

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 a general guide. We reserve the right to ask for more documentation if necessary****

Married Parents of Dependent Student:

- Completed & signed Residency Petition Application.
- Copy of **both parents'** South Carolina driver's license.
- Copy of South Carolina vehicle registration card(s) for **all** vehicles that you are in full or partial ownership. If registrations were recently renewed, please provide a prior registration, tax receipt, or a copy of your plate history from the SC DMV. This must be requested from the DMV and can only be received by mail.
- Proof of permanent, primary domicile in South Carolina - Acceptable proof includes, but is not limited to: deed, commercial lease or settlement statement. If renting, please provide a copy of rental agreement for. If you own your home, please provide a copy of the closing statement or deed on house. 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 accepted.
- Copy of most recent Federal 1040 pages 1 & 2.
- Copy of most recent SC tax returns (all pages) If you filed as Non-Resident or Part-Year Resident, provide NR/PY schedule. If filed taxes in more than one state, provide taxes from both states. If you filed for tax extension or non-filing status, provide a copy of the extension you filed or obtain statement from IRS about non-filing status.

Non-US Citizen Parents - Provide copies of their Permanent Resident Cards or valid Visas.

Divorced/Separated Parents of Dependent Student:

- Completed & signed Residency Petition Application.
- Legal separation or divorce decree and custody agreement.
- Copy of qualifying parent's (and stepparent) South Carolina driver's license.
- Copy of qualifying parent's (and stepparent) South Carolina vehicle registration card(s) for all vehicles that you are in full or partial ownership. If registrations were recently renewed, please provide a prior registration, tax receipt, or a copy of your plate history from the SC DMV. This must be requested from the DMV and can only be received by mail.
- Proof of permanent, primary domicile in South Carolina - Acceptable proof includes, but is not limited to: deed, commercial lease or settlement statement. If renting, please provide a copy of rental agreement for. If you own your home, please provide a copy of the closing statement or deed on house. 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 accepted.
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Legal Guardian of a Dependent Student:

- Completed & signed Residency Petition Application.
- Court documents verifying legal guardianship or custody.

- Copy of South Carolina vehicle registration card(s) for all vehicles that you are in full or partial ownership. If registrations were recently renewed, please provide a prior registration, tax receipt, or a copy of your plate history from the SC DMV. This must be requested from the DMV and can only be received by mail.

- Proof of permanent, primary domicile in South Carolina - Acceptable proof includes, but is not limited to: deed, commercial lease or settlement statement. If renting, please provide a copy of rental agreement for. If you own your home, please provide a copy of the closing statement or deed on house. 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 accepted.

- Copy of Guardian's most recent Federal 1040 pages 1 & 2.

- Copy of Guardian's most recent SC tax returns (all pages) If you filed as Non-Resident or Part-Year Resident, provide NR/ PY schedule. If filed taxes in more than one state, provide taxes from both states. If you filed for tax extension or non-filing status, provide a copy of the extension you filed or obtain statement from IRS about non-filing status.

Spouse of a Dependent Student:

- Completed & signed Residency Petition Application.

- Copy of you and your spouse's South Carolina Driver's licenses.

- Copy of South Carolina vehicle registration card(s) for all vehicles If registrations were recently renewed, please provide a prior registration, tax receipt, or a copy of your plate history from the SC DMV. This must be requested from the DMV and can only be received by mail.

- Proof of permanent, primary domicile in South Carolina - Acceptable proof includes, but is not limited to: deed, commercial lease or settlement statement. If renting, please provide a copy of rental agreement for. If you own your home, please provide a copy of the closing statement or deed on house. 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 accepted.

- Copy of most recent jointly filed federal tax return.

- Copy of most recent jointly filed South Carolina tax return, if applicable.

- Your and your spouse's proof of income for the past 12 months used to verify your financial dependence.
- Copy of marriage certificate.

ALL documents MUST be twelve months prior to the start of the term in which you are requesting South Carolina residency status for tuition and fee purposes.

Retired Persons and their Dependent

- Completed and signed Residency Petition Application.
- Copy of Retiree's South Carolina driver's license.
- Copy of Retiree's South Carolina vehicle registration card(s) for all vehicles that you are in full or partial ownership. If registrations were recently renewed, please provide a prior registration, tax receipt, or a copy of your plate history from the SC DMV. This must be requested from the DMV and can only be received by mail.
- Proof of permanent, primary domicile in South Carolina - Acceptable proof includes, but is not limited to: deed, commercial lease or settlement statement. If renting, please provide a copy of rental agreement for. If you own your home, please provide a copy of the closing statement or deed on house. 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 accepted.
- Copy of most recent Federal 1040 pages 1 & 2.
- Retirement statement
- Proof of pension or annuity payment/direct deposit