

Spartanburg Community College Petition for Change of Residency Status

Spartanburg Community College is required by state law to determine the legal residency classification of applicants and students for fee and tuition purposes. The *initial* determination of residency is made at the time that an admission application is submitted to Admissions Office. The determination made at that time, and any determination thereafter, prevails for each semester thereafter unless the person's situation changes and they request a change in residency. *Residency status may not be acquired by an applicant or student while residing in South Carolina for the sole purpose of enrollment at the college.* For more information on residency status, see <https://www.sccsc.edu/faq-admissions/>.

To apply for a change in resident classification, complete this form and provide supporting documentation **at least three weeks prior to the first day of classes**. The change of residency is not retroactive and never results in a refund.

Dependent Applicants/Students applying for a residency change from Out-of-State to In-State or from Out-of-County to In-County must submit a copy of the current Federal Tax Return of the person claiming them on their tax return *and* provide the required documentation below from the person claiming them as a dependent. For more information on Independent/Dependent designation, see <https://www.sccsc.edu/faq-admissions/>.

OUT-OF-STATE TO IN-STATE REQUIREMENTS

An applicant/student applying for a change of residency classification from out-of-state to in-state must provide the following documentation in addition to the Residency Certification Form. ***The burden of proof is the responsibility of the person applying for a change of residency classification and those persons must show required evidence to document the change in residency.***

- **Three of the five items listed below MUST BE presented when applying for a change in residency classification. These items MUST show a twelve month residency period IMMEDIATELY BEFORE THE DATE THAT CLASSES BEGIN FOR THE SEMESTER FOR WHICH RESIDENT STATUS IS CLAIMED.**
 1. A valid South Carolina driver's license/permit, or if a non-driver, a South Carolina Identification Card.
 2. A valid South Carolina Vehicle Registration Card.
 3. Ownership of a principle residence (i.e. mortgage agreement property showing date South Carolina domicile was claimed) or a valid lease (copy from the apartment manager's office). An apartment lease should show student as being the lessee not an occupant.
 3. Military personnel and/or their dependents must submit a copy of the service member's orders stating the service member's duty station or DD214 document.
 4. A valid South Carolina Voter's Registration Card.
- ***Exception to the "three of the five item" requirement: Provide a letter that states full-time employment, date of hire on company letterhead from the Human Resources Office/Personnel Office at your place of employment.***
- **NOTE: PLEASE DO NOT SUBMIT W-2 Forms or Car Insurance Invoices**

OUT-OF-COUNTY TO IN-COUNTY REQUIREMENTS

- An applicant/student applying for a change of residency classification from out-of-county to in-county must provide the following documentation in addition to the Residency Certification Form. ***The burden of proof is the responsibility of the person applying for a change in residency classification and that person must show required evidence to document the change in residency classification. You must reside within the county for 12 consecutive months immediately preceding the date that classes begin for the semester for which a residency classification is claimed to be classified as in-county.***

Both items listed below MUST BE presented when applying for a change in residency classification.

1. A valid South Carolina driver's license, or if a non-driver, a South Carolina Identification Card (issue date must be 3 months prior to date of application) showing the current address.
2. Most recent local utility bill (i.e. electric, natural gas, land-line telephone, cell phone, cable) or lease agreement/mortgage statement showing the new county address where you are domiciled (live).

**Spartanburg Community College
Residency Certification Form**

*This form with all documentation should be submitted to Enrollment Services or mailed to:
Spartanburg Community College, Enrollment Services, P. O. Box 4386, Spartanburg, SC 29305 Fax Number (864) 592-4564.*

1. Name of Applicant _____
(Last) (First) (MI)
2. Social Security Number: _____
3. Are you: US Citizen Non-US Citizen Permanent Resident *If not a US citizen, attach an official document verifying your immigrant status.*
4. First date of present stay in South Carolina _____ / _____ / _____
Month Day Year
5. In what South Carolina County do you reside? _____
Date present stay in that county began _____ / _____ / _____
Month Day Year
6. **Do you have a South Carolina Driver's License/Permit or I.D.?** Yes No **Issue Date** ____ / ____ / ____
Month Day Year
7. Are you currently considered a resident of another state while you have been living in South Carolina? Yes No
If so, which state? _____
8. **Your present address and phone number:**

Street City/State Zip Area Code/Phone
9. **Full-time** employment for the past year: (If none, please state "none")
Employer _____ **from (Mo. /Yr.)** _____ **To (Mo. /Yr.)** _____
10. Are you a dependent child or spouse? Yes No
If yes, provide the following information for the person who claimed you as a dependent or exemption on last year's federal income tax return:
 - a. Name of person _____ Relationship _____
If the person has legal custody of you, give the date legal custody granted _____
 - b. Citizenship US Citizen Non-US Citizen Permanent Resident
If person is not an US citizen, attach an official document verifying the person's visa status.
 - c. How long has the person been a legal resident of South Carolina? _____.
 - d. **Does he/she have a SC Driver's License?** ___Yes___ No **Issue Date** Mo.____ Date ____ Year ____ (provide a copy of their SC Driver's License).
 - e. Address where the person in item 10 has physically resided for the past year:

Street City/State Zip Area Code/Phone
 - f. **Full-time** employment of person named in item 10 for the past year:
Employer _____ **from (Mo. /Yr.)** _____ **To (Mo. /Yr.)** _____

I have read and understand the information provided for Residency Certification Change and agree to comply with all governing rules. I certify that all the information provided is true and accurate. I understand that if I provide erroneous information in an attempt to evade payment higher student tuition and fees, I will be charged retroactively the difference between what I paid and what I should have paid. I also understand that I may be subject to other penalties.

Signature of Applicant

Date