PARENT/SPOUSE/GUARDIAN CHECK LIST

If student is applying as dependent student:

- Parent/Spouse/Guardian form completed and notarized (must turn in original form)
- Student form completed and notarized (must turn in original form)
- Copy of parent/spouse/guardian driver’s license (if a renewal and original date does not show on driver’s license, please provide a copy of your 3 year driving record from the SC Department Of Motor Vehicles)
- Copy of parent/spouse/guardian identification card (if no driver’s license)
- Copy of parent/spouse/guardian vehicle registration for all vehicles owned (If you do not have the original vehicle registration please provide a copy of your official vehicle report from the SC Department Of Motor vehicles)
- Parent/spouse/guardian rental agreement for past year and current year (if renting home)
- Parent/spouse/guardian closing statement on home (if own) and current property tax if you have owned the home more than 2 years
- Parent/spouse/guardian full time employment letter if applicable (**see statement below, only needed if have not met the twelve month requirement)
- Copy of your South Carolina business license and earnings statement (if applicable, only needed if have not met the twelve month requirement)
- Copy of parent/spouse/guardian Federal and State taxes (most recent filed, if filed state taxes as a part year resident please provide schedule NR/PR and if you filed in two states please provide both states taxes)
- Provide copy of court decree to show custody arrangement (if applicable)
- Copy of permanent resident card (if applicable)
- Copy of Alien Registration Card (I-94) or Visa, please provide a copy (if applicable)
- If Military: provide a copy of your most current orders, Leave and Earning Statement, and Military Declaration of Domicile

If student is applying as independent:

- Parent/Spouse/Guardian form completed and notarized (must turn in original form)
- Federal taxes showing parent does not claim student (all income and social security information may be blocked out)
- Student will need to follow instructions as independent on Student Check List.

**Full time employment letters must be on company letter head and the Statement must: 1) verify full time employment; 2) specify number of hours worked per week; 3) state original date of employment in South Carolina; 4) specify length or term of employment; if indefinite, please indicate. Regardless of employment status, provide a current verification of year-to-date income totals.