Checklist for Dependent Student Applicants

**This checklist is meant to be a general guide. We reserve the right to ask for more documentation if necessary. If you are unable to submit any of the documents listed on the checklist, please contact the Legal Residency Office for further guidance, as we may be able to accept alternate documents depending on circumstances.**

- Completed and signed Dependent Student Application form (completed by the student)
- Copy of student’s valid SC driver’s license or non-driver state ID
- Copy of parent(s) or spouse’s valid SC driver’s license or non-driver state ID
- Copies of SC vehicle registration cards
- Copies of parent or spouses’ Federal and state tax returns from the previous year (pages 1 & 2 of each)
- Proof of parents’ or spouse’s domicile
  - **Property owners** need to provide a copy of deed or settlement for their home, showing it is in his/her name
  - **Renters** need to bring in a valid lease or leases that show(s) where they have resided for at least the 12 months prior to the semester in which student is applying for residency
- **Non- U.S. Citizen Parents** - provide copies of their Permanent Resident cards or valid Visas. If you cannot provide these documents, please submit proof of the student’s U.S. citizenship or legal status in the United States, such as a U.S. Passport, birth certificate, visa, alien registration case, permanent resident card or similar document. If you have already submitted such documentation to the College in connection with some other process (e.g., I-9 employment verification), please let us know, as you generally will not need to submit duplicate documentation.
- **Non-U.S. Citizen Students** – provide copies of your Permanent Resident card or valid Visa.
- **SC Parents**: Both parents should complete, sign, and have notarized the “Certificate of SC Parent’s Residency” form if they are both living in the state. A hard copy (original, notarized form) will need to be turned in to the Legal Residency Office.
- **Out-of-State Parents**: In cases where one parent is residing in SC and the other lives out of the state, the out-of-state parent will complete, sign, and have notarized the “Out-of-State Parent Affidavit” form. In the instance of divorced parents, normally we will also need copies of this parent’s tax returns to make sure that the out-of-state parent did not claim the student as their dependent for the previous year. If the out-of-state parent did, then we will need either a joint-custody agreement between the out-of-state parent and the parent claiming to be a SC resident or evidence of the SC parent paying court ordered child support in order to prove that the student is indeed technically a dependent of the SC resident. A hard copy will need to be turned in to the Legal Residency Office.
- **SC Spouses**: Spouses of student applicants will need to fill out, sign, and have notarized the “Certificate of Independent Spouse’s Residency” form. We will need copies of tax returns from the previous year if they did not file jointly with the student, so that we can make sure they are in fact “Independent” and making enough money to support the student. In these cases, we will also need a copy of the marriage license. Other financial documentation might be requested of the spouse. A hard copy will need to be turned in to the Legal Residency Office.

**Lived here for less than 12 months? Here are the exceptions for not meeting the 12 month residency requirement:**

- **Full-time Employees**: If SC parent or spouse has lived here for less than 12 months, but they are full-time employed, the student might still qualify for in-state tuition. The parent or spouse who is employed must provide a letter from their employer, stating the date they began working for that company, the amount of hours they work in a week, and when SC taxes started being taken out of their pay (the last one is only applicable for people who have worked for a company based outside of SC for a while and have recently moved here and will begin paying taxes into SC). Also, we will need a pay stub to verify hours worked. Full-time employment is considered to be 37 ½ hours worked a week and/or receiving full-time benefits. Full-time employees are expected to keep their full time job until the 12 month requirement is met. We will
check back in a year from when your SC license was issued to confirm that you remained continuously employed full-time.

☐ **Retired Persons:** Provide proof that you are receiving a pension or an annuity taxable in the state of SC.