year Prior to the date of the affidavit and you must be a resident of Delaware County for 6 months Prior to the date of affidavit.

PROOF OF RESIDENCY

Satisfactory proof of residency consists of the original or copy of one of the following:

1. Valid New York State driver's license.
2. New York State Motor Vehicle ID.
3. Diploma from a Delaware County School District received within the last year.

ATTENTION

BE SURE TO APPLY WITHIN THE PROPER TIME SPAN. APPLICATIONS NOT FILED WITH THE COLLEGE WITHIN 30 DAYS AFTER THE COURSE BEGINS WILL NOT BE HONORED.
(NO TUITION PAID)