Residency Certification Data Entry – Detailed Steps

SC Residency Certification

This document shows how students will enter information in the online SC Residency Certification program. The student will have received their VIP ID in their Admissions Packet. They will need their VIP ID to complete the Certification.

Note: If you see any discrepancies with the actual residency program, please contact the SC Residency Manager to update these procedures as soon as possible. Thank you.

1. Go to https://my.sc.edu/
2. If student has not set up their VIP ID Password, Click Set up VIP ID and Set Your Password;
3. After your VIP ID Password is set, click on Self Service Carolina on the left side of the screen;
4. Proceed to SSC Log In
5. Complete the following fields, using the information below:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIP ID:</td>
<td>VIP ID from your Admissions Packet</td>
<td>Enter value in VIP ID</td>
</tr>
<tr>
<td>Password:</td>
<td>Password you created</td>
<td>Enter your password</td>
</tr>
</tbody>
</table>

6. Click Log In
7. Click on the Student Tab; bringing up the Student Menu
8. Click the South Carolina Residency Certification field. This will then bring up the South Carolina Residency Certification page.

9. Click the Identity and Select Term hyperlink.

10. Click the appropriate term in the Select term for which SC Residency Certification is requested dropdown box.

11. Click Continue;

12. Select your citizenship. For Visa or Permanent Resident, enter requested dates;

13. Click Continue;
14. Select if you are a dependent or independent student; 
15. Click Continue; 
16. Add two (2) years of address history. 
17. Complete the following fields using the information as directed below: 

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Date: MM/DD/YYYY</td>
<td>Enter 4 digits for year – 2012, not 12.</td>
<td>Enter value in From Date: MM/DD/YYYY</td>
</tr>
<tr>
<td>To Date: MM/DD/YYYY</td>
<td>Enter 4 digits for year – 2012, not 12.</td>
<td>Enter value in From Date: MM/DD/YYYY</td>
</tr>
<tr>
<td>Address Line 1: Required</td>
<td></td>
<td>Enter value in Address Line 1: Required</td>
</tr>
<tr>
<td>City: Required</td>
<td></td>
<td>Enter value in City: Required</td>
</tr>
<tr>
<td>State: Required</td>
<td></td>
<td>Enter value in State: Required</td>
</tr>
<tr>
<td>ZIP or Postal Code: Required</td>
<td></td>
<td>Enter value in ZIP: Required</td>
</tr>
</tbody>
</table>

18. Click Save to Save the address. You may “Add another New Address” or “Continue”;
19. Enter SC Income Tax Information;
20. Click Continue.

21. On Employment History, click all boxes that apply;
22. If you selected Yes to any box, click Add New Employer; please note the items below when completing this section.

- Enter requested information;
- In dates, Enter 4 digits for year – 2012, not 12;
- When complete, click Add/Change Employer Information;
- You may add another New Employer or Click Continue;
- If enlisted in the military, type the branch of the US Armed Forces in Employer Name and in State select Military;
- If Retired, enter “Retired” in Employer Name;
23. For Driver’s License Information, Enter required information;

24. Click Continue

25. For DMV Automobile Registration, Enter required information;

26. Click Continue;

27. On the Signature and Acknowledgement Page, enter required information and Submit.

Your certification has been submitted. You will be contacted with your final residency status.