Checklist for Dependent Student Applicants

“Dependent Person” is defined as one whose predominant source of income or support is from payments from a parent, spouse, or legal guardian and who qualifies for and is claimed as an exemption on the Federal income tax return of the parent, spouse, or legal 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.

**This checklist is meant to be a general guide. We reserve the right to ask for more documentation if necessary**

- Completed and signed Dependent Student Application form (completed by the student)
- Copy of student’s valid SC driver’s license
- Copy of parent(s) or spouse’s valid SC driver’s license
- 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. Citizens (parents and students) - provide copies of their Permanent Resident cards or valid Visas.
- 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.