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 (under 24 years of age)</th>
<th>Independent Student (over 24 years of age)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Proof of permanent domicile in South Carolina – provide one of the following:</td>
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<tr>
<td>• HUD* statement or</td>
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<td>□ <strong>Independently</strong> filed prior year’s Federal tax transcript – instructions available on the following webpage: <a href="http://www.coastal.edu/financialaid/verify/tax.html">http://www.coastal.edu/financialaid/verify/tax.html</a></td>
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<td>□ South Carolina tax return</td>
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<td>□ Proof of income for prior 12 months (W-2’s and paystubs)</td>
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- 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:

1. 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
2. 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:

1. Retirement statement or verification letter, reflecting South Carolina address
2. 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:

1. Active duty members stationed in South Carolina – Submit a copy of your orders verifying your permanent assignment in South Carolina.
2. 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.
3. 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:

1. 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
2. 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.