DEPENDENT CHECKLIST

FORM

☑ Completed and signed dependent form (listed on website)

DRIVERS LICENSE(S) AND VEHICLE REGISTRATION CARDS

☑ Copy of parent(s)/spouse/guardian’s drivers license(s)- if parents are married, provide both licenses (if issue date is less than one year, please provide a copy of your 3 year driving record from the SC DMV)
☑ Copy of vehicle registration cards for all vehicles in full or partial ownership this includes motorcycles and mopeds (title of vehicle or vehicle taxes will NOT suffice)
☑ If the vehicle was purchased less than 1 year ago, provide the Purchase Agreement or Bill of Sale for the vehicle
☑ If registrations do not have the original vehicle registration date please provide a copy of your unofficial vehicle report from the SC DMV

PROOF OF DOMICILE FOR PARENT(S), SPOUSE, OR GUARDIAN

☑ If renting, please provide a copy of rental agreement for past and current year
☑ If you own your home, please provide a copy of the closing statement on home or deed
☑ If you own property out-of-state, please provide a copy of the state property taxes verifying that you are not claiming homestead exemption in that state

TAXES FROM PARENT(S), SPOUSE, OR GUARDIAN

☑ Copy of Federal 1040 forms- pages 1 and 2
☑ Copy of South Carolina state taxes (all pages) If filed as Non-Resident or Part-Year Resident, in SC provide NR/PY schedule. If you filed taxes in more than one state, provide taxes from both states
☑ If SC parent did not claim student on their taxes but has joint or full custody, provide copy of court decree showing custody arrangement
☑ If you filed for a tax extension or non-filing status, provide a copy of the extension or obtain statement from IRS about non-filing status

LIVED IN SC LESS THAN A YEAR? YOU MUST PROVIDE ONE OF THE FOLLOWING:

☑ Proof of full-time employment in SC. If parent/spouse/guardian is employed with a SC company, we must receive a letter on company letter head stating the hire date in SC, how many hours they work per week and whether or not there is a term limit for employment (if job is indefinite, the letter should say so). If you work full-time for a business you own, you must provide SC business license and/or Certificate of Existence for the company, proof SC Department of Revenue is withholding taxes from your business, a current profit and loss statement, and proof of where the company is physically located.
☑ Proof that you have retired in SC. You must show that you are currently receiving a pension or annuity that is taxable in SC

NON-CITIZENS MUST PROVIDE ONE OF THE FOLLOWING

☑ Copy of permanent resident card of student, both parents (if married), or spouse (as applicable)
☑ Copy of Alien Registration Card (I-94) or Visa