South Carolina Resident Checklist – Dependent Applicant

Coastal Carolina University’s Office of Admissions and Merit Awards is charged with determining the eligibility of incoming and continuing students requesting resident status for tuition and fee purposes. Typically, establishing domicile in South Carolina for tuition and fee purposes takes a minimum of 12 months (see exceptions). Certain steps must be taken by the resident to formally establish permanent domicile in order to qualify for in-state tuition and fee rates as an eligible South Carolina resident. The following checklist outlines a general list of documents required to complete an independent South Carolina Resident Application.

New students – When required, must complete the application and submit ALL required documentation by the first day of class for the term in which they are enrolling.

Continuing CCU students – When requesting a change of resident classification, must submit an application and ALL required documentation by the applicable deadline for the term in which they are requesting the change take effect.

University Residency Officers reserve the right to ask for additional documentation to verify the resident status of ANY applicant.

For residency purposes, a “dependent person” is defined as one whose predominant source of income or support is from payments to a parent, spouse, or guardian, who claims the dependent person on his or her federal income tax return. In the case of those individuals who are supported by family members who do not earn enough reportable income for taxation purposes, a dependent person can be defined as one who qualifies as a dependent or exemption on the federal income tax return of the parent, spouse, or 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. A dependent person’s residency is based upon the residency of the person upon whom they are dependent.

To qualify, ALL items on the checklist should reflect 12 months immediately preceding the first day of class for the term in which you are requesting South Carolina resident classification for tuition and fee purposes. Only these exceptions may be considered.

<table>
<thead>
<tr>
<th>Married Parents of a Dependent Student</th>
<th>Divorced/Separated Parent of a Dependent Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Dependent South Carolina Resident Application</td>
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<td>• Proof of permanent domicile in South Carolina - One of the following are acceptable: HUD-1* (mortgage statement), deed or commercial lease agreement. 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 acceptable.</td>
<td>• Legal separation or divorce decree and custody agreement</td>
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<td>• Both parents’ South Carolina Driver License* or State ID Card*</td>
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</tr>
<tr>
<td>• South Carolina Vehicle Registration Card(s)* – Must submit ALL vehicles registered solely or jointly in ANY state.</td>
<td>• Qualifying parent’s (and step-parent’s, if applicable) South Carolina Driver License* or State ID Card*</td>
</tr>
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<td>• Federal Tax Return Transcript – Obtain your tax return transcript from the IRS by mail. This request may take days or weeks to process. Request this information well in advance of your application deadline.</td>
<td>• South Carolina Vehicle Registration Card(s)* – Must submit ALL vehicles registered solely or jointly in ANY state.</td>
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<td>• Parents’ complete South Carolina tax return, if applicable</td>
<td>• Federal Tax Return Transcript – Obtain your tax return transcript from the IRS by mail. This request may take days or weeks to process. Request this information well in advance of your application deadline.</td>
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<tr>
<td>• Notarized Certificate of Dependence</td>
<td>• Parents’ complete South Carolina tax return, if applicable</td>
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*In addition to a HUD-1 statement or deed, some homeowners may be asked to prove eligibility or apply for the legal residence tax assessment ratio, as well as verify the status (i.e., sale, rental, etc.) of their former residence.

*DMV records, tax renewal notices, vehicle bills of sale or other supporting documentation should be supplied to support documents that have “issued” dates within the 12 months prior to the first day of class.
### Single (Never Married) or Widowed* Parent of a Dependent Student

- **Dependent South Carolina Resident Application**
- Proof of permanent domicile in South Carolina - One of the following are acceptable: HUD-1* (mortgage statement), deed or commercial lease agreement. 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 acceptable.**
- Parent’s South Carolina Driver License* or State ID Card*
- South Carolina Vehicle Registration Card(s)* – Must submit ALL vehicles registered solely or jointly in ANY state.
- **Federal Tax Return Transcript** – **Obtain your tax return transcript from the IRS by mail.** This request may take days or weeks to process. Request this information well in advance of your application **deadline.**
- Parent’s complete South Carolina tax return, if applicable
- **Notarized Certificate of Dependence**

*Please submit a death certificate or obituary when applying as the dependent of a widowed parent.*

### Legal Guardian of a Dependent Student

- **Dependent South Carolina Resident Application**
- Court documents verifying legal guardianship or custody*
- Proof of permanent domicile in South Carolina - One of the following are acceptable: HUD-1* (mortgage statement), deed or commercial lease agreement. 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 acceptable.**
- Guardian’s South Carolina Driver License* or State ID Card*
- South Carolina Vehicle Registration Card(s)* – Must submit ALL vehicles registered solely or jointly in ANY state.
- **Federal Tax Return Transcript** – **Obtain your tax return transcript from the IRS by mail.** This request may take days or weeks to process. Request this information well in advance of your application **deadline.**
- Guardian’s complete South Carolina tax return, if applicable
- **Notarized Certificate of Dependence**

*If your legal guardian/custodian is not court-appointed, you must provide the two previous tax return transcripts verifying you were claimed as his or her dependent, along with a personal statement detailing your unique family circumstances.*

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### Spouse of a Dependent Student

- **Dependent South Carolina Resident Application**
- Marriage license
- Proof of permanent domicile in South Carolina - One of the following are acceptable: HUD-1* (mortgage statement), deed or commercial lease agreement. 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 acceptable.**
- Your and your spouse’s South Carolina Driver License* or State ID Card*
- South Carolina Vehicle Registration Card(s)* – Must submit ALL vehicles registered solely or jointly in ANY state.
- **Jointly filed Federal Tax Return Transcript** – **Obtain your tax return transcript from the IRS by mail.** This request may take days or weeks to process. Request this information well in advance of your application **deadline.**
- Your complete jointly filed South Carolina state return, if applicable
- Your and your spouse’s proof of income for the past 12 months, which will be used to verify your financial dependence

*In addition to a HUD-1 statement or deed, some homeowners may be asked to prove eligibility or apply for the legal residence tax assessment ratio, as well as verify the status (i.e., sale, rental, etc.) of their former residence.*

*DMV records, tax renewal notices, vehicle bills of sale or other supporting documentation should be supplied to support documents that have “issued” dates within the 12 months prior to the first day of class.*
SOUTH CAROLINA RESIDENT APPLICATION – DEPENDENT

This application is designed to request classification as a dependent South Carolina resident for tuition and fee purposes. In order to complete this application, all supporting documents from the corresponding dependent checklist must be submitted. Monitor your application for updates and requests for additional information via the South Carolina Residency for Tuition and Fee Purposes link via WebAdvisor, accessible through the Applicants Menu under Admission Information or the Students Menu under Communication. If you have questions regarding acquiring resident status for tuition and fee purposes, please visit the South Carolina Residency web page or email scresidency@coastal.edu.

Student Information:

Student Name ____________________________

Last: ____________________________ First: ____________________________ Middle: ____________________________

Social Security or CCU ID Number ____________________________ Date of Birth ____________________________ Age ______

Telephone Number ____________________________ Email Address ____________________________

Present Address ____________________________

Street: ____________________________ City: ____________________________ State: ____________________________ Zip: ____________________________

Initial Term of Enrollment ____________________________ Term for which I am requesting resident status ____________________________

Have you previously applied for South Carolina resident status at CCU? ☐ Yes, when ____________________________ ☐ No (Term)

Note: Applications are complete once ALL applicable documents from the appropriate dependent checklist are received.

PART 1 - Purpose for filing application (check one):

☐ I am requesting South Carolina resident status as a dependent of ____________________________ who:

☐ has established and maintained his/her/their primary and permanent domicile in South Carolina for at least 12 months immediately preceding the term for which I am requesting resident status.

☐ is a permanent full-time employee in South Carolina who has been domiciled in the state for fewer than 12 months.

☐ has retired to South Carolina receiving a pension or an annuity and has been domiciled in the state for fewer than 12 months.

☐ is a faculty or staff member of a South Carolina state college or university

* Active military personnel with permanent duty station in South Carolina or South Carolinians who have maintained South Carolina as their state of legal residence throughout military service should complete the South Carolina Resident Application - Military.

PART 2 - Domicile information of parent, spouse, or legal guardian upon whom you are dependent:

Name ____________________________ Telephone Number ____________________________

Relationship ____________________________ Email Address ____________________________

Is/Are your parent(s), spouse or legal guardian(s) a United States citizen(s)? ☐ Yes ☐ No (Response #1) ☐ Yes ☐ No (Response #2, if applicable)

If no and applicable, please provide Alien Registration/ VISA numbers(s): Person 1 ____________________________ Issue Date ____________________________

Person 2 ____________________________ Issue Date ____________________________
Date your parent(s), spouse or legal guardian(s) began permanently and continuously residing in South Carolina: __________________________ (MM/DD/YYYY)

List the physical address(es) for your parent(s), spouse or legal guardian(s) for (at least) the previous two (2) years:

He/She/They resided at __________________________ from __________________________ to __________________________ (MM/DD/YYYY) (MM/DD/YYYY)

He/She/They resided at __________________________ from __________________________ to __________________________ (MM/DD/YYYY) (MM/DD/YYYY)

Does/Do your parent(s), spouse or legal guardian(s) rent or own his/her/their current residence? ☐ rent  ☐ own

How many vehicles are owned or leased (with or without lien) by your parent(s), spouse or legal guardian(s)? __________________________

Part 3 - Income tax information of parent, spouse, or legal guardian upon whom you are dependent:

Did/Will your parent(s), spouse or legal guardian(s) file a Federal Income Tax Return during the most recent tax year? ☐ Yes  ☐ No

If no, please explain why not: __________________________

Did/Will your parent(s), spouse or legal guardian(s) file a State Income Tax Return(s) during the most recent tax year? ☐ Yes  ☐ No

If yes, in which state(s)* did he/she/they file? __________________________

*Include tax year and non-, full- or part-year resident return, as applicable.

In which state(s)* will he/she/they file for the next tax year? __________________________

*Include tax year and non-, full- or part-year resident return, as applicable.

Part 4 - Employment of parent, spouse, or legal guardian upon whom you are dependent:

List all employment of parent/spouse/legal guardian for the previous 24 months. Please begin with the most recent employment

<table>
<thead>
<tr>
<th>Employer</th>
<th>City</th>
<th>State</th>
<th>Duration (From MM/YY – To MM/YY)</th>
<th>Full-time or Part-time</th>
<th>Avg # hours per wk</th>
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I hereby certify that the information provided is complete and accurate. I understand that falsification or failure to provide complete and accurate information may result in the disqualification of my admission application and/or judicial disciplinary action by Coastal Carolina University.

Furthermore, I affirm that I have reviewed the Office of Student Accounts’s calendar, including all applicable payment deadlines and refund schedules for my term(s) of enrollment. Finally, I fully understand that submission of a resident application does not guarantee approval.

Name of Applicant (please print) __________________________

Signature of Applicant __________________________________________ Date ________________

Signature of Parent(s), Spouse or Legal Guardian(s) __________________________ Date ________________

IMPORTANT: In accordance with state law SECTION 59-112-90: Where it appears to the satisfaction of officials charged with administration of these provisions that a person has gained domiciliary status improperly by making or presenting willful misrepresentations of fact, such persons shall be charged tuition and fees past due and unpaid at the out-of-state rate, plus interest at a rate of eight percent per annum, plus a penalty amounting to twenty-five percent of the out-of-state rate for one semester; and until these charges have been paid no such student shall be allowed to receive transcripts or graduate from any State Institution.