



Checklist for Dependent Student Applicants

"Dependent Person" is defined as one whose predominant source of income or support is from payments from a parent, spouse, or legal guardian and who qualifies for and is claimed as an exemption on the Federal income tax return of the parent, spouse, or legal guardian. A dependent person is also one for whom payments are made, under court order, for child support and the cost of the dependent person's college education.

This checklist is a general guide. We reserve the right to ask for more documentation if necessary.

Married Parents of Dependent Student:

- ☐ Completed & signed Residency Petition Application.
- ☐ Copy of at least one parent South Carolina driver's license. Must be obtained within 45 days of establishing residency via domicile. If you miss the 45 days, your twelve months begins the date you moved the driver's license to S.C.
- ☐ Copy of South Carolina vehicle registration card(s) for at least one vehicle that you are in full or partial ownership. If registrations were recently renewed, please provide a prior registration, tax receipt, or a copy of your plate history from the SC DMV. This must be requested from the DMV and can only be received by mail. You have to move your vehicle registration within 45 days of moving into your domicile. If you miss the 45 days, your 12 months begins the date you moved your vehicle registration to SC.
- ☐ Proof of permanent, primary domicile in South Carolina - Acceptable proof includes, but is not limited to: deed, commercial lease or settlement statement. If renting, please provide a copy of rental agreement for. If you own your home, please provide a copy of the closing statement or deed on house. Private lease agreements made between private parties may only be accepted as evidence of permanent domicile if submitted with verifiable proof of payment (i.e., canceled checks, wire transfers, money orders, etc.). Cash receipts and notarized statements are not accepted.
- ☐ Copy of signed, most recent Federal 1040 pages 1 & 2. Parent or guardian must claim student on federal taxes and claim S.C. as a resident on S.C. state taxes.
- ☐ Copy of signed, most recent SC resident tax returns (all pages). Parent or guardian must claim student on federal taxes and claim S.C. as a resident on S.C. state taxes.
- ☐ **Non-US Citizen Parents - Provide copies of their Permanent Resident Cards or valid Visas.**

Divorced/Separated Parents of Dependent Student:

- ☐ Completed & signed Residency Petition Application.
- ☐ Legal separation or divorce decree and custody agreement.
- ☐ Copy of both parents' South Carolina driver's license. Must be obtained within 45 days of establishing residency via domicile. If you miss the 45 days, your twelve months begins the date you moved the driver's license to S.C.
- ☐ Copy of qualifying parent's (and stepparent) South Carolina vehicle registration card(s). Copy of South Carolina vehicle registration card(s) for at least one vehicle that you are in full or partial ownership. If registrations were recently renewed, please provide a prior registration, tax receipt, or a copy of your plate history from the SC DMV. This must be requested from the DMV and can only be received by mail. If you miss the 45 days, your 12 months begins the date you moved your vehicle registration to SC.
- ☐ Proof of permanent, primary domicile in South Carolina - Acceptable proof includes, but is not limited to: deed, commercial lease or settlement statement. If you rent, please provide a copy of rental agreement for. If you own your home, please provide a copy of the closing statement or deed on house. Private lease agreements made between private

parties may only be accepted as evidence of permanent domicile if submitted with verifiable proof of payment (i.e., canceled checks, wire transfers, money orders, etc.). Cash receipts and notarized statements are not accepted.

- ☐ Copy of most recent signed Federal 1040 pages 1 & 2. Parent or guardian must claim student on federal taxes and claim S.C. as a resident on S.C. state taxes.
- ☐ Copy of most recent signed SC resident tax returns (all pages). Parent or guardian must claim student on federal taxes and claim S.C. as a resident on S.C. state taxes.

Legal Guardian of a Dependent Student:

- ☐ Completed & signed Residency Petition Application.
- ☐ Court documents verifying legal guardianship or custody.
- ☐ Copy of South Carolina vehicle registration card(s) for at least one vehicle that you are in full or partial ownership. If registrations were recently renewed, please provide a prior registration, tax receipt, or a copy of your plate history from the SC DMV. This must be requested from the DMV and can only be received by mail. If you miss the 45 days, your 12 months begins the date you moved your vehicle registration to SC.
- ☐ Proof of permanent, primary domicile in South Carolina - Acceptable proof includes, but is not limited to: deed, commercial lease or settlement statement. If renting, please provide a copy of rental agreement for. If you own your home, please provide a copy of the closing statement or deed on house. Private lease agreements made between private parties may only be accepted as evidence of permanent domicile if submitted with verifiable proof of payment (i.e., canceled checks, wire transfers, money orders, etc.). Cash receipts and notarized statements are not accepted.
- ☐ Copy of Guardian's signed most recent Federal 1040 pages 1 & 2. Guardian must claim student on federal taxes and claim S.C. as a resident on S.C. state taxes.
- ☐ Copy of Guardian's most signed recent SC resident tax returns (all pages).

Spouse of a Dependent Student:

- ☐ Completed & signed Residency Petition Application.
- ☐ Copy of you and your spouse's South Carolina Driver's licenses. Must be obtained within 45 days of establishing residency via domicile. If you miss the 45 days, your twelve months begins the date you moved the driver's license to S.C.
- ☐ Copy of South Carolina vehicle registration card(s) for at least one vehicle that you are in full or partial ownership. If registrations were recently renewed, please provide a prior registration, tax receipt, or a copy of your plate history from the SC DMV. This must be requested from the DMV and can only be received by mail. If you miss the 45 days, your 12 months begins the date you moved your vehicle registration to SC.
- ☐ Proof of permanent, primary domicile in South Carolina - Acceptable proof includes, but is not limited to: deed, commercial lease or settlement statement. If renting, please provide a copy of rental agreement for. If you own your home, please provide a copy of the closing statement or deed on house. Private lease agreements made between private parties may only be accepted as evidence of permanent domicile if submitted with verifiable proof of payment (i.e., canceled checks, wire transfers, money orders, etc.). Cash receipts and notarized statements are not accepted.
- ☐ Copy of most recent signed jointly filed federal tax return.
- ☐ Copy of most recent signed jointly filed South Carolina resident tax return, if applicable.
- ☐ Your and your spouse's proof of income for the past 12 months used to verify your financial dependence.

Copy of marriage certificate.

ALL documents MUST be twelve months prior to the start of the term in which you are requesting South Carolina residency status for tuition and fee purposes.

Retired Persons and their Dependent

- ☐ Completed and signed Residency Petition Application.
- ☐ Copy of Retiree's South Carolina driver's license. Must be obtained within 45 days of establishing residency via domicile. If you miss the 45 days, your twelve months begins the date you moved the driver's license to S.C.
- ☐ Copy of Retiree's South Carolina vehicle registration card(s) for at least one vehicle that you are in full or partial ownership. If registrations were recently renewed, please provide a prior registration, tax receipt, or a copy of your plate history from the SC DMV. This must be requested from the DMV and can only be received by mail. If you miss the 45 days, your 12 months begins the date you moved your vehicle registration to SC.
- ☐ Proof of permanent, primary domicile in South Carolina - Acceptable proof includes, but is not limited to: deed, commercial lease or settlement statement. If renting, please provide a copy of rental agreement for. If you own your home, please provide a copy of the closing statement or deed on house. Private lease agreements made between private parties may only be accepted as evidence of permanent domicile if submitted with verifiable proof of payment (i.e., canceled checks, wire transfers, money orders, etc.). Cash receipts and notarized statements are not accepted.
- ☐ Copy of most recent signed Federal 1040 pages 1 & 2. Parent or guardian must claim student on federal taxes and claim S.C. as a resident on S.C. state taxes.
- ☐ Retirement statement must have SC withholdings.
- ☐ Proof of pension or annuity payment/direct deposit.