

York Technical College

Verification of Legal Residency in South Carolina

Directions:

This form is to be completed by the student who is seeking to establish residency for tuition and fee purposes. Determination of residency status will be made in accordance with the South Carolina Code of Laws Title 59. Residency of college applicants is determined at the time of admission. **All communication in reference to your residency status will be sent to the e-mail address you provide on this form.**

Please complete all applicable parts AND provide all required documentation. **Residency status will NOT be reviewed until all required documents are received by Enrollment Services.** Additional documentation may be requested as needed.

Student Information:

Name: _____ Student ID #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

E-mail: _____

Driver's License Number: _____ State: _____ Issue Date: _____

Citizenship Status:

US Citizen Permanent Resident Visa: _____ A#: _____ Expiration Date: _____

Dependency Status:

I am (check one):

- Independent person:** I have independently established my own home in my own name, and I file my taxes as an independent person.
- Dependent person:** I am claimed as a dependent by someone for income tax purposes, or I am supported by someone who provides more than half of my support and meets the qualification criteria to claim me as a dependent as outlined by the IRS.

REMINDER: Residency status will not be reviewed until all documents are received.

INDEPENDENT STUDENTS MUST COMPLETE THIS SECTION:

I am requesting a change in residency status on the basis that I am an independent person and meet the following criteria (Select the criteria that applies to you):

I physically reside and have established a permanent home in South Carolina for at least 12 months immediately preceding the term for which I am requesting in-state status.

Documentation needed:

- Proof of permanent domicile in South Carolina, such as a copy of all leases during the 12 months preceding the term of application or a settlement statement as proof of purchase for your current residence
- SC Driver's License (Failure to obtain a SC Driver's License within 90 days of establishment of intent to become a SC resident will delay the beginning date of residency eligibility)
- SC Vehicle Registration Cards for all vehicles in your name (Failure to obtain the SC Vehicle Registration within 45 days of the establishment of intent to become a SC resident will delay the beginning date of residency eligibility)
- *Additional documentation may be requested.*

I am employed full-time in the State of South Carolina, but I have lived in SC less than 12 months.

Documentation needed:

- Statement of full-time employment in South Carolina. This statement must be on company letterhead, signed and include the student's name, the employer's address, and full-time employment status
- Proof of permanent domicile in South Carolina, such as a copy of all leases during the 12 months preceding the term of application or a settlement statement as proof of purchase for your current residence
- SC Driver's License (Failure to obtain a SC Driver's License within 90 days of establishment of intent to become a SC resident will delay the beginning date of residency eligibility)
- SC Vehicle Registration Cards for all vehicles in your name (Failure to obtain the SC Vehicle Registration within 45 days of the establishment of intent to become a SC resident will delay the beginning date of residency eligibility)
- *Additional documentation may be requested.*

I have retired to South Carolina, and I have lived in SC less than 12 months.

Documentation needed:

- Retirement documentation showing SC address
- Proof of permanent domicile in South Carolina, such as copies of all leases during the 12 months preceding the term of application or a settlement statement as proof of purchase for your current residence
- SC Driver's License (Failure to obtain a SC Driver's License within 90 days of establishment of intent to become a SC resident will delay the beginning date of residency eligibility)
- SC Vehicle Registration Cards for all vehicles in your name (Failure to obtain the SC Vehicle Registration within 45 days of the establishment of intent to become a SC resident will delay the beginning date of residency eligibility)
- *Additional documentation may be requested.*

I am on active duty stationed in South Carolina.

Documentation needed:

- Copy of current military orders

I am a full-time faculty or administrative employee of a SC supported college or university.

Documentation needed:

- Statement of full-time employment. This statement must be on company letterhead, signed and include verification of full-time employment and the length of employment

DEPENDENT STUDENTS MUST COMPLETE THIS SECTION:

I am requesting a change in residency status on the basis that I am a dependent person and meet the following criteria (Select the criteria that applies to you). Documentation requested must be provided from you and the person of whom you are a dependent:

- The person of whom you are a dependent physically resided and have established a permanent home in South Carolina for at least 12 months immediately preceding the term for which I am requesting in-state status.

Documentation needed:

- Copy of the most recent tax year showing you were claimed as a dependent
- Proof of permanent domicile in South Carolina, such as a copy of all leases during the 12 months preceding the term of application or a settlement statement as proof of purchase for your current residence
- Copy of SC Driver's License of the person(s) who claims you as a dependent (Failure to obtain a SC Driver's License within 90 days of establishment of intent to become a SC resident will delay the beginning date of residency eligibility)
- Copy of SC Vehicle Registration Cards for all vehicles of the person(s) who claims you as a dependent. (Failure to obtain the SC Vehicle Registration within 45 days of the establishment of intent to become a SC resident will delay the beginning date of residency eligibility)
- *Additional documentation may be requested.*

- The person of whom you are a dependent is employed full-time in the State of South Carolina but has lived in the state for less than 12 months.

Documentation needed:

- Copy of the most recent tax year showing you were claimed as a dependent
- Statement of full-time employment in South Carolina. This statement must be on company letterhead, signed and include the student's name the employer's address, and full-time employment status
- Proof of permanent domicile in South Carolina, such a copy of all leases during the 12 months preceding the term of application or a settlement statement as proof of purchase for your current residence
- Copy of SC Driver's License of the person(s) who claims you as a dependent (Failure to obtain a SC Driver's License within 90 days of establishment of intent to become a SC resident will delay the beginning date of residency eligibility)
- Copy of SC Vehicle Registration Cards for all vehicles of the person(s) who claims you as a dependent. (Failure to obtain the SC Vehicle Registration within 45 days of the establishment of intent to become a SC resident will delay the beginning date of residency eligibility)
- *Additional documentation may be requested.*

- The person of whom you are a dependent has retired to South Carolina but has lived in SC less than 12 months.

Documentation needed:

- Copy of the most recent tax year showing you were claimed as a dependent
- Retirement documentation showing SC address
- Proof of permanent domicile in South Carolina, such as copies of all leases during the 12 months preceding the term of application or a settlement statement as proof of purchase for your current residence
- Copy of SC Driver's License of the person(s) who claims you as a dependent (Failure to obtain a SC Driver's License within 90 days of establishment of intent to become a SC resident will delay the beginning date of residency eligibility)
- Copy of SC Vehicle Registration Cards for all vehicles of the person(s) who claims you as a dependent. (Failure to obtain the SC Vehicle Registration within 45 days of the establishment of intent to become a SC resident will delay the beginning date of residency eligibility)
- *Additional documentation may be requested.*

The person of whom you are a dependent is on active duty stationed in South Carolina.

Documentation needed:

- Copy of the most recent tax year showing you were claimed as a dependent
- Copy of current military orders

The person of whom you are a dependent is a full-time faculty or administrative employee of a SC supported college or university.

Documentation needed:

- Copy of the most recent tax year showing you were claimed as a dependent
- Statement of full-time employment. This statement must be on company letterhead, signed and include verification of full-time employment and the length of employment.

Please initial stating you have read and understand the information below:

_____ If any piece of documentation points to another state of residency, the applicant will not be considered for in-state tuition and fees.

_____ Persons incorrectly classified as residents are subject to reclassification and to payment of all nonresident tuition and fees not paid. If incorrect classification results from false or concealed facts, such persons may be charged tuition and fees past due and unpaid at the out-of-state rate. The violator may also be subject to administrative, civil, and financial penalties. Until these charges are paid, such persons will not be allowed to receive transcripts or graduate from a South Carolina institution.

_____ If any change occurs that effect residency status it is the responsibility of the resident to notify the Residency Official of the institution attended of such changes.

_____ Failure to provide all of the documentation required will result in out-of-state status.

_____ Additional documentation may be needed to determine residency.

_____ If residency is denied, a new application and new supporting documentation must be submitted for consideration.

Student's Signature: _____ Date: _____

Registrar/Residency Officer Signature: _____ Date: _____

Internal Use Only

Not qualified for in-state residency status Qualified for in-state residency status Term: _____

Documentation on File:

- | | |
|---|---|
| <input type="checkbox"/> Domicile | <input type="checkbox"/> Permanent Resident Card |
| <input type="checkbox"/> SC Driver's License | <input type="checkbox"/> Copy of Visa |
| <input type="checkbox"/> SC Vehicle Registration(s) | <input type="checkbox"/> Verification of Employment |
| <input type="checkbox"/> Tax Return(s) | <input type="checkbox"/> Military Orders |
| <input type="checkbox"/> Utility Statement | <input type="checkbox"/> Retirement Documentation |

Reviewer Signature: _____ Date: _____

Comments: