

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** a Dependent 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. You may check your resident status and requested items related to residency via [WebAdvisor](#).

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 you are requesting the change take effect; deadlines are firm. Once submitted, it is the **student’s responsibility** to monitor their resident application via [WebAdvisor](#) and check CCU email frequently.

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 from 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.

 **ALL applicable 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. Applicants with documentation issued **within the prior 12 months** must meet an **exception** to qualify, until the 12-month establishment period has been fully satisfied. Review the [state regulation](#) BEFORE applying.

Married Parents of a Dependent Student	Divorced/Separated Parent of a Dependent Student
<ul style="list-style-type: none"> <input type="checkbox"/> Dependent South Carolina Resident Application <input type="checkbox"/> Proof of permanent domicile in South Carolina - One of the following are acceptable: HUD 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. <input type="checkbox"/> <u>Both parents’</u> South Carolina Driver License* or State ID Card* <input type="checkbox"/> South Carolina Vehicle Registration Card(s)* – Must submit <u>ALL</u> vehicles registered solely or jointly in ANY state. <input type="checkbox"/> <i>Federal Tax Return Transcript</i> – 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. <input type="checkbox"/> Parents’ complete South Carolina tax return, if applicable <input type="checkbox"/> Notarized Certificate of Dependence 	<ul style="list-style-type: none"> <input type="checkbox"/> Dependent South Carolina Resident Application <input type="checkbox"/> Legal separation or divorce decree <u>and</u> custody agreement <input type="checkbox"/> Proof of permanent domicile in South Carolina - One of the following are acceptable: HUD 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. <input type="checkbox"/> <u>Qualifying parent’s (and step-parent’s, if applicable)</u> South Carolina Driver License* or State ID Card* <input type="checkbox"/> South Carolina Vehicle Registration Card(s)* – Must submit <u>ALL</u> vehicles registered solely or jointly in ANY state. <input type="checkbox"/> <i>Federal Tax Return Transcript</i> – 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. <input type="checkbox"/> Parents’ complete South Carolina tax return, if applicable <input type="checkbox"/> Notarized Certificate of Dependence

Single (Never Married) or Widowed* Parent of a Dependent Student	Legal Guardian of a Dependent Student
<ul style="list-style-type: none"> <input type="checkbox"/> Dependent South Carolina Resident Application <input type="checkbox"/> Proof of permanent domicile in South Carolina - One of the following are acceptable: HUD 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. <input type="checkbox"/> Parent’s South Carolina Driver License* or State ID Card* <input type="checkbox"/> South Carolina Vehicle Registration Card(s)* – Must submit <u>ALL</u> vehicles registered solely or jointly in ANY state. <input type="checkbox"/> <i>Federal Tax Return Transcript</i> – 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. <input type="checkbox"/> Parent’s complete South Carolina tax return, if applicable <input type="checkbox"/> Notarized Certificate of Dependence <p><i>*Please submit a death certificate or obituary when applying as the dependent of a widowed parent.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Dependent South Carolina Resident Application <input type="checkbox"/> Court documents verifying legal guardianship or custody* <input type="checkbox"/> Proof of permanent domicile in South Carolina - One of the following are acceptable: HUD 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. <input type="checkbox"/> Guardian’s South Carolina Driver License* or State ID Card* <input type="checkbox"/> South Carolina Vehicle Registration Card(s)* – Must submit <u>ALL</u> vehicles registered solely or jointly in ANY state. <input type="checkbox"/> <i>Federal Tax Return Transcript</i> – 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. <input type="checkbox"/> Guardian’s complete South Carolina tax return, if applicable <input type="checkbox"/> Notarized Certificate of Dependence <p><i>*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.</i></p>
Spouse of a Dependent Student	
<ul style="list-style-type: none"> <input type="checkbox"/> Dependent South Carolina Resident Application <input type="checkbox"/> Marriage license <input type="checkbox"/> Proof of permanent domicile in South Carolina - One of the following are acceptable: HUD 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. <input type="checkbox"/> Your and your spouse’s South Carolina Driver License* or State ID Card* <input type="checkbox"/> South Carolina Vehicle Registration Card(s)* – Must submit <u>ALL</u> vehicles registered solely or jointly in ANY state. <input type="checkbox"/> Jointly filed <i>Federal Tax Return Transcript</i> – 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. <input type="checkbox"/> Your complete jointly filed South Carolina state return, if applicable <input type="checkbox"/> Your and your spouse’s proof of income for the past 12 months, which will be used to verify your financial dependence 	
<p><i>*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.</i></p> <p><i>*Driving records, tax renewal notices, vehicle bills of sale or other supporting documentation should be supplied to support documents that have issuance dates within the 12 months prior to the first day of class.</i></p>	



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:
name of parent(s)/guardian(s)/spouse

- 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 Yes No
(Response #1) (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 _____
 Street City State Zip (MM/DD/YYYY) (MM/DD/YYYY)

He/She/They resided at _____ from _____ to _____
 Street City State Zip (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

Employer	City	State	Duration (From MM/YY – To MM/YY)	Full-time or Part-time	Avg # hours per wk

Employer	City	State	Duration (From MM/YY – To MM/YY)	Full-time or Part-time	Avg # hours per wk

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.