University of Colorado Boulder

Office of the Registrar
105 Regent Administrative Center
20 UCB
Boulder, Colorado 80309

http://www.colorado.edu/registrar
Email - tuitclass@colorado.edu

PLEASE READ THIS MATERIAL BEFORE SUBMITTING YOUR PETITION

This will allow our office to process your paper work as quickly as possible.

Failure to present complete, clear, and convincing evidence and complete supporting documentation (see gray boxes on petitions) MAY RESULT IN A DENIAL.

All petitioners must submit a *Domicile Petition*. An Additional *Emancipation Petition* is required if on the first day of class of the term for which you are petitioning:

- You will not be at least 23 years old
- You will not have been married for one year
- You have not been a graduate student for one year
- You do not have a parent that has been a Colorado resident for one year

Please note:
An emancipated student must demonstrate total financial and residential independence. This requirement makes it highly unlikely for most undergraduates who do not have a parent domiciled in Colorado to qualify for classification as a Colorado resident.

The best way to receive a prompt response to your petition is *to provide all information specified by the petition.* Read each item carefully and *answer every question* even if the answer is NA (not applicable).

IMPORTANT DATES AND DEADLINES

Semester	Domicile Qualifying Date	**Undergraduate** First Submission Date	**Undergraduate** Final Deadline	**Graduate** First Submission Date	**Graduate** Final Deadline
Summer 2014	5/12/2013	4/1/2014*	7/11/2014	4/1/2014	7/11/2014
Fall 2014 **New/ Former Students**	8/25/2013	4/1/2014*	8/25/2014	4/1/2014	9/12/2014
Fall 2014 **Continuing Students**	8/25/2013	6/2/2014	8/25/2014	6/2/2014	9/12/2014

* Please note that these students will need to provide proof of residence and any employment (if employed) in Colorado for the Summer of 2014, even if submitting on April 1.

New/Former Students = You are not currently enrolled in classes at the University of Colorado Boulder
Continuing Students = You are currently enrolled in classes at the University of Colorado Boulder

**** All dates are subject to change without notice. Refer to our website for updates and changes.****

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Common concerns regarding completing the Domicile petition

1. Petition item D3 (**proof of place of residence**): Period of Residence should begin on your first day in Colorado. Be sure to provide evidence of your place of residence in Colorado going back at least to the **Domicile Qualifying Date** listed on the *Important Dates and Deadlines Chart*.

2. Petition item D4 (**income tax**): Be sure to provide *complete* copies of *all* **state** income tax returns and a copy of **only** pages 1 and 2 of **federal** tax form 1040 (or the equivalent) filed for the past year. Fall Petitions require current year tax returns regardless of the date of submission.
   - **Colorado returns:** If you filed your Colorado return as a part-year resident or nonresident, be sure to include a copy of ***Form 104PN*** (the part-year/nonresident apportionment schedule). If you do not have personal copies of your returns, you may obtain copies of Colorado returns from the Colorado Department of Revenue, telephone 303-238-7378. Best method: Download DR Form 5714 from http://www.revenue.state.co.us/PDF/dr5714fill.pdf
   - **Federal tax returns:** You may delete financial information and Social Security numbers for privacy.
   - **Federal tax return transcripts**: If you do not have a personal copy of your 1040 form, transcripts are available from the Internal Revenue Service, telephone 800-829-1040; http://www.irs.gov/pub/irs-pdf/f4506t.pdf.
   - For copies of **state income tax returns from other states**, you should consult the appropriate agency in that state. See http://www.taxadmin.org/fta/link/forms.html.

3. Petition item D6 (**voter registration**): Your Colorado driver's license serves as evidence of voter registration *if the letter "Y" appears in the space next to the word "voter."* Otherwise, you may obtain documentation from the Colorado Secretary of State at https://www.sos.state.co.us/voter-classic/secuVerifyExist.do or from your county clerk. Boulder County residents may access and print voter registration records at https://www.bouldercounty.org/elections/register/pages/voterinfolookup.aspx.

4. Petition item D15: Your attendance at CU Boulder is not evidence that Colorado is your permanent home. Please carefully review the petition instructions.

5. Your petition must be notarized. Notarization may be done in our office at no charge.

Common concerns regarding completing the Emancipation petition (if applicable)

1. Petition item E1: Please complete all fields even if it is "NA" (not applicable) or zero.

2. Petition item E2a: Be sure to provide a *complete* list of all sources of **financial support** and provide *complete* documentation for each source.

3. Petition item E2b: To protect your privacy, we only ask for the last five digits of your account numbers. As noted on the petition, please be specific about the original source of these funds. An original source is not, for instance, a savings account, it is where the money originated before being deposited in the account.
   E.g. employment wages, financial aid, private loans, etc.

4. Petition item E6: This information is required for those who are not yet 22 years of age to demonstrate continued emancipation. We do not require specific funding amounts in this field.

5. The *Emancipation Petition* must accompany the notarized *Domicile Petition*. Notarization may be done in our office at no charge.

Common concerns regarding Emancipation REVIEW petition

1. Review Petitions are required one year after your first Emancipation approval. Review petition details will be provided in the original approval letter. **Retain your approval letter** for details regarding any requirements for Review Petitions.

2. Review petitioners must complete the demographic information on page 1 and only questions D3, D4 and D5 on the **Domicile Petition**. The **Domicile Petition** must be signed and notarized. **The Emancipation Petition must be fully completed.** All supporting documents must be submitted with the petitions.

Your petition will be evaluated using the criteria established by law as described in the publication Tuition Classification Regulations. All applicants who meet the statutory conditions will be granted in-state tuition.
Each petition is evaluated in a fair and impartial manner.