

STUDENT'S NAME

WOFFORD ID:



OFFICE OF FINANCIAL AID
SOUTH CAROLINA RESIDENCY EVALUATION

STEP 1: STUDENT INFORMATION

STUDENT HOME TELEPHONE #

STUDENT EMAIL

STUDENT MOBILE #

CURRENT PERMANENT HOME ADDRESS (STREET/PO BOX, CITY, STATE, ZIP)

STEP 2: RESIDENCY

Attach a letter of explanation for submission of this form and details of move.

Please choose the capacity in which you are claiming residency.

I moved to South Carolina (skip to step 3).

I moved away from South Carolina to (skip to step 4).

STEP 3: ESTABLISHING SOUTH CAROLINA RESIDENCY

In what category are you requesting S.C. residency status? Please check ONE of the following:

Independent student Dependent of NAME OF PARENT, SPOUSE OR GUARDIAN

List all addresses you have lived during the past two years and the dates you lived at each.

Table with 2 columns: ADDRESS, DATES

When did your present (latest) stay in South Carolina begin?

How long have you lived here?

Are you a citizen or permanent resident of the United States? Yes No

If not, what is your nationality?

NOTE: If you hold an Alien Registration Card, I-94 or visa please attach a copy.

Are you registered to vote? Yes No

Where are you registered to vote? When did you register?

Have you ever voted in South Carolina? Yes No When?

Have you ever been registered in or voted in another state? Yes No

When? Where?

If you are registered to vote in South Carolina, please attach a copy of your voter's registration card.

STUDENT'S NAME _____

WOFFORD ID: _____

Are you employed? ____ Yes ____ No If so by whom? _____

Dates of employment: From _____ to _____ ____ Full Time ____ Part Time

Did you file a Federal Income Tax Return as an independent person and/or a resident South Carolina State Tax Return for the previous year? ____ Yes ____ No

Do you have a valid South Carolina issued state ID card? ____ Yes ____ No If yes, give date of original issue: _____

Do you have a valid South Carolina driver's license? ____ Yes ____ No If yes, give date of original issue: _____

Do you own a motor vehicle? ____ Yes ____ No If yes, is it registered in South Carolina? ____ Yes ____ No

If you do not own a car, whose car do you drive? _____ In what state is it registered? _____

In what state is the insurance carried on the car that you own or drive? _____

If you are a dependent student, please answer the following questions:

What is your parents' marital status? _____

If your parents are divorced, was any court order made assigning you to the custody of either parent? _____

Name of custodial parent(s) and the present address: _____

List dates, cities and states where your parents lived during the past two years (with most recent address information listed first).

ADDRESS	DATES
_____	_____
_____	_____
_____	_____
_____	_____

How long has your father lived continuously in South Carolina, if at all? _____

How long has your mother lived continuously in South Carolina, if at all? _____

Did your parents claim you as a tax dependent on the last Federal Income Tax Return they filed? _____

Please provide copies of the first pages of your parent(s) 2018 federal and state tax returns.

If you are an independent student, please answer the following:

If you are married, please give full name of husband or wife (maiden name) and permanent address _____

Spouse's place of employment _____ From _____ to _____

Full time or part time? ____ Full Time ____ Part Time

Spouse's last home address: _____

Is your spouse dependent upon you (are you his/her predominant source of financial support)? ____ Yes ____ No

Are you dependent upon your spouse (is he/she your predominant source of financial support)? ____ Yes ____ No

Please provide copies of the first pages of your 2018 federal and state tax returns.

Military

If in government or military service, do official records show you to be a resident of South Carolina for more than half of your enlistment? ____ Yes ____ No

If in active military service, provide a copy of your most current orders, Leave and Earning Statement and Military Declaration of Domicile.

STEP 4: MAINTAINING SOUTH CAROLINA RESIDENCY

Are you a citizen or permanent resident of the United States? _____ Yes _____ No

If not, what is your nationality? _____

If you hold an Alien Registration Card, I-94 or visa please attach a copy.

Date of enrollment at Wofford College: _____

Reason for move: _____

Besides summer, have you remained continuously enrolled at Wofford College? _____ Yes _____ No, please explain _____

List all addresses you have lived during the past two years and the dates you lived at each.

ADDRESS	DATES

STEP 5: DECLARATION OF DOMICILE

Domicile denotes your true, fixed and permanent home and place of habitation. It is the place where you intend to remain and to which you expect to return when you leave, without intending to establish domicile elsewhere.

I, _____, declare that I established my domicile in _____ on _____

PRINT NAME

STATE

_____ I reside at _____ and _____

DATE

ADDRESS

have read and understand the definition of domicile.

SIGNATURE

DATE

Electronic signatures are not acceptable.

**We cannot accept emailed or faxed documents because of privacy and security concerns.
Please use one of the following methods to submit your documentation.**

SECURE UPLOAD

forms.wofford.edu

(Requires student log-in to myWofford.)

MAIL

Office of Financial Aid

Wofford College

429 N. Church Street

Spartanburg, S.C. 29303

IN PERSON

Hugh S. Black Admin Bldg.

2nd floor above Admission

INSTRUCTIONS FOR PROVIDING 2018 TAX DATA

If you have **filed a 2018 tax return**, we must collect your tax data for verification purposes.

If you have already used the IRS Data Retrieval Tool on the FAFSA, you do not need to supply us with your tax data.

If not, please complete one of the following:

1. Directly through the FAFSA *Preferred Method*

DATA RETRIEVAL TOOL INSTRUCTIONS:

Step 1: Log onto www.fafsa.gov using your FSA ID and password.

Step 2: Select "Make FAFSA Corrections."

Step 3: Create a "Save Key" and click next.

Step 4: Navigate to the "Financial Information" tab at the top of the page. This takes you to student financial information.

To navigate to parent, scroll to the bottom of the page and click next.

Step 5: Verify that answer to "Have you completed your IRS Income tax return" is "Already Completed" in the drop down menu.

Step 6: Answer the question regarding your filing status.

Step 7: Answer "No" to the next three questions, if no is the correct answer.

Step 8: You will be leaving the FAFSA website temporarily. Click "OK."

Step 9: Enter the requested information. Click Submit. The information should match what is listed on your 2018 tax return.

Step 10: Check the box for "Transfer My Tax Information into the FAFSA" and click "Transfer Now." **Please note: You will not be able to view or change any of the imported tax data.**

Step 11: Navigate to the bottom of the page and click "Next."

Step 12: Verify your changes and click "Next."

Step 13: You will be prompted to sign the FAFSA again. Both a parent and student electronic signature are required if parental information is changed. Click agree and sign at the bottom, then click "SUBMIT MY FAFSA NOW." **Please note: It takes approximately 3 business days for Wofford to receive the updated FAFSA.**

2. Submit a SIGNED copy of your 2018 tax return submitted to the IRS (including Schedules 1-3, if applicable).

3. Directly from the IRS online at www.IRS.gov.

a. GET TRANSCRIPT BY MAIL:

Step 1: Click "Get My Tax Record."

Step 2: Click on "Get Transcript by Mail."

Step 3: Enter the required information as it appears on your tax return using the information for the primary taxpayer.

Step 4: Choose "Return Transcript" under Type of Transcript for the 2018 tax year.

Step 5: The tax return transcript will be mailed to the address on your tax return in 5-10 business days. Please keep your original and provide us with a copy.

B. GET TRANSCRIPT ONLINE (ONLY AVAILABLE FOR THOSE WHO HAVE AN ACCOUNT ON THE IRS ONLINE SYSTEM):

Step 1: Click "Get My Tax Record."

Step 2: Click on "Get Transcript Online."

Step 3: Log-in as a returning user.

Step 4: After logging in, choose "Higher Education/Student Aid" as the reason for your request. Click "Go."

Step 5: In the "Return Transcript" section, click 2018. An asterisk beside 2018 means you have filed but the return has not been processed. You will need to try again later.

Step 6: A PDF of your tax return transcript will immediately appear on your screen. Print two copies, send one to us and retain one for your records. You may also wish to save this file on your computer.

C. REQUEST BY MAIL:

Step 1: Go to www.irs.gov.

Step 2: Click "Get My Tax Record."

Step 3: On the right hand side, click on "About Form 4506-T."

Step 4: Click "Form 4506-T."

Step 5: Complete the form 4506-T, selecting box **6a** and indicating tax year ending 12/31/2018.

Step 6: Print, sign and mail or fax the form to the address listed on the back of the form.

Step 7: Upon receipt of the tax return transcript, please submit to the Wofford Financial Aid Office.