

# RESIDENCY APPLICATION



UNIVERSITY OF  
SOUTH CAROLINA  
UPSTATE

Office of Admissions, 800 University Way, Spartanburg, SC 29303

864-503-5246 1-800-277-8727 Fax: 864-503-5727

**The University of South Carolina Upstate is required to determine the residence classification of applicants and students for purposes of receiving in-state tuition and fees. Substantiating documentation is required to affirm residence status. Additional information may be requested if further clarification is needed.**

Term for which resident status is requested: \_\_\_\_\_ Status /reviewed by: \_\_\_\_\_

Applicant's legal name: \_\_\_\_\_  
*last first middle*

Social security number: \_\_\_\_\_ Birth date: \_\_\_\_\_ Age: \_\_\_\_\_

Marital status: \_\_\_\_\_ If married, date of marriage: \_\_\_\_\_

Permanent phone and area code: \_\_\_\_\_ Daytime phone and area code: \_\_\_\_\_

Permanent home address: \_\_\_\_\_

Present address: \_\_\_\_\_

Length of time at this address: \_\_\_\_\_ (years) \_\_\_\_\_ (months)

List all addresses where you have lived for more than 30 days during the past two years.

*(Begin with the most recent address)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you a United States citizen?  Yes  No

If not, what type of visa do you hold? \_\_\_\_\_

*If you are a U.S. Resident Alien, please attach a photocopy of your permanent resident card (front and back)*

Are you a legal resident of South Carolina for tuition and fee purposes?  Yes  No  Uncertain

Have you ever been considered a resident of another state for any reason during the past 12 months?  Yes  No

If yes, give date and the reasons you were considered a resident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PLEASE NOTE—

**You must also complete section A, B or C on the following pages.  
All applications must be signed.**

**A. If your claim for in-state tuition is based upon military assignment in South Carolina, answer the following:**

Person on active duty service:  Self  Parent  Spouse  Legal guardian

Military installation to which you/your sponsor is stationed: \_\_\_\_\_

Date assignment began in South Carolina: \_\_\_\_\_

Expected length of assignment in South Carolina: \_\_\_\_\_

*(Please attach a photocopy of military orders assigning you or your sponsor to South Carolina.)*

You/your sponsor's state of legal residence: \_\_\_\_\_

*(If you were a dependent in the previous tax year, please attach a photocopy of your sponsor's federal tax return.)*

**B. If you are an independent person\* basing residency upon yourself, answer the following:**

(\*An independent person is one who provides more than half of his/her own support during the 12 months immediately prior to enrollment and is not claimed as a dependent or exemption on someone else's federal tax return the year of enrollment.)

How long have you physically resided in South Carolina? \_\_\_\_\_ (years) \_\_\_\_\_ (months)

If you moved to South Carolina within the past two years, what prompted your move to the state?

\_\_\_\_\_

Were you claimed as an exemption or dependent for the previous tax year?  Yes  No

Will you be claimed as an exemption or dependent for the current tax year?  Yes  No

If yes, by whom? \_\_\_\_\_ Relationship: \_\_\_\_\_

Please attach photocopies of the following **to document your legal residence** in South Carolina:

• **South Carolina driver's license or ID card**

• **South Carolina vehicle registration card**

If vehicle you use is not in your name, in whose name is it registered? \_\_\_\_\_ Relationship: \_\_\_\_\_

• **South Carolina voter registration card (if you are registered to vote)**

When did you last vote? \_\_\_\_\_ In what state? \_\_\_\_\_

• **South Carolina resident tax return** *(Include the first page and the signature page of your most recent state tax return. Also, attach a copy of all other state returns filed for the previous tax year, if applicable. Copies must be signed.)*

If you did not file a South Carolina State Resident income tax return, please explain: \_\_\_\_\_

\_\_\_\_\_

Will you file a South Carolina State Resident income tax return for the current tax year?  Yes  No

If no, please explain. \_\_\_\_\_

Employment Information—List all employment for the previous 24 months

Dates	Employer	City/State	Full-time/Part-time	Hours per week
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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*If requesting resident status based on full-time employment, please attach a letter (either on letterhead stationery or notarized) from the employer stating (1) that you are employed full-time in South Carolina, (2) the effective date of your employment in this state, and (3) the number of hours you work per week. If self-employed, attach a notarized statement certifying the same information and attach a copy of your business license.*

*(Signature required on next page)*

**C. If you are a dependent person\* basing residency upon your parent, legal guardian or spouse, answer the following:** (\*A dependent person is one who does not provide more than half of his/her own support during the 12 months immediately prior to enrollment and is claimed as a dependent or exemption on someone else's federal tax return the year of enrollment.)

Name of person upon whom your residency is based: \_\_\_\_\_

Address of person upon whom your residency is based: \_\_\_\_\_

Relationship to you:      Parent                    Spouse            Legal guardian (*provide court document*)

Is this person a United States citizen?    Yes    No

If no, country of citizenship? \_\_\_\_\_ (*attach copy of Visa*)

If this person is a U.S. Resident Alien, please attach a photocopy of their permanent resident card (*front and back*)

How long has this person been a resident in South Carolina? \_\_\_\_\_(years) \_\_\_\_\_ (months)

If this person moved to South Carolina within the past two years, what prompted their move to the state?

Does this person claim you as a dependent (or exemption) for federal tax purposes?      Yes      No

*(If you were claimed as a dependent for the previous tax year, attach a photocopy of the first page and the signature page of the person's federal income tax return. Copies must be signed.)*

Will they claim you as a dependent for the current tax year?    Yes        No

Please attach photocopies of the **following documentation from the person on whom you are dependent to establish his/her legal residence** in South Carolina:

- **South Carolina driver's license or ID card**
- **South Carolina vehicle registration card**
- **South Carolina voter registration card (if he/she is registered to vote)**
- **South Carolina resident tax return** (*Include the first page and the signature page of your most recent state tax return. Also, attach a copy of all other state returns filed for the previous tax year, if applicable. Copies must be signed.*)

If this person did not file a South Carolina State Resident income tax return, please explain: \_\_\_\_\_

Will this person file a South Carolina State Resident income tax return for the current tax year?    Yes    No

If no, please explain: \_\_\_\_\_

Employment Information—List all employment for the previous 24 months

<i>Dates</i>	<i>Employer</i>	<i>City/State</i>	<i>Full-time/Part-time</i>	<i>Hours per week</i>
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I hereby certify that the information I have provided is complete and accurate and that I am making this application in good faith based on a belief that I am eligible to pay tuition and fees at the rate afforded to legal resident of South Carolina.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

IMPORTANT: Persons who gain resident status improperly by making or presenting willful misrepresentations of fact will be charged tuition and fees past due and unpaid at the out-of-state rate, and interest of 8% per annum, and a penalty amounting to 25% of the out-of-state rate for one semester. Until these charges are paid, such student will not be allowed to receive transcripts or graduate from the University.     *issued 06-05*