

## Verification of Canadian Military Member's Permanent Change of Station (PCS) in Colorado

### For Nonresident Canadian Military Personnel and Dependents Requesting In-State Tuition Classification

A **Canadian military member** is eligible to apply for in-state tuition using this form if the member is on active duty with a permanent change of station (PCS) in Colorado while enrolled as a student.

A **dependent** is eligible to apply for in-state tuition using this form if the Canadian military member is on active duty with a PCS in Colorado while the dependent is enrolled as a student in Colorado.

In-state tuition status for Canadian military personnel or their dependents terminates at the conclusion of the current semester upon the military member's transfer to any station outside of Colorado.

To review the law, visit the Colorado Dept. of Higher Education's [Colorado Residency Statutes](#) webpage.

#### Instructions

Submit the following required documentation to the Office of the Registrar by the end of the fourth week of the applicable term ([electronic submission instructions](#)):

1. This form, completed and signed, and dated no earlier than 30 days before the first day of class for the applicable term
2. A copy of current orders stationing the military member in Colorado
3. A copy of both sides of the military member's military identification card
4. Dependent students of military members must also submit:
  - a. A copy of both sides of the dependent's military ID
  - b. Documentation verifying that the student is a spouse of the military member or is a child under 23 years of age born to or legally adopted by the military member

#### Section 1: Student Information (Student completes)

First name \_\_\_\_\_ Last name \_\_\_\_\_  
Student ID number \_\_\_\_\_ Applicable term & year \_\_\_\_\_

**Dependents only:** If the student is a dependent, enter the Canadian military member's name below.

First name \_\_\_\_\_ Last name \_\_\_\_\_

Student's signature \_\_\_\_\_ Date \_\_\_\_\_  
(no earlier than 30 days before 1st day of class)

#### Section 2: Active-Duty Certification (Military member submits to Base Education Office to complete)

*Base Education Officer: Please complete this section, then return this form to the military member.*

I certify that \_\_\_\_\_ is an active-duty member of the Canadian military and has a permanent duty station in Colorado at \_\_\_\_\_ as of the first day of class for the \_\_\_\_\_ term.

Certifying officer \_\_\_\_\_ Position \_\_\_\_\_  
Office/command \_\_\_\_\_ Telephone \_\_\_\_\_

Officer's signature \_\_\_\_\_ Date \_\_\_\_\_  
(no earlier than 30 days before 1st day of class)