



REQUEST FOR CERTIFICATION OF SOUTH CAROLINA RESIDENCY

The *Academic Common Market* is a cooperative tuition-reduction agreement among the Southern Regional Education Board states. If public institutions in South Carolina do not offer degree programs in your field of study, it may be possible to arrange a waiver of out-of-state tuition to attend a cooperating public institution of higher education in another participating state. *Note that the ACM program inventory is subject to change at any time without prior notice.*

General Instructions (emailed packets will not be accepted):

1. Complete the student contact form on the Southern Regional Education Board (SREB) webpage found at <https://home.sreb.org/acm/choosestate.aspx>. Be sure to follow the instructions accurately and in its entirety.
2. The Request for Certification of South Carolina Residency must be submitted with an official university letter of admission (matriculating student or change of major) on letterhead stating full-time admission to include semester and major (with concentration if applicable), notarized signature(s), supporting documents establishing legal residency for the State of South Carolina for at least **12-months** prior to anticipated start date. *The SC Commission on Higher Education reserves the right to request additional documentation. Failure to provide the necessary documentation will invalidate your application.*
3. Provide the following documents that evidence the qualifying period indicating SC domicile with redacted fiscal information and first 5 numbers of all social security numbers, please see page 4 for sample:
 - a. **Copy of student's SC Driver's License/State of SC Identification Card**
 - b. **Copy of parent/guardians SC Driver's License** (if applying as a dependent student)
 - c. **Copy of most recent SC State Income Tax Return** (parent/guardian if applying as a dependent student)
 - d. **Copy of SC Motor Vehicle registration or current property tax receipt** (parent/guardian if applying as a dependent student)
4. If the requester is classified as **dependent**, a parent/guardian/spouse notarized signature is required.
5. Please be aware that processing your request can take up to two-six weeks and you are encouraged to contact the university's ACM Institutional Coordinator for deadlines and to allow time for processing. ACM certification cannot be applied retroactively to cover past coursework.
6. Programs are subject to change without prior notice. Please check the SREB site frequently to ensure that your desired program is eligible before submission of application.
7. Annual re-certification is not required if the student's enrollment is continuous, however, if you decide to change your major after certification is completed, you must re-certify under the new major by completing the entire process again.
8. This complete notarized request and a copy of the student's Letter of Admission (the major must be stated) to determine out-of-state tuition waiver should be mailed to:

Kenita D. Pitts
South Carolina Commission on Higher Education
ACM (Academic Common Market) Program
1122 Lady Street, Suite 400
Columbia, SC 29201
kpitts@che.sc.gov
(803) 856-0037

The burden to provide documentation for any legal residency determination rests with the student. Students are required to provide all evidence necessary to document that they have completed the steps required to establish and/or maintain eligibility for claiming South Carolina as their state of legal residence. **Legal residency may not be acquired by an individual while they are residing in South Carolina for access to state supported programs designed to serve South Carolina residents.**

*The absence of indicia in other states or countries is required before a **dependent** individual can be certified as a South Carolina resident. Therefore, the parent, spouse or guardian must not be in possession of a driver's license or vehicle registration certificate issued by another state.*

Note: The ACM Program inventory is subject to change at any time without prior notice. Since the list of programs offered through the ACM is frequently updated, please visit <http://www.sreb.org> for the most recent list of eligible programs.

**REQUEST FOR CERTIFICATION OF SOUTH CAROLINA RESIDENCY
ACADEMIC COMMON MARKET PROGRAM**

CONTACT INFORMATION

- 1) Applicant's Name _____
(Last) (First) (M)
- 2) Social Security Number (last four digits only) _____ Date of Birth ____/____/____ Place of Birth _____
- 3) Name of Institution _____ Projected Start Date _____
- 4) Exact Title of Major _____ Degree (B.A., B.S., M.A., etc.) _____
- 5) School Address (if known) _____
- 6) Permanent Home Address _____
(Street address) (City) (State) (Zip)
- 7) Email Address _____ Telephone _____
- 8) Were you claimed as a dependent by your Parent(s), Guardian(s), or Spouse on their most recent SC State Income Tax Return? ____ Yes ____ No *If No, Please skip to Question #12.*
- 9) Name (s) of Parent(s)/Guardian(s)/or Spouse _____
- 10) Address of Person(s) listed #9 _____
(Street address) (City) (State) (Zip)
- 11) Have your Parent(s)/Guardian(s)/or Spouse lived at the above address for at least one year? ____ Yes ____ No
If No, Please Give Previous Address and Date of Move
_____/_____/_____
(Street address) (City) (State) (Zip) (Date of Move)
- 12) Have you lived at this address for at least one year? ____ Yes ____ No
If No, please give previous address, the length of time there, and date of move to present address
_____/_____/_____
(Street address) (City) (State) (Zip) (Date of Move)
- 13) Where and when did you graduate from (or last attend) high school?

(Name of School) (Year) (City) (State) (Zip)
- 14) Institution(s) attended after high school

Institution City/State (I) In-State (O) Out of State

From ____ To ____ Degree ____ Residency Status ____
Institution City/State (I) In-State (O) Out of State
- 15) Are you registered to vote in South Carolina? ____ Yes ____ No
- 16) Are you licensed to drive in South Carolina? ____ Yes ____ No
- 17) Do you have a motor vehicle registered in your name in South Carolina? ____ Yes ____ No
- 18) Have you ever served on a jury in South Carolina? ____ Yes ____ No
- 19) Have you ever been gainfully employed in South Carolina? ____ Yes ____ No

Note: The ACM Program inventory is subject to change at any time without prior notice. Since the list of programs offered through the ACM is frequently updated, please visit <http://www.sreb.org> for the most recent list of eligible programs.

If yes, please provide information below for the past year prior to the residency application date.

Employer	City	Position	From (Mo/Yr)	To (Mo/Yr)	P/T or F/T

20) If you answered yes to item #8, provide employment information for those individuals on whom you are financially dependent (parents/guardians/spouse) for the past year prior to the residency application date.

Employer	City	Position	From (Mo/Yr)	To (Mo/Yr)	P/T or F/T

21) Are you a United States citizen? ___ Yes ___ No If no, what is your VISA classification and number? _____

PROOF OF RESIDENCY

The South Carolina Commission on Higher Education reserves the right to request additional documentation. Failure to provide the necessary documentation will invalidate your application. Students who are otherwise not residents of South Carolina may not establish legal residence in South Carolina by the mere fact of receiving mail at a South Carolina address or post office box.

I am providing verification of SC residency by submitting a copy of the following along with SC State Income Tax Return (prior year only):

___ Applicant's SC Driver's License ___ Parent/Guardian SC Driver's License ___ SC Motor Vehicle Registration

*Dependent student: Include documentation of whomever you're dependent upon as well. *Independent student: Send documentation with your information.

NOTARY PUBLIC INFORMATION

I hereby solemnly swear and affirm that the information provided in this application is true and I understand it will be used to determine my eligibility as a legal resident of South Carolina. I certify that I have been a legal resident of South Carolina for at least one year prior to the residency application date. I further understand that the completion of this form does not guarantee certification as Academic Common Market Program participant. I understand that those decisions are to be made by the respective institution.

Signature of applicant (student) _____

Signature of parent/guardian/spouse _____

(If student is classified as dependent)

Sworn to (or affirmed) before me this _____ day of _____, 20_____

(affix seal to this document. If you are a South Carolina notary and do not have a stamp or seal, please include your title with your signature.)

Notary public's printed name

Notary public's signature

Title

My Commission Expires: _____



last 4 only!

Please redact the first 5 digits of all social security numbers.

Your Social Security Number 0000	Check if deceased <input type="checkbox"/>
Spouse's Social Security Number 0000	Check if deceased <input type="checkbox"/>

For the year January 1 - December 31, [redacted], or fiscal tax year beginning [redacted] and ending [redacted]

First name and middle initial	Last name	Suffix
Spouse's first name, if married filing jointly	Last name	Suffix
Check if new address <input type="checkbox"/>	Mailing address (number and street, PO Box)	County code
City	State ZIP	Daytime phone number with area code
Check if address is outside US <input type="checkbox"/>	Foreign country address including postal code	

- **Amended Return:** Check if this is an Amended Return. (Attach Schedule AMD)
 - Check this box if you are a part-year or nonresident filer on an SC Schedule NR
 - Check this box only if you are filing a composite return on behalf of a Partnership or S Corporation. Do not check this box if you are an individual
 - Check this box if you have filed a federal or state extension.
 - Check this box if you served in a military combat zone during the filing period.
- Name of the combat zone: _____

CHECK YOUR FEDERAL FILING STATUS	(1) <input type="checkbox"/> Single	(3) <input type="checkbox"/> Married filing separately - enter spouse's SSN: _____
	(2) <input type="checkbox"/> Married filing jointly	(4) <input type="checkbox"/> Head of household (5) <input type="checkbox"/> Qualifying widow(er)

Number of dependents claimed on your [redacted] federal return

Number of dependents claimed that were under the age of 6 years as of December 31, [redacted]

Number of taxpayers age 65 or older as of December 31, [redacted]

DEPENDENTS

last 4 only

First name	Last name	Social Security Number	Relationship	Date of birth (MM/DD/YYYY)
Applicant name should appear in this section if applying as a dependent.				

Frequently Asked Questions Regarding SC Residency

How long must I live in South Carolina before I can establish residency?

Academic Common Market (ACM): A person must live in South Carolina for 12 consecutive months (1 year) prior to anticipated start date to establish residency.

Regional Contract Program (RCP): A person must live in South Carolina for 24 consecutive months (2 years) prior to anticipated start date to establish residency.

What kind of documents establish intent to become a SC resident?

1. Statement of full-time employment;
2. Designating South Carolina as state of legal residence on military record;
3. Possession of a valid South Carolina driver's license, or if a non-driver, a South Carolina identification card. Failure to obtain this within 90 days of the establishment of the intent to become a South Carolina resident will delay the beginning date of residency eligibility;
4. Possession of a valid South Carolina vehicle registration card. Failure to obtain this within 45 days of the establishment of the intent to become a South Carolina resident will delay the beginning date of residency eligibility;
5. Maintenance of domicile in South Carolina;
6. Paying South Carolina income taxes as a resident during the past tax year, including income earned outside of South Carolina from the date South Carolina domicile was claimed;
7. Ownership of principal residence in South Carolina; or
8. Licensing for professional practice (if applicable) in South Carolina.

*Please note that any single indicator may not be conclusive.

My parents and I were not residents of South Carolina when I graduated from high school, are there any State Scholarships or Grants I can qualify for?

Students who did not graduate from high school in South Carolina and were not dependents of SC residents at the time of high school graduation may be eligible to receive the SC Need-based Grant and/or Lottery Tuition Assistance. Please contact the financial aid office at your institution about your eligibility.

I am a member of the military. How does that affect my SC residency?

Members of the military permanently assigned in SC on active duty and their dependents qualify under an exception category. Military members and their dependents may be charged in-state tuition and fees without having to establish a permanent home in South Carolina.

SC residents who are members of the military stationed outside of SC and their dependents may receive in-state tuition and fees if they continue to claim SC as their state of legal residency. This must be reflected on the individual's taxes and Leave and Earnings Statement (LES). SC residents who change their state of legal residence lose their SC resident status for tuition and fee purposes.



What if I'm using Post 9-11 GI Bill Benefits at my institution?

You may be eligible to pay in-state tuition charges while living in the state and using specific education benefits at a public college or university if you are:

- A veteran who has served 90 days or longer on active duty
- A person entitled to and receiving assistance under Section 3319, Title 38 of US Code, or who is using transferred benefits under this Section while the transferor is on active duty
- A person who is entitled to and receiving assistance under Section 3311(b)(9), Title 38 of US Code
- A person who is entitled to and receiving rehabilitation benefits under Section 3102(a), Title 38 of USC Code

My parents are divorced. How does that affect my residency? What about scholarships?

If one of the following scenarios applies to your situation then you can claim SC residency:

- *Joint Custody and one parent is a SC resident; or
- *Parent that claiming the child on income taxes; or
- *Parent that is SC resident pays child support over the cost of attendance as dictated by the college.

If you are a dependent of a SC resident, then you may be eligible for State scholarships and grants. Please consult the financial aid office at your institution.

What happens if my parents are transferred out-of-state?

Generally, the student may continue to claim SC residency if he/she is continuously enrolled during all regular academic terms (fall and spring terms or their equivalent) if the family had lived in South Carolina for over three years.

My company transferred me to South Carolina from Florida my daughter's senior year of high school. Will she be eligible for the State scholarships?

For her to be eligible for the Palmetto Fellows, LIFE or SC HOPE Scholarships, you will need to be a resident of SC at the time she graduates from high school. The following items will show the intent to become a resident of SC:

1. Statement of full-time employment in SC;
 2. Designating South Carolina as state of legal residence on military record;
 3. Possession of a valid South Carolina driver's license, or if a non-driver, a South Carolina identification card. Failure to obtain this within 90 days of the establishment of the intent to become a South Carolina resident will delay the beginning date of residency eligibility;
 4. Possession of a valid South Carolina vehicle registration card. Failure to obtain this within 45 days of the establishment of the intent to become a South Carolina resident will delay the beginning date of residency eligibility;
 5. Maintenance of domicile in South Carolina;
 6. Paying South Carolina income taxes as a resident during the past tax year, including income earned outside of South Carolina from the date South Carolina domicile was claimed;
 7. Ownership of principal residence in South Carolina; or
 8. Licensing for professional practice (if applicable) in South Carolina.
-
-



What is the difference in applying for residency as dependent or independent?

If a parent, guardian, or spouse provided more than half of the student's support for the past twelve months, the student is considered dependent, and it is the parent, guardian, or spouse that must meet the residency requirements. If the student provided most of the support, then the student may be eligible to apply as independent. An independent student must have his/her own SC domicile. Dormitory housing cannot be used as one's domicile, as it is temporary in nature.

Am I required to provide over 50% of my total financial support to be considered independent?

You must provide over 50% of your total support with earnings coming from his/her own earnings or income from employment, investments, or payments from trusts, grants, scholarships, commercial loans, or payments made in accordance with court order. Total support must also be greater than total expenses.

Can gifts from parents and relatives be counted as support that a student has provided?

No. Gifts are considered money coming from elsewhere and do not count toward financial independence. Financial support must come from the sources listed in the law/regulations.

Are Parent (PLUS) loans considered financial support contributed by students?

No. PLUS loans are applied for and awarded to the parents.

Are pre-paid tuition plans considered financial support provided by the parents?

Yes. Even though pre-payment plans are in students' names, the parents contributed the funds and received the tax benefits. Therefore, they are considered funds from the parents.

Can I use the money I've saved in my savings and checking accounts to establish my financial independence?

A student may be allowed to use money saved in a savings or checking account if he/she can prove that the funds are from allowable sources. Allowable sources consist of his/her own earnings or income from employment, investments, or payments from trusts, grants, scholarships, commercial loans, or payments made in accordance with court order.

Does owning property in South Carolina allow students to receive in-state tuition?

No. For independent students, owning property by itself does not allow students to receive in-state tuition, as the other requirements still must be met. For parents of dependent students, South Carolina must be the primary state of residence. Simply owning property is not sufficient.

If I have lived in South Carolina for more than one year, does that make me eligible for in-state tuition?

No. There is nothing automatic about residency. You must meet all the requirements, submit a residency application, and be approved before you become eligible.

If I move here and live with relatives, does that make me eligible?

Not unless the relative has permanent court-ordered guardianship and claims you on their taxes.



Am I eligible for residency if I use a South Carolina address on all my records and legal documents?
You still must meet the other requirements. For admission, other factors are important, such as the source of transcripts and addresses of parents.

Can I use my on-campus apartment as my family's residence?

On-campus housing is considered temporary because you must be a student to live in it. As a result, you may not use on-campus housing to prove in-state residency.

If I enroll as an out-of-state student, my first year can I receive in-state tuition and fees the second year if I live off-campus?

No. You would need to establish residency and show you are in SC for reasons other than attending college.

Where do I submit an appeal if I do not agree with the institution's decision?

Students wishing to appeal a decision must follow the grievance procedures established by the college or university to which they apply.

Who do I need to contact regarding the Regional Contract Program for Veterinary and Optometry Medicine or Academic Common Market Program?

For residency questions regarding SREB Contract Program for Veterinary and Optometry Medicine or SREB Academic Common Market program, please contact Kenita D. Pitts, Office of Academic Affairs at kpitts@che.sc.gov or (803) 856-0037.

Notes:

- ***Electronic submission of applications and supporting documents will not be accepted. Please submit to: Kenita D. Pitts 1122 Lady Street Suite 400 Columbia, SC 29201.***
- ***Periodic changes are made in the ACM Program Inventory without prior notice.***
 - ***Please visit <https://home.sreb.org/acm/choosestate.aspx> for the most recent list of eligible programs.***

