



# SOUTH CAROLINA DEPARTMENT OF EDUCATION

## Education Scholarship Trust Fund Program

### What documents Do I Need to Apply?

Depending on your responses to application questions some or all the following documents may be required.

#### Taxable Income

- Copy of U.S. Individual or Joint Income Tax Return for applicant and/or co-applicant. To obtain a copy of your tax return you can go to [www.irs.gov](http://www.irs.gov)
- 2023 IRS Federal Form 1040 pages 1 and 2

#### Nontaxable Income (If Applicable)

Documents must contain applicant or co-applicant name, amount received, and frequency of receipt. **Note:** You do not need to tell us about child support, veteran's payments, or Supplemental, Security Income.

- **Alimony Received**- Court ordered legal documents or a letter from the provider of your alimony.
- **Social Security Income** - SSA-1099 or SSI statements/letters for all family members receiving benefits.
- **Workers' Compensation** - A Workers' Compensation award letter
- **Housing Allowance** - A benefit statement or enrollment and payment letter
- **Tax Exempt Interest** – A Form 1099-INT or Form 1099-OID

- **Other Nontaxable Income** –All documentation available to substantiate income reported on the application. Child support, veterans’ payments, and Supplemental Security Income (SSI) are not considered income and will not be accepted.

## Other Documentation

**Address Verification:** Please provide one form of verification matching the physical address and \*\*name of the applicant and/or co-applicant as listed on your application. Approved documents are:

- Driver’s License or State Issued ID\*
- Utility Bills\* (Full Page) (gas, electric, water, etc.)
- Government-Issued Mail\* (TANF, SNAP, voter registration card, tax assessment, etc.)
- Mortgage Statement for that residence\*

*\*Recent: If monthly, the recent statement should be within the last 3 months. If annual, the recent statement would be the current or previous year (if applicable).*

*\*\*Additional documents such as a marriage license, divorce decree, or court documents showing a legal name change can be submitted along with an approved document to confirm the name's match.*

**Guardianship Verification: (If Student is not on the 2023 tax return or no 2023 taxes were filed):** Please provide legal documents listing the name of the applicant and/or co-applicant as well as the student. Legal documents may include foster paperwork, adoption papers, divorce agreements, the 2023 or 2024 tax return or a birth certificate.

**Medicaid Card (If a current participant):** Please provide a copy of the Medicaid card in the student’s name. Submitted Medicaid cards must match this example image to be accepted. Health Insurance cards are not accepted.



**Active-Duty or Veteran Military Documentation: (If student has a legal guardian who is currently serving on active duty in the U.S. Armed Forces, or who is a veteran of the U.S. Armed Forces)** Please provide one of the following documents confirming the student has a legal guardian who is active-duty or a veteran. The name must match the name of the applicant or co-applicant on this application. Approved documents are: Current Military ID, Leave and Earnings Statement (within 30 days), Orders for Active Duty, Letter from Commanding Officer on military letterhead or a Service Verification Letter.

**Once all required information and documents have been submitted, please allow up to 30 days for processing.**

## How Do I Submit Documents?

Upon submitting your application, you will automatically be taken to your Application Summary page. There is a Required Documents section that will list out document requirements specific to your application. You will also receive an email listing required documentation. That email has a link to bring you directly back into your Application Summary.

- 1) To upload documents, you can click on either the **“Upload your required documents”** link at the top of your summary or the **“Upload”** button in the Required Documents section.

Application Summary

Application Status: **INCOMPLETE** Application ID: 1696690 2024-2025

The following step(s) are needed to complete your application:

- Complete your form
- Upload your required documents

Institution Status

| INSTITUTION                              | STATUS     |
|--|------------|
| Education Scholarship Trust Fund Program | Incomplete |
| Test Student                             |            |

Complete Form

Required Documents [Help](#)

Supplemental Documents

|                          |          |
|--------------------------|----------|
| Proof of Enrollment      | Test     |
| Address Verification     | Document |
| Other Non-taxable Income | Document |

Not Submitted In Progress Complete

Upload History

- 2) Once you have selected either option, the Upload Documents page appears listing out documents to upload. Select which document you are uploading in Step 1, then click **“Ready to Upload”**. Pay careful attention to the tips on the right-hand side.

Upload Documents

Application ID: 1696690

Applicant:

Co-Applicant: N/A

Address: 1234 A street South Point, SC 55555

1 Documents [Help](#)

Select the document(s) you want to upload

Tax Documents

No tax documents required (View All)

Nontaxable Documents

All nontaxable documentation must contain recipient, amount received, frequency, and dates.

Other Nontaxable

Supplemental Documents

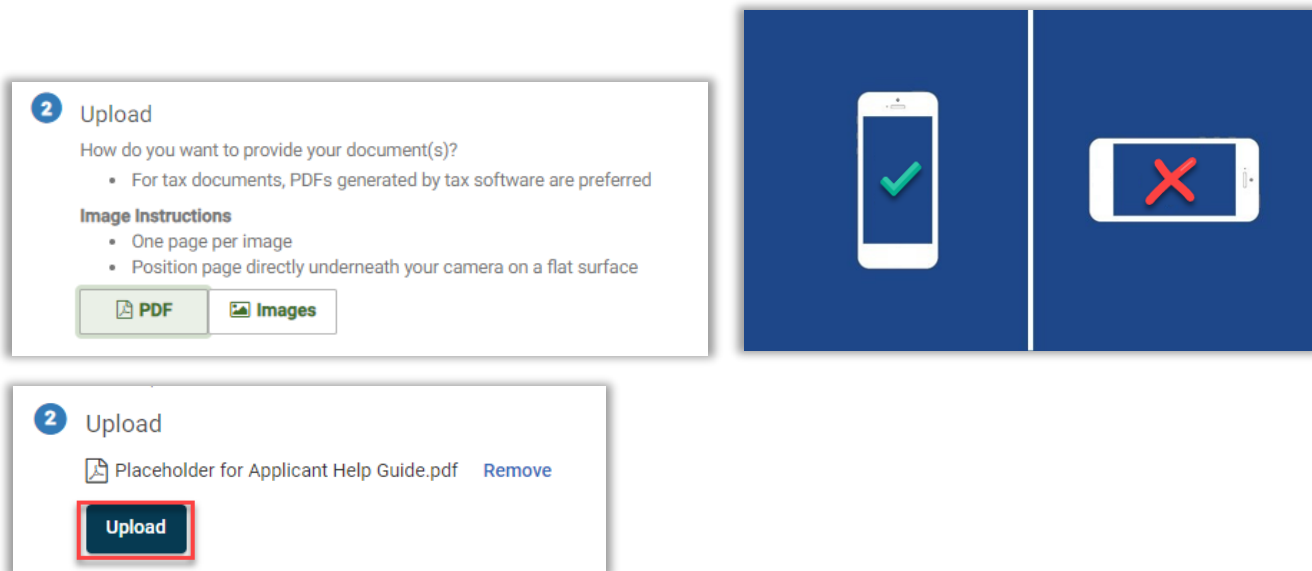
- Proof of Enrollment - Test (Education Scholarship Trust Fund Program)
- ☒ Address Verification (Education Scholarship Trust Fund Program)
- Other Non-taxable Income (Education Scholarship Trust Fund Program)

Ready to Upload

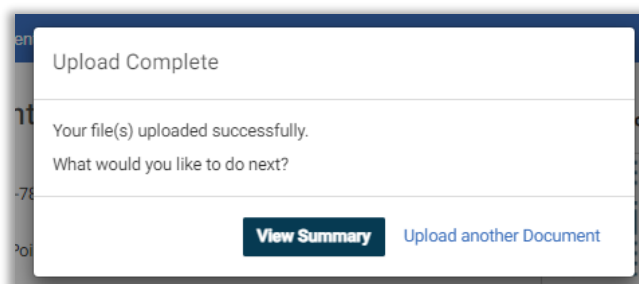
Tips for a successful upload

- Good Example**  
Content fully in-frame, text clearly showing and minimal background.
- Blurry Photo**  
Hold the camera steady so the information is clearly visible. If scanning, rescan to get a clearer image.
- Cut Off Photo**  
Make sure all the content on document is visible before uploading
- Excess Background**  
Hold your camera closer to the document so you can see as little of the background as possible. If scanning, crop out background

- 3) In Step 2 you can choose to upload either PDF or Images-JPEG. If you are choosing to upload an image-JPEG this image must be vertical, as horizontal images are not accepted. Once the image has been selected click the “Upload” button.



- 4) You will then receive a message once your file has been uploaded successfully. If you have additional documents to upload you can click “Upload another Document” and this will allow you to continue uploading documents to your application. An email confirmation that an upload has been made will also be generated to the email address on file.



- 5) Please allow two weeks for document processing. Once documents have been processed you will receive a notification either:
- Asking for additional documentation if there was an issue with the prior document(s). **OR**
  - That you are complete if all required documents have been received.

**If you have any questions, please contact the application helpline at 866-539-6359.**

**Once all required information and documents have been submitted, please allow up to 30 days for processing.**