



Petition for Change of Residency Status

Active duty military stationed in SC and their dependents do not have to complete this form. Submit the active duty or dependent military verification form to Admissions to be considered for in state tuition.

Student's Name: _____ **C#:** _____

To apply for a change in residency classification, submit this form and documentation to Admissions Office at main campus or any outreach location. The completed form and documentation can also be emailed to wrightb@cctech.edu or faxed to (803)778-6696. The change of residency is not retroactive.

Dependent students applying for a residency change must provide the required documentation below from the person claiming them as a dependent or providing 50% or more of financial support.

Requesting residency change from: Out of State to In-State Out of County to In-County

Out of State to In State Requirements: Please check the following documents you are submitting to be considered for in state tuition.

___ Valid SC driver's license or SC identification card (must reflect 12 months of residency unless submitting letter of full time employment or proof of retirement)

___ Valid SC vehicle registration card

___ Military Leave Earning Statement reflecting SC as home of record

___ Recent Federal and SC State signed tax returns

___ Letter of full time employment typed on company letterhead stating you are a full time employee, number of hours worked weekly, and SC taxes are being withheld.

___ Proof of retirement

___ Other: _____

Out of County to In County Requirements – Submit the items below to be considered for a change in residency.

___ Valid SC driver's license with current address or SC identification card and most recent local utility bill

Submitting the petition for residency change does not guarantee a change in residency classification.

Student's Signature: _____ **Date:** _____

Official Use

Date Reviewed: _____ Approved Semester residency changed: _____ Disapproved

Reason for disapproval: _____

Residency Official's Signature: _____