

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>	