

## 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.