

South Carolina Resident Checklist – Independent 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** an Independent 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, an “independent person” is defined as one in his or her majority (eighteen years of age or older) or an emancipated minor, whose predominant source of income is his or her own earnings or income from employment, investments, or payments from trusts, grants, scholarships, commercial loans, or payments made in accordance with court order. An independent person must provide more than half of his or her support during the 12 months immediately prior to the date that classes begin for the semester for which resident status is requested. An independent person cannot claim the domicile of another individual as their own for the purposes of establishing intent to become a South Carolina resident. An independent person must have established his or her own domicile for twelve months prior to receiving instate tuition and fees. An independent person cannot be claimed as a dependent or exemption on the federal tax return of his or her parent, spouse, or guardian for the year in which resident status is requested.



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.

- [Independent South Carolina Resident Application](#)
- 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.**
- South Carolina Driver License* or State ID Card*
- South Carolina Vehicle Registration Card(s)* – Must submit ALL vehicles registered solely or jointly in ANY state. If the vehicle you operate is registered to someone else, please provide a statement to that affect, along with a copy of their vehicle registration card. If you do not own or operate a vehicle, provide a statement to that affect.
- Independently filed Federal Tax Return Transcript** – [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](#).
- Independently filed South Carolina Tax Return** (SC 1040 forms are acceptable)
- Notarized Certificate of Independence** for future tax years (only required if under the age of 24 at the time of application)
- Verifiable income** – submit any W-2 and/or pay stub that represents income earned within the prior 12 months. Only the most recently dated pay stub, per employer, is required. To be deemed financially independent, applicants must demonstrate 51% of their own financial support based on their prior 12 month’s applicable [cost of attendance](#).
- Transfer students** (if enrolled within the prior 12 months) must provide their prior institution’s **cost of attendance** (see the institution’s Financial Aid Office) and evidence of any financial aid received to accurately determine financial independence.

*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.

*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.

SOUTH CAROLINA RESIDENT APPLICATION – INDEPENDENT

This application is designed to request classification as an independent South Carolina resident for tuition and fee purposes. In order to complete this application, all supporting documents from the corresponding [independent 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 _____

Note: Applications are complete once ALL applicable documents from the appropriate [independent checklist](#) are received.

Part 1 - Purpose for filing application (check one):

I am requesting South Carolina resident status as an independent person who:

- has established and maintained his or her 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:

Are you a United States citizen? Yes No*

**If no and applicable, please provide a copy of the applicable citizenship document verifying your lawful status in the United States.*

Date you began permanently and continuously residing in South Carolina: _____
(MM/DD/YYYY)

List your physical address(es) for (at least) the previous two (2) years:

I resided at _____ from _____ to _____
Street City State Zip (MM/DD/YYYY) (MM/DD/YYYY)

I resided at _____ from _____ to _____
Street City State Zip (MM/DD/YYYY) (MM/DD/YYYY)

Do you rent or own your current residence?

Do you have an originally issued South Carolina driver license or a renewed South Carolina driver license?



How many vehicles do you own or lease (with or without lien)? _____

Is/Are your current vehicle registration(s) new or renewed?

If you operate a vehicle registered to another person, please list the name and state under which the vehicle is registered:

 Name of vehicle owner(s) State Registered

Part 3 - Income tax information:

Did/Will you file a **Federal** Income Tax Return during the most recent tax year? Yes No

If no, please explain why not: _____

Did/Will you file a **State** Income Tax Return(s) during the most recent tax year? Yes No

If yes, in which state(s)* did you file? _____

**Include tax year and non-, full- or part-year resident return, as applicable.*

In which state(s)* will you file for the next tax year? _____

**Include tax year and non-, full- or part-year resident return, as applicable.*

Part 4 - Employment information: (List additional employers on the reverse or on a separate sheet of paper.)

List all employment from which verifiable income was earned within the past **24 months**, beginning with your current employment.

Employer	City	State	Duration (From MM/YY – To MM/YY)	Full-time or Part-time	Avg # hours per wk
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Employer	City	State	Duration (From MM/YY – To MM/YY)	Full-time or Part-time	Avg # hours per wk
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Part 4 - Educational information:

Did you or will you graduate from a South Carolina high school? Yes No

If applicable, list the college or university you have attended during the past 12 months: (If multiple, list additional institutions on the reverse.)

Name of institution	City	State	Dates of attendance (From MM/YY – To MM/YY)	Full-time/Part-time	In-state/Out-of-State
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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 _____

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.