



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 Request for Certification of South Carolina Residency Application 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:
 - 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 high school or**
 - d. **Copy of college transcript and 1098T**
 - e. **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 <https://home.sreb.org/acm/choosestate.aspx> for the most recent list of eligible programs.

Request for Certification of South Carolina Residency Application Checklist

The Request for Certification of South Carolina Residency must be submitted via postal mail with an official university letter of admission (matriculating student or change of major) on letterhead stating full-time admission to include semester and eligible ACM 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. ***Emailed applications and/or supporting documents will not be accepted.**

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.

The SC Commission on Higher Education reserves the right to request additional documentation. Failure to provide the necessary documentation will invalidate your application.

ACADEMIC COMMON MARKET PROGRAM DEPENDENT STUDENT

- | | |
|---|---|
| <input type="checkbox"/> Copy of applicant's valid SC Driver's License or SC Identification Card | <input type="checkbox"/> Notarized signature of applicant and parent/guardian or spouse |
| <input type="checkbox"/> Copy of parent/guardian or spouse SC Driver's License | <input type="checkbox"/> Copy of unconditional acceptance letter listing eligible major |
| <input type="checkbox"/> Copy of parent/guardian or spouse SC Motor Vehicle Registration Card or current Property Tax Receipt | |
| <input type="checkbox"/> Copy of high school or college transcript | |
| <input type="checkbox"/> Other _____ | |

**Dependent student: Include documentation of whomever you're dependent upon as well.*

**Independent student: Send documentation with your information.*

ACADEMIC COMMON MARKET PROGRAM INDEPENDENT STUDENT

- | | |
|--|---|
| <input type="checkbox"/> Copy of applicant's valid SC Driver's License or SC Identification Card | <input type="checkbox"/> Notarized signature of applicant |
| <input type="checkbox"/> Copy of college transcript and 1098T | |
| <input type="checkbox"/> Copy of SC Motor Vehicle Registration Card | |
| <input type="checkbox"/> Copy of most recent Property Tax or Rental Lease | |
| <input type="checkbox"/> Copy of unconditional acceptance letter listing eligible major | |

This checklist and complete notarized request to determine out-of-state tuition waiver should be mailed to:

Kenita D. Pitts, M.S., ACM State Coordinator

1122 Lady Street Suite 400

Columbia, SC 29201

For questions and/or concerns please call (803)856-0037 or email at kpitts@che.sc.gov

Independent Student

GLOSSARY

For the 2025–26 *Free Application for Federal Student Aid* (FAFSA®) form, an independent student is **one** of the following: [Independent Student | Federal Student Aid](#)

- born before Jan. 1, 2001
- married (and not separated)
- a graduate or professional student
- a veteran
- a member of the U.S. armed forces
- an orphan
- a ward of the court
- a current or former foster youth
- in a legal guardianship (now or in the past)
- someone with legal dependents other than a spouse
- an emancipated minor
- unaccompanied and homeless or at risk of becoming homeless

Your dependency status determines whose information you must report when you fill out the FAFSA form:

- **If you're a dependent student**, you'll report your and your parents' information.
- **If you're an independent student**, you'll report your own information (and, if you're married, your spouse's).