

College of Charleston ♦ Legal Residency Office
66 George Street ♦ Charleston, SC 29424
Phone: 843.953.7312 Fax: 843.953.3906
www.legalresidency.cofc.edu

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****

Married Parents of Dependent Student:

- Completed and signed Application for Classification as a South Carolina Resident
- Copy of **both parents’** South Carolina driver’s license
- Copy of South Carolina vehicle registration card(s) for **all** vehicles
- Proof of permanent, primary domicile in South Carolina – Acceptable proof includes: deed, commercial lease or settlement statement.
- Copy of federal and state tax return **transcripts** – any other tax return will **not** be accepted
- Notarized Certificate of Dependence
- 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.

Divorced/Separated Parent of Dependent Student

- Completed and signed Application for Classification as a South Carolina Resident
- Legal** separation or divorce decree **and** custody agreement – notarized documents are not accepted
- Copy of qualifying parent’s (and step-parent) South Carolina Driver’s license
- Copy of South Carolina vehicle registration card(s) for **all** vehicles
- Proof of permanent, primary domicile in South Carolina – Acceptable proof includes: deed, commercial lease or settlement statement.
- Copy of federal and state tax return **transcripts** – any other tax return will **not** be accepted
- Notarized Certificate of Dependence
- 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.

Legal Guardian of a Dependent Student:

- Completed and signed Application for Classification as a South Carolina Resident
- Legal guardianship papers through court order
- Copy of guardian's South Carolina Driver's license
- Copy of South Carolina vehicle registration card(s) for all vehicles
- Proof of permanent, primary domicile in South Carolina – Acceptable proof includes: deed, commercial lease or settlement statement.
- Copy of federal and state tax return transcripts showing student is claimed as dependent
- Notarized Certificate of Dependence

Spouse of a Dependent Student

- Completed and signed Application for Classification as a South Carolina Resident
- Copy of marriage license
- Copy of you and your spouse's South Carolina Driver's licenses
- Copy of South Carolina vehicle registration card(s) for all vehicles
- Proof of permanent, primary domicile in South Carolina – Acceptable proof includes: deed, commercial lease or settlement statement.
- Copy of jointly filed federal and state tax return transcripts – any other tax return will not be accepted
- If under the age of 24, you will need to provide proof of financial independence

ALL documents should 12 months prior to the start of the term in which you are requesting South Carolina residency status for tuition and fee purposes, unless you qualify for one of the exceptions below

Exceptions

- Full-time employment.** Please attach a letter on letterhead that states (a) the effective date of your employment in South Carolina, (b) that employment is on a full-time basis, (c) the number of hours worked per week (please provide your most recent paystub showing hours worked) and (d) your eligibility for full-time benefits. Persons who are self-employed must provide a notarized statement certifying the above information, and attach a photo copy of their business license. **You must plan on keeping a full-time job until your SC driver's license turns a year old.**
- Retirement.** If you're an independent student applying as a senior citizen or a retired person, you must show proof you're receiving a retirement pension/annuity that's taxable in SC.

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Certificate of Dependence

(MUST be completed **entirely** or will be rejected)

We/I _____ of _____,
(Parent(s)/Legal Guardian) (Student Name)

_____, declare under oath this _____ of _____, 20____ that we reside at
(CWID) (Day) (Month) (Year)

_____ in _____,
(Street Address) (State) (County)

We/I will claim _____ as a dependent or exemption on our/my 20____ federal and
(Student Name)

state income tax returns and provide a copy of the return **transcripts** no later than **May 1** of the applicable tax year.

Signature _____ Date _____

Signature _____ Date _____

Notary Public Stamp and Seal

Sworn before me this _____ day of _____, 20____

Signature _____

Notary Public for the State of _____

My Commission Expires _____