

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 checklist outlines a general list of documents required to complete an Independent Residency Application.

*An “independent person” is defined as one (eighteen years of age or older) or an emancipated minor, who must provide more than half of his or her support, cannot be claimed as a dependent or exemption on the federal tax return of his or her parent, spouse, or guardian, and cannot claim the domicile of another individual as their own for the purposes of establishing intent to become a South Carolina resident.*

**IMPORTANT:**

- **The deadline for Residency Reclassification is the first week of classes of each semester.**
- **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 checklist 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>Documents Required from Independent Student</b>	<b>EXEMPTIONS TO THE 12 MONTH REQUIREMENT (In addition to required documents on other checklist)</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete Independent Residency Application</li> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> State Tax Returns for the most recent tax year</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>	<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 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>