

Horry-Georgetown Technical College’s Office of Admissions is required to follow the residency requirements established by the South Carolina Commission on Higher Education when determining residency classification. The completion of this application in its entirety is required to determine the eligibility of students requesting a change in residency classification for tuition and fee purposes. Residency requirements may be found online at [www.che.sc.gov](http://www.che.sc.gov). Typically, establishing domicile in South Carolina for tuition and fee purposes takes a minimum of 12 months (see exemptions). Certain steps must be taken by the resident to formally establish permanent domicile in order to qualify for in-state or in-county tuition and fee rates as an eligible South Carolina resident. The following checklists outline a general list of documents required to complete a Dependent South Carolina Residency Application.

*A “dependent person” is defined as one whose predominant source of income or support is from payments from a parent/spouse/guardian who claims the dependent person on his/her Federal income tax returns. Your residency claim will be based upon that person’s information.*

**IMPORTANT: Residency status will NOT be reviewed until all required documents are received. Additional documentation may be requested as needed.**



To qualify, ALL items listed on the following checklists should reflect 12 months immediately preceding the last day for add/drop for the term in which you are requesting South Carolina resident classification for tuition and fee purposes.

<b>Married Parents of a Dependent Student</b>	<b>Divorced/Separated Parent of a Dependent Student</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete Dependent Residency Application</li> <li><input type="checkbox"/> Both parents’ South Carolina Driver’s License or State Identification Card</li> <li><input type="checkbox"/> South Carolina Vehicle Registration Card(s) – Must submit ALL vehicles registered solely or jointly in ANY state</li> <li><input type="checkbox"/> Federal Income Tax Returns or IRS Tax Transcript for the most recent tax year reflecting joint filing and claiming the student as a dependent</li> <li><input type="checkbox"/> South Carolina Tax Returns for the most recent tax year reflecting joint filing and claiming the student as a dependent</li> <li><input type="checkbox"/> Proof of permanent domicile in South Carolina; i.e. copies of all leases during the 12 months prior to the term of application or proof of purchase of current residence <i>(Student housing is NOT permanent domicile.)</i></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete Dependent Residency Application</li> <li><input type="checkbox"/> <b>Legal</b> separation or divorce decree <u>and</u> custody agreement</li> <li><input type="checkbox"/> Qualifying parent’s South Carolina Driver’s License or Identification Card</li> <li><input type="checkbox"/> Qualifying parent’s South Carolina Vehicle Registration Card(s) – Must submit ALL vehicles registered solely or jointly in ANY state</li> <li><input type="checkbox"/> Qualifying parent’s Federal Income Tax Returns or IRS Tax Transcript for the most recent tax year claiming the student as a dependent</li> <li><input type="checkbox"/> Qualifying parent’s South Carolina Tax Returns for the most recent tax year claiming the student as a dependent</li> <li><input type="checkbox"/> Qualifying parent’s proof of permanent domicile in South Carolina; i.e. copies of all leases during the 12 months prior to the term of application or proof of purchase of current residence <i>(Student housing is NOT permanent domicile.)</i></li> </ul> <p><i>Please provide step-parent’s supporting documents as well, if applicable.</i></p>

Single (Never Married) or Widowed Parent of a Dependent Student	Legal Guardian of a Dependent Student
<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete Dependent Residency Application</li> <li><input type="checkbox"/> Parent's South Carolina Driver's License or Identification Card</li> <li><input type="checkbox"/> Parent's South Carolina Vehicle Registration Card(s) – Must submit ALL vehicles registered solely or jointly in ANY state</li> <li><input type="checkbox"/> Parent's Federal Income Tax Returns or IRS Tax Transcript for the most recent tax year claiming the student as a dependent</li> <li><input type="checkbox"/> Parent's South Carolina Tax Returns for the most recent tax year claiming the student as a dependent</li> <li><input type="checkbox"/> Parent's proof of permanent domicile in South Carolina; i.e. copies of all leases during the 12 months prior to the term of application or proof of purchase of current residence <i>(Student housing is NOT permanent domicile.)</i></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete Dependent Residency Application</li> <li><input type="checkbox"/> Court documents verifying legal guardianship or custody (Contact residency officer if court documents are unavailable)</li> <li><input type="checkbox"/> Guardian's South Carolina Driver's License or Identification Card</li> <li><input type="checkbox"/> Guardian's South Carolina Vehicle Registration Card(s) – Must submit ALL vehicles registered solely or jointly in ANY state</li> <li><input type="checkbox"/> Guardian's Federal Income Tax Returns or IRS Tax Transcript for the most recent tax year claiming the student as a dependent</li> <li><input type="checkbox"/> Guardian's South Carolina Tax Returns for the most recent tax year claiming the student as a dependent</li> <li><input type="checkbox"/> Guardian's proof of permanent domicile in South Carolina; i.e. copies of all leases during the 12 months prior to the term of application or proof of purchase of current residence <i>(Student housing is NOT permanent domicile.)</i></li> </ul>

<b>Spouse of a Dependent Student</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete Dependent Residency Application</li> <li><input type="checkbox"/> Marriage license</li> <li><input type="checkbox"/> Spouse's South Carolina Driver's License or Identification Card</li> <li><input type="checkbox"/> Spouse's South Carolina Vehicle Registration Card(s) – Must submit ALL vehicles registered solely or jointly in ANY state</li> <li><input type="checkbox"/> <b>Jointly filed</b> Federal Income Tax Returns or IRS Tax Transcript for the most recent tax year</li> <li><input type="checkbox"/> <b>Jointly filed</b> South Carolina Tax Returns for the most recent tax</li> <li><input type="checkbox"/> Spouse's proof of permanent domicile in South Carolina; i.e. copies of all leases during the 12 months prior to the term of application or proof of purchase of current residence. <i>(Student housing is NOT permanent domicile.)</i></li> </ul>

<b>EXEMPTIONS TO 12 MONTH REQUIREMENT</b> <i>(In addition to required documents on other appropriate checklist)</i>
<p><b>Full-time employment in South Carolina:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Recent pay stub supporting full-time employment</li> <li><input type="checkbox"/> A letter of full-time employment verification on employer's letterhead including that the individual is employed full-time at a South Carolina company, the effective date of employment, the number of hours worked per week, and eligibility to receive full-time employee benefits.</li> </ul> <p>A person who is self-employed should provide a signed statement certifying the foregoing information and submit a copy of his/her South Carolina business license.</p> <p><i>If using the full-time employment exemption, we will continue to verify employment status until the student meets 12 months.</i></p> <p><b>Retirement in South Carolina:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A copy of retirement statement or employer letter verifying retirement in South Carolina</li> <li><input type="checkbox"/> Proof of pension or annuity payment</li> </ul>