Residency Checklist - Independent Students
For South Carolina Tuition and Fee purposes

Physical presence in the State of South Carolina for one year does not, in itself, satisfy the 12-month domicile requirement. The twelve month domicile period only begins to be measured when the independent person has concluded all requirements which establish a legal connection to South Carolina. The following documents are required to be submitted with your completed application. Listed below are the categories for which you may claim South Carolina resident status. Completed applications and required documentation must be submitted by the dates listed on the Residency Application Deadlines webpage at http://www.coastal.edu/admissions/resdeadlines.html. We may ask for additional documentation, if needed.

<table>
<thead>
<tr>
<th>Independent Student</th>
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</tr>
</thead>
<tbody>
<tr>
<td>(under 24 years of age)</td>
<td>(over 24 years of age)</td>
</tr>
<tr>
<td>□ Proof of permanent domicile in South Carolina – provide one of the following:</td>
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</tr>
<tr>
<td>      ▪ HUD* statement or</td>
<td>      ▪ HUD* statement or</td>
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<tr>
<td>      ▪ Deed* or</td>
<td>      ▪ Deed* or</td>
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<tr>
<td>      ▪ Lease agreement - private lease agreements must be accompanied by verifiable proof of payment from a financial institution, preferably in the form of canceled checks.</td>
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</tr>
<tr>
<td>(Cash receipts are not accepted.)</td>
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</tr>
<tr>
<td>□ South Carolina Vehicle Registration Card(s) – ALL vehicles registered to you</td>
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<tr>
<td>□ Independently filed prior year’s Federal tax transcript – instructions available on the following webpage:</td>
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<tr>
<td>□ South Carolina tax return</td>
<td>□ South Carolina tax return</td>
</tr>
<tr>
<td>□ Proof of income for prior 12 months (W-2’s and paystubs)</td>
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</tr>
<tr>
<td>□ Notarized Certificate of Independence</td>
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</tr>
<tr>
<td>□ Transfer students must provide the cost of attendance from any institution attended within the prior 12 months.</td>
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</tbody>
</table>

- DMV records may be required from some applicants to verify original issue dates of licenses or vehicle registrations.
- In addition to a HUD or deed, some homeowners may be asked to prove eligibility for the legal residence tax assessment ratio and the status (i.e. sale, rental, etc.) of their former residence.
## Exceptions to 12-Month Residency Requirement

### Residents with Full-Time Employment in South Carolina

If you are requesting resident status based on full-time employment* in South Carolina, the following documents are also required to be submitted with your completed application:

- Letter on company letterhead/stationery or notarized that must include the following:
  1. the effective date of your employment in South Carolina
  2. your employment is on a full-time basis
  3. the number of hours you work per week
  4. your eligibility for full-time benefits
- Most recent pay stub/voucher

*Persons who are self-employed should provide a notarized statement certifying the foregoing information and attach a photocopy of their South Carolina business license.

### Retired to South Carolina (with a Pension or an Annuity)

If you are requesting resident status based on retirement to South Carolina, the following documents are also required to be submitted with your completed application:

- Retirement statement or verification letter, reflecting South Carolina address
- Proof of pension or annuity payment, including withholdings of applicable SC state tax

### Military Exceptions

If you are requesting resident status based on a military exception, the following document(s) are also required to be submitted with your completed application, if applicable:

- Active duty members stationed in South Carolina – Submit a copy of your orders verifying your permanent assignment in South Carolina.
- Active duty members establishing domicile in South Carolina following a permanent assignment in South Carolina for which you have been physically present in the state for at least 12 months – Submit a copy of your orders, a current DD214, and a completed residency application with all supporting documents.
- Active duty members who have maintained South Carolina as their home of record for taxation purposes throughout their service – Submit a copy of your DD214, most recent orders placing you outside the state, and your most recent Leave and Earnings Statement (LES).

### Full-Time Faculty and Administrative Employees

If you are a full-time faculty or administrative employee of a state-supported college or university in South Carolina who does not intend to become a permanent resident of the state*, the following documents are also required to be submitted with your completed application:

- Letter on letterhead from the Human Resource department of your college/university that states:
  1. the effective date of your employment in South Carolina
  2. your employment is on a full-time basis
  3. the number of hours you work per week
  4. your eligibility for full-time benefits
- Most recent pay stub/voucher

* Approvals made under the “Full-Time Faculty and Administrative Employees” exception must be repeatedly verified prior to each eligible enrollment period. Full-time employees of state-supported colleges or universities in South Carolina who intend to become permanent residents of the state are encouraged to apply for resident classification under the “Residents with Full-Time Employment and their Dependents” exception.
INDEPENDENT RESIDENCY APPLICATION

This application is used to request classification as a South Carolina Resident for Tuition and Fee purposes. Please return the completed application with copies of all requested documents to the Admissions Office. All correspondence regarding your residency application will be emailed to you. If you have questions, please email scresidency@coastal.edu.

Student Name ____________________________________________________________________________________

First Middle Last

Social Security or CCU ID Number __________________________ Date of Birth________________________ Age ________

Phone Number __________________________ Email Address _____________________________________________

Current Address __________________________________________________________________________________

Street City State Zip

Initial Term of Enrollment________________________ Term for which I am requesting resident status __________________________

Have you ever applied for South Carolina resident status at Coastal Carolina University? ☐ Yes, when ___________ ☐ No (Term)

PART 1 - Purpose for Filing Application (check one)

I am requesting resident status on the basis that I:

☐ physically reside and established a permanent home in South Carolina for at least 12 months immediately preceding the term for which I am requesting resident status.

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

☐ have retired to South Carolina, am receiving pension/annuity and have been domiciled in the state for fewer than 12 months

☐ am on active military duty in South Carolina or Home of Record on L.E.S. is South Carolina

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

PART 2 - Domicile Information

A. When did you begin to physically and continually reside in South Carolina? __________________________

B. On what date did you establish permanent residence in South Carolina? (mm/dd/yyyy) __________________________

Please list addresses where you have lived during the past 24 months. Begin with your current address:

<table>
<thead>
<tr>
<th>Street</th>
<th>City/State</th>
<th>From (mm/yy)</th>
<th>To (mm/yy)</th>
<th>Rent</th>
<th>Private</th>
<th>Own</th>
<th>Commercial</th>
</tr>
</thead>
<tbody>
<tr>
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C. Are you a United States citizen? ☐ Yes ☐ No

Alien Registration/VISA number __________________________________ Date of Issue __________________________
D. Driver’s License Information: State________________________ Issue Date (mm/dd/yyyy) __________________________

Expiration Date ____________________________

☐ New ☐ Renewed

E. Name of the Person vehicle is registered to________________________ Issue Date (mm/dd/yyyy) __________________________

Vehicle Registration Information: State________________________ Issue Date (mm/dd/yyyy) __________________________

Expiration Date ____________________________

☐ New ☐ Renewed

Part 3 - Income Tax Information
Did you file federal and state income tax returns in any state during the past 24 months? ☐ Yes ☐ No

Type of Tax Return

<table>
<thead>
<tr>
<th>State</th>
<th>Year</th>
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<tbody>
<tr>
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</table>

Will you file an Income Tax return for the current year? ☐ Yes, in what state will you file? ________________ ☐ No

Last Tax Year you were claimed as a dependent?________________________ and by whom ________________________________

Part 4 - Employment Information
List all employment for the previous 24 months. Please begin with the most recent employment.

Employer

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>From</th>
<th>To</th>
<th>Full-Time/Part-Time</th>
<th>Number of Hours per week</th>
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<tbody>
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Part 5 - Educational Information
Did you or will you graduate from a South Carolina High School? ☐ Yes ☐ No

List all colleges and/or universities attended. Include attendance at Coastal Carolina University:

Name of Institution

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>From</th>
<th>To</th>
<th>Full-Time/Part-Time</th>
<th>In-state/Out of State</th>
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By checking this box, I hereby certify that the information I have provided is accurate and complete. I further understand that falsification or failure to provide the correct information may lead to disqualification of my application for admission to Coastal Carolina University. By providing my initials below, I acknowledge the submission of the above information to be used to determine South Carolina residency status for tuition and fee purposes.

Applicant Name (please print)________________________________________

Initials of Applicant __________________________ Date __________________________

IMPORTANT: Persons who are found to have made or presented willful misrepresentation of facts to improperly gain South Carolina resident status will be charged tuition and fees past due and unpaid at the out-of-state rates, plus interest at the rate of 8 percent per annum, plus a penalty amounting to 25 percent of the out-of-state rate for one semester; and until these charges are paid, such students will not be allowed to receive transcripts or graduate from the University.

Please Note: All required documents from the attached checklist must be submitted with this application.