



Education and Student Life

**Office of Enrollment Management**

45 Courtenay Dr

MSC 203

Charleston SC 29425-2030

oesadmis@musc.edu

**Petition for Classification**

The Medical University of South Carolina is mandated by South Carolina state law to verify a student's residency before the student can be granted in-state status and tuition. The initial residency classification is determined at the time of admission.

This form is to be completed by persons seeking classification as a South Carolina resident for admission and/or tuition and fee purposes.

**To guarantee timely processing, the residency form must be completed, signed, appended with supporting documents as needed, and returned (emailed, postmarked, or delivered) as follows.**

**FOR ADMISSION:** Applicants wishing to be considered as a resident of the State of South Carolina FOR ADMISSION PURPOSES must be found to possess in-state residency **prior to the time a final admission decision** is made by the University. Therefore, applicants seeking to have their eligibility for admission determined according to the academic standards used for South Carolina residents should submit ALL documentation postmarked or delivered within 14 calendar days from the date a request for petition is made.

**FOR TUITION PURPOSES:** Students who are seeking re-classification as in-state residents must submit ALL documentation postmarked or delivered by:

**July 1 for Fall Semester**

**November 1 for the Spring Semester**

**March 1 for the Summer Semester**

The deadlines listed above are firm. Documents received after that date can be guaranteed review only for a later semester. **To expedite processing, we encourage you to scan and email your forms and required documentation to oesadmis@musc.edu.** Alternatively, documents can be mailed to:

University Residency Officer  
Office of Enrollment Management  
Medical University of South Carolina  
45 Courtenay Drive, MSC 203  
Charleston, SC 29425-2030

Failure to include all required documents will jeopardize opportunity for a timely review. Petitioners will be notified once by email when documents are found to be missing.

There is no provision for retroactive tuition adjustments except in instances of error by the University. Appeals to the decision of the University Residency Officer must be addressed to Office of the General Counsel via email to [muscresidencyappeal@musc.edu](mailto:muscresidencyappeal@musc.edu). Appeals should include updated or corrected information as well as a copy of the Residency Officer's denial. A complete copy of the South Carolina Code of Laws should include determination of residency status, including the regulatory guidelines promulgated by the State of South Carolina Commission on Higher Education, are available at <https://education.musc.edu/admissions/ready-to-apply/sc-residency-questions>

Petitioner Name: \_\_\_\_\_  
Petitioner Email: \_\_\_\_\_  
Petitioner Phone Number: \_\_\_\_\_  
Present Address: \_\_\_\_\_  
Street / Box / Route City State Zip

Permanent Home Address: \_\_\_\_\_  
Street / Box / Route City State Zip

Semester and year you are requesting in-state status to begin: \_\_\_\_\_

Please indicate the college to which you are applying or in which you are currently enrolled and your status:

- Dental Medicine     Medicine     Health Professions  
 Graduate     Studies     Nursing Pharmacy

Citizenship (check only one)

- U.S. citizen  
 Not U.S. citizen, but permanent resident of U.S. – **Date permanent resident status granted**  
 Other: give visa type \_\_\_\_\_

**If you are not a U.S. citizen, attach photocopy of official document verifying immigrant status.**

## PART 1. Filing Status (check only one)

**I am requesting South Carolina resident status as an independent person whom:**

- has maintained my primary and permanent domicile in South Carolina throughout my service.  
➤ Submit most recently filed federal and state tax returns, along with a current LES reflecting SC as legal residence, previous year's tax return.
- is permanently assigned in South Carolina on active duty.  
➤ Submit a copy of orders to South Carolina. Orders must be effective on or before the first day of class for the term.

**I am requesting South Carolina resident status as a dependent of \_\_\_\_\_ **whom:****

Name of parent(s)/guardian(s)/spouse

- has maintained his/her primary and permanent domicile in South Carolina throughout my service.  
➤ Submit most recently filed federal and state tax returns, marriage certificate if petitioner is the spousal dependent unless person is named in active orders, previous year's tax return, along with a current LES reflecting SC as legal residence. If parent, submit most recent tax returns where parent claimed on you as a dependent on tax returns.
- is permanently assigned in South Carolina on active duty.  
➤ Submit a copy of orders to South Carolina. Orders must be effective on or before the first day of class for the term. If spouse, submit either marriage certificate. If parent, submit most recent tax returns where parent claimed on you as a dependent on tax returns.

- A. Military installation to which you/your sponsor are/is stationed:  
B. Date assignment will begin or began in South Carolina:  
C. Expected length of assignment in South Carolina:  
D. You/Your sponsor's state of legal residence:

## Part 2. Certification

I hereby certify that the information I have provided is accurate and that I am making this application in good faith based on a belief that I am a legal resident of South Carolina. I understand that if facts provided are false or concealed, I may be charged for past tuition at non-resident rates; I may be subject to administrative, civil, and financial penalties; and I may be denied transcripts and graduation. Scanned or facsimile copies of signatures shall be considered valid and enforceable.

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Signature

Date