



Office of the Registrar
171 Moultrie Street
Charleston SC 29409
Telephone: 843.953.6706

Application for South Carolina Resident Classification for Fee Purposes

(Please allow four to six weeks for processing.)

Please check appropriate categories: Cadet Graduate Student Evening Undergraduate
 Incoming Freshman or Transfer Student Fifth Year Student

PERSONAL INFORMATION

Applicant's Name:

Last **First** **Middle**
CIT/SSN Number: _____ Date of Birth: _____ Age: _____

Marital Status: _____ If married, date of marriage: _____

E-Mail Address: _____ Cell Phone: _____

Permanent Phone: _____ Present Daytime Phone: _____

Present Address: _____

Permanent Home Address: _____

List all addresses where you have lived during the past two years and give the dates you lived at each. (Give most recent address information first).

Address	Date
_____	_____
_____	_____

Semester you are requesting in-state status to begin: _____

Date classes will begin for the semester for which you are requesting in-state status: _____

Have you applied for in-state resident before? _____ If so, when? _____

Citizenship (check only one)

- U.S. citizen
- Not U.S. citizen, but permanent resident of U.S. – **Date permanent resident status granted** _____
- Other; give visa type _____

***If you are not a U.S. citizen, attach photocopy of official documents verifying your immigrant status.**

Provide in the space below a clear and complete statement covering the following items and any other facts and circumstances which, in your opinion, establishes legal residence in South Carolina. Attach another sheet if necessary.

- (1) Purpose for coming/returning to South Carolina;
- (2) When you decided to establish/re-establish permanent residence in South Carolina;
- (3) Factors which influenced your decision to establish permanent residence on date given in above;
- (4) Immediate and long-range plans;
- (5) Reasons why you expect to move out of the state after completing your studies or to remain in South Carolina indefinitely.

PART 1. Filing Status (check only one)

• **I am requesting SC resident based on the provision that:**

___ (A) I am an independent person who has physically resided in South Carolina, off campus, for at least twelve months immediately preceding the term in which I am requesting SC residency. *(Complete Part 2, 3, 4 & 7 - attach proof and complete a Student's Affidavit of Financial Independence form & a Certificate of Independence form)*

___ (B) I am an independent person and full-time (37.5 hrs) employee in South Carolina who has been a permanent resident in the state for less than twelve months. *(Complete Part 2, 3, 4 & 7 - attach proof and A Certificate of Independence form))*

___ (C) I am a dependent of a parent/spouse who has physically resided and established a permanent resident in South Carolina for at least twelve months immediately preceding the term I am requesting SC residency.

Name and relationship of person upon whom you are dependent: _____
(Complete Parts 5, 6 & 7 -attach proof)

___ (D) I am a dependent of a parent/spouse who is a full-time(37.5 hrs) employee in South Carolina who has been a permanent resident of South Carolina for less than twelve months immediately preceding the term I am requesting SC residency.

Name and relationship of person upon whom you are dependent: _____
(Complete Parts 5, 6 & 7- Attach proof)

___ (E) I am a dependent of a parent/spouse who has retired and receiving a retirement pension or annuity, and has physically resided and established a permanent resident in South Carolina preceding the term I am requesting SC residency.

Name and relationship of person upon whom you are dependent: _____
(Complete Parts 5, 6 & 7 -Attach proof)

___ (F) I am a South Carolina State employee: Name of the state agency you work for _____
(Complete part 3& 7 - Attach proof of employment)

___ (G) I am a dependent whose parent/spouse is a South Carolina State employee. Name, relationship and what state agency does parent/spouse work for: _____

(Complete Parts 5, 6 & 7- Attach proof)

Military Service (Military applicant complete this section only)

Check one

___ (A) I am on active military duty in South Carolina. Military installation to which you're stationed: _____
Date assignment began in South Carolina: _____
(Complete Part 7 -Attach photocopy of military orders)

___ (B) I am a dependent whose parent/spouse is on active military duty in South Carolina.

Military installation to which your parent/spouse is stationed: _____
Date assignment began in South Carolina: _____

(Complete Part 7 -Attach photocopy of military orders and a photocopy of sponsor's signed federal income tax return from the previous tax year).

___ (C) I am a dependent whose parent/spouse is on active military duty in another state but is a legal resident of South Carolina.

Name and relationship of person upon whom you are dependent: _____
(Complete Part 7 -Attach a photocopy of parent/spouse's DD 2058 form, a signed copy of their previous year federal income tax and signed copies of SC State income taxes from the pass three years).

Enlisting in the South Carolina National Guard does not qualify you as a South Carolina resident.

Members of the military permanently assigned in SC on active duty and their dependents qualify under an exception category. Military members and their dependents may be charged in-state tuition and fees without having to establish a permanent home in South Carolina.

SC residents who are members of the military stationed outside of SC and their dependents may receive in-state tuition and fees if they continue to claim SC as their state of legal residency. SC residents who change their state of legal residence lose their SC resident status for tuition and fee purposes.

PART 2. Domicile Information

- Date you came/returned to South Carolina: _____
- How long have you physically and continuously resided in South Carolina? _____
- Do you own or rent your place of residence? _____ If own, when did you purchase it? _____
City/State of Residence _____
****Attach a copy of lease with your name on it or deed to your home)**
- Are all, or substantially all, of your possessions in SC? _____ If so, how long? _____
- Do you have a bank account at a bank in South Carolina? _____ If so, how long? _____
- Do you have a bank account at a bank in another state? _____ If so, in what state? _____
- Do you have a valid driver's license? _____ If so, in what state and the date of issue: _____
****If you have a South Carolina license, attach a photocopy?**
- Are you currently registered to vote? _____ If so, in what state and the date issue: _____
****If registered voter in South Carolina, attach a photocopy of voter's certificate.**
- Is the motor vehicle which you use registered in your name? _____ If not, in whose name is it registered?
_____ Relationship _____ In what state is your vehicle registered? _____
Date of current registration _____
****If your motor vehicle is registered in South Carolina, attach a photocopy of current vehicle registration certificate.**
***If you do not own a vehicle in South Carolina, attach a notarized letter stating that you do not own a vehicle in South Carolina.**
- Did you file state income tax returns in any state during the past 24 months? _____ If so, when and in what state did you file the return?

State	Year	Date Filed

****If filed SC state returns the previous tax year, attach photocopy of the first page and signature page. Also, attach a copy of Federal return and W -2 forms for the previous tax year. (Tax returns submitted must be signed.)**

- Will you file state income tax return for the current tax year? _____ If so, in what state will you file? _____
- Were you claimed as a dependent on someone's income tax return for the previous year? _____ Whose?

Name Relationship
- Will you be claimed as a dependent on someone's income tax return for the current year? _____
- If so, name, relationship, and address of person who will claim you:

Name Relationship Address

Owning property by itself does not allow student to receive in-state tuition, as the other requirements still must be met. For parents of dependent students, South Carolina must be the primary state of residence. Simply owning property is not sufficient.

On-campus housing is considered temporary because you must be a student to live in it. As a result, you may not use on-campus housing to prove in-state residency.

You need to establish residency and show you are in South Carolina for reasons other than attending college.

PART 3. Employment Information

- List all employment for previous 24 months:

<u>Dates</u>	<u>Employer</u>	<u>City/State</u>	<u>Full-time or Part-time</u>	<u>No. Hours Per Week</u>

- Are you currently employed? Employer _____
Hours/week _____ How long with current employer? _____

**If full-time, please attach a letter from your employer. The letter must be on letterhead stationery. The letter needs to state: (a) the effective date of your employment in South Carolina, (b) that such employment is on a full-time basis (37.5 hrs), and (c) the number of hours you work per week.*

***Persons who are self-employed should provide a notarized statement certifying the foregoing information and submit a copy of their South Carolina business license.*

****If you are requesting in-state status based on your retirement, attach official documentation which verifies that you receive a retirement pension or annuity.*

PART 4. Educational Information

- List high school(s) attended:

<u>Dates</u>	<u>Name of High School</u>	<u>City/State</u>

- List all colleges and universities attended: (Include attendance at The Citadel)

<u>Dates</u>	<u>Name of Institution</u>	<u>City/State</u>	<u>Full-time or Part Time</u>	<u>Resident or Non-resident</u>

PART 5. Domicile of Person Upon Whom In-state Determination Is To Be Based (To be completed if you are a dependent person.)

Name of person: _____ Relationship: _____

- How long has person physically resided in South Carolina as a legal resident of the state? _____, from _____, 20_____, to _____, 20_____.
- Is this person a U.S. citizen? _____ If not, type of visa person holds: _____
Date of issue: _____ ****Attach photocopy of the person's visa or alien registration card (front and back.)**
- Has the person ever claimed you as a dependent (or exemption) on their federal income tax return? _____ If so, tax year person last claimed you? _____ Will person claim you as a dependent (or exemption) on current year's federal return? _____
****If claimed as a dependent (or exemption) the previous tax year, attach photocopy of first page and signature page, if applicable, of person's federal income tax return for the previous tax year. (Tax return submitted must be signed.)**
- Did person file a South Carolina income tax return for the previous tax year? _____ If so, date filed: _____
Will person file a South Carolina return for the current tax year? _____
****If person filed a South Carolina return for the previous tax year, attach a photocopy of the first page and signature page, if applicable. Also, attach a copy of all other state returns filed for the previous tax year. (Tax returns submitted must be signed)**

- Does person have driver's license? _____ If so, in what state? _____
Date of Issue: _____ ****If person has South Carolina driver's license, attach photocopy of license.**
- Is the person a registered voter? _____ If so, in what state? _____ Date of Registration: _____
****If registered voter in South Carolina, attach photocopy of voter registration certificate.**
- Does person own a vehicle? _____ If so, in what state is the vehicle registered? _____
****If person does not own a vehicle in South Carolina, they need to submit a notarized statement stating they do not own a vehicle in SC.**
- Date of current vehicle registration certificate: _____
****If vehicle registered in South Carolina, attach a photocopy of current registration certificate.**
- Does person own a home in South Carolina? _____ If so, date purchased: _____
- Addresses where person has lived during the past 24 months:

<u>Address</u>	<u>City/State</u>	<u>Dates</u>
_____	_____	_____
_____	_____	_____

PART 6. Employment of Person upon Whom In-state Determination Is To Be Based (To be completed if you are a dependent person.)

- List employment of person for past 24 months:

<u>Dates</u>	<u>Employer</u>	<u>City/State</u>	<u>Full-time or Part-time</u>	<u>No Hours per Week</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
 - If person is employed, does person expect any change in his or her employment within the next six months? _____
If so, explain _____.
- *If you are requesting in-state status based on person's full-time employment in the state, attach a letter (on letterhead stationery or notarized) from person's employer. The letter needs to state: (a) the effective date of person's employment in South Carolina, (b) that such employment is on a full-time basis (37.5 hrs), and (c) the number of hours person works a week.*
- **Persons who are self-employed should provide a notarized statement certifying the foregoing information and submit a copy of their South Carolina business license.*
- ***If you are requesting in-state status based on person's retirement, attach official documentation which verifies that the person receives a retirement pension or annuity.*

PART 7. Signature

I hereby certify that the information I have provided is accurate and that I am making this application in good faith based on a belief that I am eligible to pay tuition and fees at the rate afforded to legal residents of South Carolina.

Applicant's Signature

Date

REFUND POLICY: All requests for refunds are limited to the current term of enrollment.