Residency Checklist - Dependent 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. Please submit copies of documents listed below for the category for which you are claiming South Carolina resident status by the dates listed on the residency application deadlines webpage at [http://www.coastal.edu/admissions/resdeadlines.html](http://www.coastal.edu/admissions/resdeadlines.html). We may ask for additional documentation as needed.

<table>
<thead>
<tr>
<th>Married Parents of a Dependent Student</th>
<th>Divorced Parent of a Dependent Student</th>
<th>Separated Parent of a Dependent Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Proof of permanent domicile in South Carolina – provide one of the following:</td>
<td>□ Divorce decree and custody agreement</td>
<td>□ Legal separation* and custody agreement</td>
</tr>
<tr>
<td>• HUD* statement or</td>
<td>□ Proof of permanent domicile in South Carolina – provide one of the following:</td>
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</tr>
<tr>
<td>• Deed* or</td>
<td>• HUD* statement or</td>
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<tr>
<td>• Lease agreement - private lease agreements must be accompanied by <strong>verifiable</strong> proof of payment from a financial institution, preferably in the form of canceled checks. (Cash receipts are not accepted.)</td>
<td>• Deed* or</td>
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<tr>
<td>□ Both parent’s South Carolina driver’s license or state ID card</td>
<td>□ Lease agreement - private lease agreements must be accompanied by <strong>verifiable</strong> proof of payment from a financial institution, preferably in the form of canceled checks. (Cash receipts are not accepted.)</td>
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</tr>
<tr>
<td>□ South Carolina vehicle registration cards for <strong>ALL</strong> vehicles owned by parents</td>
<td>□ Qualifying parent’s South Carolina driver’s license or state ID card</td>
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</tr>
<tr>
<td>□ Parents’ prior year’s Federal tax transcript – instructions available on the following webpage: <a href="http://www.coastal.edu/financial_aid/verify/tax.html">http://www.coastal.edu/financial_aid/verify/tax.html</a></td>
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<td>□ <strong>Notarized</strong> Certificate of Dependence for <strong>upcoming</strong> tax year</td>
<td>□ South Carolina tax return</td>
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</tr>
</tbody>
</table>

*If your parents are not *legally separated*, your qualifying parent must have filed and continue to file separate tax returns claiming you as an exemption.
<table>
<thead>
<tr>
<th>Single (Never Married) or Widowed Parent of a Dependent Student</th>
<th>Court Appointed Legal Guardian of a Dependent Student</th>
<th>Spouse of a Dependent Student</th>
</tr>
</thead>
</table>
| ☐ Proof of permanent domicile in South Carolina – provide one of the following:  
  • HUD* statement or  
  • Deed* or  
  • Lease agreement - private lease agreements must be accompanied by verifiable proof of payment from a financial institution, preferably in the form of canceled checks.  
  *(Cash receipts are not accepted.)*  
| ☐ Court documents verifying guardian’s appointment  
  ☐ Proof of permanent domicile in South Carolina – provide one of the following:  
  • HUD* statement or  
  • Deed* or  
  • Lease agreement - private lease agreements must be accompanied by verifiable proof of payment from a financial institution, preferably in the form of canceled checks.  
  *(Cash receipts are not accepted.)*  
| ☐ Marriage license  
  ☐ Proof of permanent domicile in South Carolina – provide one of the following:  
  • HUD* statement or  
  • Deed* or  
  • Lease agreement - private lease agreements must be accompanied by verifiable proof of payment from a financial institution, preferably in the form of canceled checks.  
  *(Cash receipts are not accepted.)*  
| ☐ Parent’s South Carolina driver’s license or state ID card  
  ☐ South Carolina vehicle registration cards for ALL vehicles owned by parent  
  ☐ Parents’ prior year’s Federal tax transcript – instructions available on the following webpage: [http://www.coastal.edu/financial aid/verify/tax.html](http://www.coastal.edu/financial aid/verify/tax.html)  
| ☐ Guardian’s South Carolina driver’s license or state ID card  
  ☐ South Carolina vehicle registration cards for ALL vehicles owned by guardian(s)  
  ☐ Guardian’s prior year’s Federal tax transcript – instructions available on the following webpage: [http://www.coastal.edu/financial aid/verify/tax.html](http://www.coastal.edu/financial aid/verify/tax.html)  
| ☐ Your and your spouse’s South Carolina driver’s license or state ID card  
  ☐ South Carolina vehicle registration cards for ALL vehicles owned by you and/or your spouse  
  ☐ Your jointly filed prior year’s Federal tax transcript – instructions available on the following webpage: [http://www.coastal.edu/financial aid/verify/tax.html](http://www.coastal.edu/financial aid/verify/tax.html)  
| ☐ Notarized Certificate of Dependence for upcoming tax year  
  *The death certificate of a deceased parent is required for a student applying as a dependent of a widowed parent.*  
| ☐ South Carolina tax return  
  ☐ Notarized Certificate of Dependence for upcoming tax year  
| ☐ Your and your spouse’s proof of income for prior 12 months (W-2’s and paystubs)  
  ☐ Notarized Certificate of Dependence for upcoming tax year  

*If your guardian is not court-appointed, you must provide three years of taxes verifying you were claimed as his or her exemption, as well as a personal statement regarding your circumstances.*
# 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.