

# Residency Requirements

In order to qualify for resident tuition rates, you must submit a Certificate of Residence to the Student Accounts Office.

A certificate is **required** to be on file at Dutchess Community College **every semester** for which you enroll. A Certificate of Residence is valid for **one year only!**

## Why do you need it?

A Certificate of Residence enables Dutchess Community College to bill your county for part of your tuition costs. Without a valid Certificate of Residence, you will be considered a non-resident of New York State and will then have to pay **double tuition** when you register.

## Where do you get it?

You obtain a Certificate of Residence from the county of your **permanent** residence by providing proof of residency. In most cases this is your County Treasurer's Office. Contact your county to see if you can submit your notarized application by mail or if it must be done in person. For a list of locations, [click here](#). Dutchess County residents see below.

## What if I am a permanent Dutchess County resident?

Students who have been a permanent resident of Dutchess County for at least the previous year need to fill out the Certificate of Residence affidavit and submit it directly to the Student Accounts Office. It does not need to be notarized. The form can be found [here](#).

## When do you get it?

Certificates are valid only if issued within 60 days prior to the start of classes. Some counties will give you up to 30 days after the start of classes to obtain the certificate as well. Contact your County Treasurer's Office to see what its restrictions are.

## Where do I submit the official Certificate of Residence?

Once you have obtained the official Certificate of Residence from your county, drop it off at the Student Accounts Office, Student Services Building, Room 202. You can also mail it to DCC Student Accounts, 53 Pendell Road, Poughkeepsie, NY 12601.

## Who does not qualify for resident rates?

If you have not been a permanent resident of New York State for at least one year prior to the semester you plan on attending, you must pay non-resident tuition. Non-residents include international students (holding an F-1 visa), temporary residents such as out-of-state residents attending another local college or here on short-term job assignments, and any other person who is in the United States on a visa.

Immigrants must provide proof of their permanent resident status (official documentation from US Citizen and Immigration Service) as well as proof that they have been a New York State resident for at least one year prior to the start of classes.

## County Requirements

The following is a listing of **some** specifications for certain counties. Please note that this is **not** a complete list. Contact your county to see if they have other restrictions.

- **Your Certificate of Residence (for counties other than Dutchess) must be submitted to DCC no later than 30 days after the semester starts. Even if you**

**obtained it earlier, it must be received by DCC before the 30 day deadline to be valid.**

- **Orleans and Suffolk, Counties:** You must obtain a new Certificate of Residence **every** fall semester, regardless of when you last submitted one. For example, if you last turned in a Certificate of Residence during the spring semester, you still need to submit a new one for the following fall semester even though it has not been a year.
- **Wayne County:** Your notarized application can be submitted to your Town Hall instead of the Wayne County Treasurer's Office.
- **NYC Burroughs (Bronx, Kings/Brooklyn, New York/Manhattan, Queens, and Richmond/Staten Island):** Even though your notarized application and proof must be brought in person to the Comptroller's Office, it does not necessarily have to be done by you. A friend or family member can bring all documentation in for you. The certificate *can* be faxed back to DCC.

## County Offices for Certificates of Residence

<b>Albany County</b>	518-447-7070	Division of Finance, 112 State St., Rm 800, Albany NY 12207
<b>Allegany County</b>	585-268-9289	Treasurer's Office, Courthouse, 7 Court Street, Belmont NY 14813
<b>Broome County</b> <sup>2</sup>	607-778-2161	Finance Dept., PO Box 1766, 44 Hawley St., Binghamton NY 13901
<b>Cattaraugus County</b>	716-373-8010	Treasurer's Office, 1701 Lincoln Avenue, Suite 1325, Olean NY 14760
<b>Cayuga County</b> <sup>2,3</sup>	315-253-1211	Treasurer's Office, Co. Ofc. Bldg., 5th Fl., 160 Genesee St., Auburn NY 13021
<b>Chautauqua County</b> <sup>2</sup>	716-753-4223	Finance Dept., 1st Fl, Gerace Bldg., Mayville, NY 14757
<b>Chemung County</b> <sup>2</sup>	607-737-2954	Attn: Bill Denike, Audit Dept., 320 E. Market St., Elmira NY 14901
<b>Chenango County</b> <sup>2</sup>	607-337-1414	Treasurer's Office, County Ofc Bldg., 5 Court Street, 2 <sup>nd</sup> Fl, Norwich NY 13815
<b>Clinton County</b> <sup>2</sup>	518-565-4730	Treasurer's Office, 137 Margaret Street, Ste 205, Plattsburgh NY 12901
<b>Columbia County</b>	518-828-0513	Columbia County Treasurer, 15 N. 6th Street, Hudson, NY 12534
<b>Cortland County</b>	607-753-5070	Treasurer's Office, 60 Central Avenue., Cortland NY 13045
<b>Delaware County</b> <sup>2</sup>	607-746-2121	Treasurer's Office, PO Box 431, 111 Main Street, Delhi NY 13753
<b>Erie County</b> <sup>2</sup>	716-858-8345	Comptroller's Office, 95 Franklin St., Ste 1100 Buffalo NY 14202
<b>Essex County</b> <sup>2</sup>	518-873-3310	Treasurer's Office, PO Box 217, Elizabethtown NY 12932
<b>Franklin County</b> <sup>2</sup>	518-481-1512	Treasurer's Office, 355 West Main St, Ste 140, Malone NY 12953
<b>Fulton County</b>	518-736-5580	Treasurer's Office, 223 W. Main St., Johnstown NY 12095
<b>Genesee County</b> <sup>2</sup>	585-344-2550	Treasurer's Office, County Bldg #1, Main & Court St., Batavia NY 14020
<b>Greene County</b>	518-943-4152	Treasurer's Office, PO Box 191, 411 Main St., Catskill NY 12414
<b>Hamilton County</b>	518-548-7911	Treasurer's Office, 102 County View Drive, Lake Pleasant NY

		12108
<b>Herkimer County</b>	315-867-1150	Treasurer's Office., 108 Court St., Suite 3100, Herkimer NY 13350
<b>Jefferson County</b>	315-785-3055	Treasurer's Office, 175 Arsenal St., Watertown NY 13601
<b>Lewis County</b>	315-376-5325	Treasurer's Office, Court House, Lowville NY 13367
<b>Livingston County</b>	585-243-7050	Livingston Gov't Center, 6 Court St., Rm 203, Geneseo NY 14454 (IN PERSON ONLY)
<b>Madison County</b>	315-366-2371	Treasurer, Co. Office Bldg, No. Court Street, PO Box 665, Wampsville NY 13163
<b>Montgomery County</b>	518-853-8175	Treasurer's Office, PO Box 1500, 20 Park St., Fonda NY 12068
<b>Nassau County</b>	516-571-5020	Treasurer's Office, 240 Old Country Rd., Mineola NY 11501
<b>New York City</b> <sup>5</sup>	212-669-2784	Comptroller's Ofc., Municipal Bldg., Rm 703, 1 Centre St., Manhattan NY 10007
<b>Niagara County</b>	716-439-7018	Treasurer's Office, 59 Park Avenue, Lockport NY 14094
<b>Oneida County</b>	315-798-5780	Comptroller's Office, 800 Park Ave., 5 <sup>th</sup> Fl, Utica NY 13501
<b>Onondaga County</b> <sup>2</sup>	315-435-2426	Finance Dept., John H Mulroy Civic Center, 15 <sup>th</sup> Fl, 421 Montgomery Street, Syracuse NY 13202
<b>Ontario County</b> <sup>9</sup>	585-396-4432	Treasurer's Office, 20 Ontario St., 2 <sup>nd</sup> Fl, Canandaigua NY 14424
<b>Orange County</b> <sup>3</sup>	845-291-2485	Dept. of Finance, Mailing address: 265 Main St., Goshen NY 10924, Physical address: 30 Matthews St, Ste 102, Goshen NY 10924
<b>Orleans County</b> <sup>6</sup>	585-589-5353	Treasurer's Office, 34 East Park St., Albion NY 14411
<b>Oswego County</b>	315-349-8393	Treasurer's Office, 46 East Bridge St., Oswego NY 13126
<b>Otsego County</b> <sup>2</sup>	607-547-4235	Treasurer's Office, 197 Main Street, Cooperstown NY 13326
<b>Putnam County</b>	845-225-3848	Dept. of Finance, 40 Gleneida Ave, Rm 105, Carmel NY 10512
<b>Rensselaer</b>	518-270-2750	Rensselaer County Ofc Bldg, 1600 7 <sup>th</sup> Ave, 4 <sup>th</sup> Floor, Troy, NY 12180
<b>Rockland County</b>	845-638-5129	Finance Office, 18 New Hempstead Rd., 3rd Fl., New City NY 10956
<b>St. Lawrence County</b>	315-379-2234	Treasurer's Office, Court House, 48 Court Street, Canton NY 13617
<b>Saratoga</b> <sup>3,7</sup>	518-884-4724	40 McMaster Street, Ballston Spa NY 12020
<b>Schenectady County</b> <sup>2</sup>	518-388-4260	Finance Dept., 620 State Street, 3 <sup>rd</sup> Fl, Schenectady NY 12305
<b>Schoharie County</b>	518-295-8386	Treasurer's Office, 284 Main St., 1 <sup>st</sup> Fl, Schoharie NY 12157
<b>Schuyler County</b>	607-535-8181	Treasurer's Office, 105 9th St., Unit 17, Watkins Glen NY 14891
<b>Seneca County</b>	315-539-1735	Treasurer's Office, 1 DiPronio Drive, Waterloo NY 13165
<b>Steuben County</b>	607-664-2488	Treasurer's Office, 3 E. Pulteney Sq., Bath NY 14810
<b>Suffolk County</b> <sup>6</sup>	631-853-5052	Comptroller's Office, PO Box 6100, Hauppauge NY 11788 (MAIL IN ONLY)
<b>Sullivan County</b>	845-794-3000	Treasurer's Office, 100 North St., Monticello NY 12701
<b>Tioga County</b> <sup>2</sup>	607-687-8675	Treasurer's Office, 56 Main St., PO Box 298, Owego NY 13827
<b>Tompkins County</b> <sup>2</sup>	607-274-5545	Finance Office, 125 E. Court St., 2 <sup>nd</sup> Fl, Ithaca NY 14850
<b>Ulster County</b>	845-340-3426	Treasurer's Office, 244 Fair St, PO Box 1800, Kingston NY 12402
<b>Warren County</b>	518-761-6378	Treasurer's Office, 1340 State Rt. 9, Lake George NY 12845
<b>Washington County</b>	518-746-2220	Treasurer's Office, Municipal Center Bldg B, 2 <sup>nd</sup> Fl, 383 Broadway, Fort Edward NY 12828
<b>Wayne County</b> <sup>8</sup>	315-946-7441	Treasurer's Office, 16 William Street, Lyons NY 14489
<b>Westchester County</b> <sup>2,6</sup>	914-995-5006 Mon-Thurs ONLY	Treasurer's Office, 148 Martine Ave., Room 724/Cert, White Plains NY 10601 (MAIL IN ONLY)

9am-noon, 1pm-3pm

**Wyoming County** 585-786-8812 Treasurer's Office, 143 N. Main St., Warsaw NY 14569

**Yates County** 315-536-5192 Treasurer's Office, 417 Liberty Street, Penn Yan NY 14527

**<sup>3 5</sup> All COR applications for New York City must be brought in person, but not necessarily by the student. A friend or family member can bring all documentation in for you. Then the certificate can be faxed back or mailed in to DCC. They will not issue a new one until at least one year from the date the previous one was issued.**

**<sup>6</sup> You must obtain a new Certificate of Residence every fall semester, regardless of when you last submitted one. For example, if you last turned in a certificate during the spring semester, you still need to submit a new one for the following fall semester even though it has not been one year.**

**<sup>7</sup> Certificate must be obtained no later than the start of classes.**

**<sup>8</sup> Your notarized application can be submitted to your Town Hall instead of the Wayne County Treasurer's Office.**