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 nealas@ctech.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.

A. Requesting Residency Change from:

☐ Out of State to In-State (Complete B and attach documents.)
☐ Out of County to In-County (Complete C and attach documents.)

B. Out of State to In State Requirements: Please check the following required documents you are submitting to be considered for in state tuition. Additional supporting documentation can also be submitted.

REQUIRED for ALL PETITIONS

☐ 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 (must reflect 12 months of residency unless submitting letter of full-time employment or proof of retirement)

☐ Military Leave Earning Statement reflecting SC as home of record (if applicable)

Exceptions To 12 Months Of Residency

☐ Letter of full time employment typed on company letterhead stating you are—1) a full time employee, 2) number of hours worked weekly, 3) receive fulltime benefits, and 4) SC taxes are being withheld.

☐ Proof of retirement

Additional Supporting Documentation

☐ Recent Federal and SC State signed tax returns

☐ Other:________________________________________________

C. 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: _____________________________

Revised: 11/14/2018
K: Forms for Quick Access