

## **DEPENDENT CHECKLIST**

### **FORM**

- Complete Residency application through the online portal (link on Residency web page under Residency Application)

### **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 (there are no substitutes)
- If the vehicle was purchased less than 1 year ago, provide the Purchase Agreement or Bill of Sale for the vehicle
- If registrations were recently renewed please provide a prior registration, tax receipt, or a copy of your plate history from the SC DMV. This must be requested from the DMV and can only be received by mail.

### **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 most recent Federal tax transcript
- Copy of South Carolina state tax transcripts. If you filed taxes in more than one state, provide tax transcripts 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

**\*\*GUARDIAN MUST BE LEGAL GUARDIAN THROUGH THE COURT SYSTEM: LEGAL DOCUMENTS WILL BE REQUIRED IN ORDER TO USE THE GUARDAN FOR RESIDENCY PURPOSES.**