

Guidelines for Suffolk County Certificate of Residence

QUALIFICATIONS:

1. Resident of New York State for at least one (1) full year immediately preceding the date the application is submitted.
2. Resident of Suffolk County for at least six (6) months immediately preceding the date the application is submitted.
3. US Citizen or Permanent Resident Alien for at least one (1) full year immediately preceding the date the application is submitted.

TIMELINESS REQUIREMENTS:

1. Submit application to Suffolk County *no earlier than sixty (60) days before* the official start date of the semester and *no later than thirty (30) days after* the official start date of the semester.

TO APPLY:

1. Complete the application on the Certificate of Residency website.
2. Permanent resident aliens must submit a copy of the *front* and *back* of a valid permanent resident alien card that was *issued to you at least one (1) year ago*.
3. Two (2) forms of proof of address must accompany your application. The proof must be in the student's name and reflect his/her current address. Proof with a PO Box address is not acceptable (except for NYS income tax returns). Your proof must reflect an actual physical address.

If you received a certificate of residence from Suffolk County for the prior school year, you *only have to submit Proof #2 for Suffolk County residency*.

Proof #1 – New York State Residency

In order to prove you have been a resident of New York State for at least one (1) year, you must submit *one* of the following documents that *must be dated at least one (1) year prior to the date of your application but not dated more than 2 years ago*.

Example: Your application is submitted on June 1, 2023. Your proof *must* be dated between June 1, 2021 and June 1, 2022.

- Driver's license (use issue date)
- Learners permit (use issue date)
- Auto registration
- Selective service card
- Voter registration ID card (not polling place reminder card)
- High school report card
- High school transcript (unofficial is acceptable)
- New York State income tax return (IT-150 or IT-201)** – *first page and signature page only.*
- Federal 1040 income tax return** – *first page and signature page only.*
- W-2

** If you do not file tax returns and your parents claim you as a dependent on their tax returns, you must submit a copy of the *first page and signature page of their Federal 1040* income tax return.

**Keep in mind that we use the filing date of the tax returns not the tax year for which they are filed. For example: 2020 tax returns are filed in 2021 and would not be a year old until 2022.

Proof #2 – Suffolk County Residency

In order to prove you have been a resident of Suffolk County for six (6) months, you must submit *one* of the following documents that *must be dated within the six (6) months immediately preceding the date your application.*

Example: Your application is submitted on June 1, 2023. Your proof *must* be dated between January 1, 2023 and June 1, 2023.

- TAP award
- Financial aid (FAFSA)
- Student Loan
- Bank statement
- Credit card statement
- Cell phone bill
- Utility Bill
- Any of the documents listed under Proof #1 if dated within preceding 6 months.

4. It will take at least ten (10) business days to process your application. Once processed, you will be notified. *You are responsible for then submitting the certificate of residence to the college you are attending. The certificate must be submitted to the school's Bursar Office within 5 days of receipt. Failure to do so will require the student to pay the non-resident portion of his/her tuition.*