



## 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*

1. Complete the student contact form on the Southern Regional Education Board (SREB) webpage found at <http://home.sreb.org/acm/Email.aspx?state=45>. Be sure to follow the instructions 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 at least **2** of the following documents that evidence the qualifying period **along with State of SC income tax return** (1<sup>st</sup> page and prior year only) 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**
  - c. **Copy of SC Motor Vehicle registration**
  - d. **Copy of current Property tax receipt**
4. If the requester is classified as **dependent**, a parent/guardian/spouse notarized signature is also required along with his/her copies of **State of SC income tax return (prior year and page 1 showing applicant as dependent only) indicating SC domicile and at least 2** of the supporting documents listed in #3.
5. Please be aware that processing your request can take up to several 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. 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.
7. 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 Pitts-Howard**  
**South Carolina Commission on Higher Education**  
**ACM (Academic Common Market) Program**  
**1122 Lady Street, Suite 400**  
**Columbia, SC 29201**  
[khoward@che.sc.gov](mailto:khoward@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.*