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 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 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