University of Colorado Boulder

Office of the Registrar
Regent Administrative Center 101
20 UCB
Boulder, Colorado 80309

t 303 492 6970
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tuitclass@colorado.edu

Residency Information for Tuition Classification

For Use by Petitioners Who Wish to Prove Emancipation

Tuition classification is governed by state law (C.R.S. § 23-7-101 et seq.) and by judicial decisions that apply to all public institutions of higher education in Colorado and is subject to change at any time. The university is not free to make exceptions to the rules except as specifically permitted by state law. A copy of the applicable law is available at https://highered.colorado.gov/colorado-residency-statutes.

Submission Dates and Deadlines

- Residency petitions submitted after the posted deadline will not be processed.
- Residency petition requirements and submission dates and deadlines are subject to change without notice. For the most current information, check www.colorado.edu/registrar/students/state-residency/current.

Residency Petition Submission Dates and Deadlines

Applicable Term	Domicile Qualifying Date	Earliest Petition Submission Date	Petition Submission Deadline
Summer 2024 (May-Aug.)	May 12, 2023	March 1, 2024	Friday, May 3, 2024
Fall 2024	Aug. 25, 2023	March 1, 2024	Friday, July 12, 2024
Winter/Spring 2025	Jan. 12, 2024	Oct. 1, 2024	Friday, Dec. 13, 2024
Summer 2025 (May-Aug.)	May 11, 2024	March 3, 2025	Friday, May 2, 2025
Fall 2025	Aug. 24, 2024	March 3, 2025	Friday, July 18, 2025
Winter/Spring 2026	Jan. 11, 2025	Oct. 1, 2025	Friday, Dec. 12, 2025

Petitioning Process and Timeframe

- Important communications are sent to the student's colorado.edu email address and display as to-dos in Buff Portal (https://buffportal.colorado.edu).
- The student may receive emails with requests for additional information. Failure to respond appropriately by the stated deadline may result in the petition being closed with no option for appeal.
- Once the petition review is complete, the student will be notified of the decision by email.

Other Important Information

- To submit your petition and/or supporting documentation electronically, see our instructions at www.colorado.edu/registrar/students/state-residency/submit.
- If you're submitting your petition by mail or in person, submit ***photocopies*** of the requested documents. All documentation submitted becomes part of your student education record and cannot be returned.
- **FERPA consent to release**: At the post-secondary level, student education records may only be released to a parent or other third party at the student's written consent. Unless the student has established FERPA consent to release for the requesting individual (see www.colorado.edu/registrar/students/records/privacy/consent), staff may only discuss missing documentation and requests for additional information with the student petitioner.

For Office Use Only (Do Not Mark)

How to Locate Residency Information and Documentation

If you need help finding or accessing required documents for the petition process, see www.colorado.edu/registrar/students/state-residency/guidelines.

SAMPLE

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Petition for Colorado Residency for Tuition Purposes

For Use by Petitioners Who Wish to Prove Emancipation

Basic Information

For which semester and year are you petitioning? Semester _____ Year _____

Have you petitioned for a prior semester? ☐ Yes ☐ No

Part 1 – Personal Information

Section A – CU Student (Petitioner)

First name _____ Last name _____ M.I. _____

Street address _____

City _____ State _____ Zip code _____

Daytime phone number _____ Date of birth _____ Age _____

Student ID _____ CU Boulder email address _____@colorado.edu

If you haven't been assigned a CU email yet, provide an alternate address _____

Note: All correspondence regarding this petition will go to your email address on file.

1. Are you a U.S. citizen? ☐ **Yes** ☐ **No**

If **no**:

A. Indicate your current status and provide the required information.

☐ U.S. permanent resident — Resident alien no. _____ Date issued _____

☐ Non-U.S. citizen — Country of citizenship _____ Length of time in U.S. _____

☐ On a visa — Visa type _____ Is this a student visa? ☐ Yes ☐ No

Date issued _____ Expiration date _____

B. Submit the following required documentation with this petition:

☐ A copy of both sides of your U.S. permanent resident card, visa, Form I-485, work authorization or other evidence that indicates the date the U.S. Citizenship and Immigration Services accepted your application for adjustment status.

2. Do you currently participate in the Western Regional Graduate Program (WRGP)? ☐ **Yes** ☐ **No**

If **yes**, do not complete this form. Please contact the Tuition Classification Office (tuitclass@colorado.edu) for further information.

3. Are you funded by another state based on residency in that state? ☐ **Yes** ☐ **No**

If **yes**, do not complete this form. Please contact the Tuition Classification Office (tuitclass@colorado.edu) for further information.

4. Do you currently receive loans/funds from Alaska Loan Program? ☐ **Yes** ☐ **No**

If **yes**, do not complete this form. Please contact the Tuition Classification Office (tuitclass@colorado.edu) for further information.

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Semester _____ **First Term** Y N **Career Type** U G L **Petition Type** a d e r m g

Exception Type AS EI MA MD MV NF NG SY WR OA **Entered by** _____

Decision APPROVED DENIED **EFFECTIVE DATE** _____ **EFFECTIVE TERM** _____ **BY** _____

SAMPLE

Part 2 – Physical Presence and Legal Ties to Colorado

Section A – Physical Presence

Twelve months of continuous physical presence is required to be considered a Colorado resident for tuition purposes.

Do you currently live in Colorado? ☐ **Yes** ☐ **No**

If **yes**, provide the following:

Date moved to Colorado ____/____/_____

In the last year, have you been absent from Colorado for 30 consecutive days or more? ☐ Yes (complete the table) ☐ No

Date Departed from Colorado	Date Returned to Colorado	Explanation and Documentation of Absence of 30 days or More
____/____/_____	____/____/_____	
____/____/_____	____/____/_____	
____/____/_____	____/____/_____	

Section B – Personal Statement and Significant Life Activities

Please write a statement demonstrating your intent to create a true, fixed and permanent home in Colorado. Include ***all*** of the following: your reason for moving to Colorado, the expected duration of your residency in Colorado, your employment plans, your plans after leaving the university, and any significant life activities which require your presence in Colorado or outside of Colorado.

Section C – Residential Information

Provide required documentation for the entire 12-month domicile qualifying period.

1. Do you rent an apartment or house? ☐ Yes ☐ No

If **yes**, provide all documents necessary to cover the full 12-month domicile qualifying period:

- ☐ A 12-month lease signed by you and your landlord (addenda not needed);
- ☐ A month-to-month lease with a signed statement from your landlord; and/or
- ☐ A signed statement from your landlord or the homeowner.

2. Do you own residential real property in Colorado? ☐ Yes ☐ No

If **yes**, provide the following:

Purchase date ____/____/_____

- ☐ A copy of the warranty deed.

3. Do you maintain a home or own residential property in another state or country? ☐ Yes ☐ No

If **yes**, provide the following:

Street address _____

City _____ State _____ Zip code _____

Dates when you resided in that home during the 12-month domicile qualifying period _____

Section D – Colorado Legal Ties

1. Do you have a Colorado driver's license or Colorado identification card? ☐ Yes ☐ No

If **yes**, provide the following:

Issue date ____/____/_____

- ☐ A copy of your Colorado driver's license or ID card.
- ☐ If your license was renewed or reissued during the 12-month domicile qualifying period, also include a driver's history (available online through https://mydmv.colorado.gov; click on the "Driver/ID Services" tab).

2. Are you registered to vote in the U.S.? ☐ Yes ☐ No

If **yes**, provide the following:

State in which you're currently registered to vote _____

Date of current voter registration ____/____/_____

State(s) in which you were formerly registered to vote _____

- ☐ If applicable, a copy of your Colorado voter registration or a printed verification from the CO Secretary of State website.

3. Do you own or operate a motor vehicle? ☐ Yes ☐ No

If **yes**, provide the following:

Dates of motor vehicle operation in Colorado Start date ____/____/_____ End date ____/____/_____ (if applicable)

If **no**, provide your method(s) of transportation _____

4. Is the motor vehicle you operate registered in Colorado? ☐ N/A ☐ Yes ☐ No

If **yes**, provide the following:

Date vehicle was first registered in Colorado ____/____/_____

Name of registered owner _____ Owner's relationship to petitioner _____

- ☐ A copy of all Colorado vehicle registrations covering the 12-month domicile qualifying period.

If **no**, provide the following:

State of vehicle registration _____

Explain why the vehicle is not registered in Colorado _____

_____

- ☐ A copy of all out-of-state vehicle registrations covering the 12-month domicile qualifying period.

Part 3 – Employment History

1. Have you been employed at any time in the past two years? ☐ **Yes** ☐ **No**

If **yes**, complete the table below:

Employer	City, State	Employment Start Date	Employment End Date (If Applicable)	Full- or Part-Time?
		____/____/_____	____/____/_____	
		____/____/_____	____/____/_____	
		____/____/_____	____/____/_____	
		____/____/_____	____/____/_____	

2. Have you been employed in Colorado in the past two years? ☐ **Yes** ☐ **No**

If **yes**, provide the following:

☐ A copy of one of the following from your current Colorado employer: pay advice or pay stub, offer or contract letter, W-2 form or signed letter from the employer.

Part 4 – Income Tax History

1. Have you ever filed U.S. federal income tax returns? ☐ **Yes** ☐ **No**

If **yes**, provide the following:

Last two years filed _____

A copy of ***one*** of the following (do not include schedules):

☐ A photocopy of the ***first page*** of the most recent 1040EZ income tax return that you filed.

☐ A photocopy of the ***first two pages*** of the most recent federal 1040 income tax return that you filed.

If **no**, explain why not _____

_____

_____

2. Have you ever filed state of Colorado income tax returns? ☐ **Yes** ☐ **No**

If **yes**, provide the following:

Last two years filed _____

☐ A photocopy of the most recent Colorado State income tax return that you filed.

☐ If you filed as a part-year Colorado resident, also include a copy of your CO-104PN.

If **no**, explain why not _____

_____

_____

3. Have you filed state income tax returns in another state during the last two years? ☐ **Yes** ☐ **No**

If **yes**, provide the following:

List states where filed _____

☐ A photocopy of your complete state tax returns from other states.

☐ If you filed as a part-year resident of another state, also include a copy of your part-year tax documents.

Part 5 – Emancipation Information (Student)

A – Sources of Income and Support

1. Did you earn any income from employment during the 12-month domicile qualifying period? ☐ **Yes** ☐ **No**

If **yes**, provide the following:

- ☐ Copies of pay stubs or W-2 forms from each employer during the 12-month domicile qualifying period.
- ☐ Complete the table below, including estimated expenses for any future months. If you need more space, attach a separate page.

Employer	Employment Start Date	Employment End Date (If Applicable)	Total Amount Received: Domicile Qualifying Date to Present	Total Estimated Amount: Current Date to First Day of Classes
	____/____/_____	____/____/_____		
	____/____/_____	____/____/_____		
	____/____/_____	____/____/_____		
	____/____/_____	____/____/_____		
	____/____/_____	____/____/_____		

Total earned and estimated income during the 12-month domicile qualifying period _____

2. Did you receive income from any other sources (e.g., gifts, loans, financial aid, funds provided by others, tax refunds, trust funds) during the 12-month domicile qualifying period? ☐ **Yes** ☐ **No**

If **yes**, provide the following:

- ☐ Copies of documentation of each income source (e.g., financial aid award letter, W-2s, copies of checks). For private loans, promissory notes with all signatures are required.
- ☐ Complete the table below. If you need more space, attach a separate page.

Source of Non-Employment Income	Date Received	Amount Received
	____/____/_____	
	____/____/_____	
	____/____/_____	
	____/____/_____	
	____/____/_____	
	____/____/_____	
	____/____/_____	

Total income from other sources during the 12-month domicile qualifying period _____

B – Financial Accounts

Did you hold any checking, savings, credit card or other financial accounts during the 12-month domicile qualifying period? ☐ **Yes** ☐ **No**

If **yes**, provide the following:

- ☐ Copies of all documentation, including complete monthly account statements from the domicile qualifying date to present. Indicate the initial source of funds for each account (e.g., employer name, parent name, bank/lender name).

☐ In the following table, provide information for all checking, savings or other financial accounts held during your 12-month domicile qualifying period. If you need more space, attach a separate page.

Bank or Institution Name	Last 4 Digits of Account Number	Value at Beginning of Domicile Period	Current Value	Initial Source of Funds

Total resources held during the 12-month domicile qualifying period _____

C – Other Assets

Did you hold any assets (e.g., inheritance, insurance settlements, family-provided assets) during the 12-month domicile qualifying period? ☐ **Yes** ☐ **No**

If **yes**, provide the following:

☐ Copies of documentation for all listed assets.

☐ Complete the table below with all assets held during the 12-month domicile qualifying period. If you need more space, attach a separate page.

Type of Asset	Date of Acquisition	Value at Beginning of Domicile Period	Initial Source of Asset
	____/____/_____		
	____/____/_____		
	____/____/_____		
	____/____/_____		
	____/____/_____		

Total assets held during the 12-month domicile qualifying period _____

D – Expenses

List and document all your expenses during the 12-month domicile qualifying period, including estimated expenses for any future months. Be as accurate as possible; your bank statements and other documents will be used to verify all expenses.

Use the area below to list your monthly budget; do not attach a separate budget. Start your budget with the first month of the 12-month domicile qualifying period.

☐ **Fall petitions**: Expenses from August through July

☐ **Spring petitions**: Expenses from January through December

☐ **Summer petitions**: Expenses from May through April

Month and Year	Tuition & Fees[1]	Campus Housing & Dining	Rent/Mortgage[2]	Health Insurance[3]	Miscellaneous: All Remaining Expenses[4]

Month and Year	Tuition & Fees[1]	Campus Housing & Dining	Rent/Mortgage[2]	Health Insurance[3]	Miscellaneous: All Remaining Expenses[4]
Totals					

Total expenses during the 12-month domicile qualifying period _____

Notes:

[1] Include documentation, including billing statements and financial aid awards from schools attended during the 12-month domicile qualifying period.

[2] Rent/mortgage payments should clearly appear on bank statements; if not, include copies of canceled checks or cash receipts.

[3] If you're not on CU health insurance (appears on CU billing statement), include documentation of health insurance and monthly cost.

[4] Miscellaneous includes credit card payments, cell phone, books and supplies, food, recreation, travel, personal supplies and other expenses not specified elsewhere in the budget. Expenses should be consistent with bank debits and withdrawals.

E – Education History

Were you enrolled at any institution of higher learning during the 12-month domicile qualifying period? ☐ **Yes** ☐ **No**

If **yes**, provide the following:

☐ Complete the table below.

Institution	City, State	Did You Pay In-State or Out-of-State Tuition?

☐ Explain how you paid for tuition and other costs related to your education _____

_____

_____

F – Parental Information

In this section, the term *parents* includes stepparents.

1. Did your parents claim you as a dependent for tax purposes during the 12-month domicile qualifying period? ☐ **Yes** ☐ **No**

If **no**, provide the following:

☐ Last year that your parents claimed you as a dependent for tax purposes _____

☐ A signed copy of the first two pages of your parents' federal income tax returns for your period of emancipation.

2. Did your parents carry you on any medical or motor vehicle insurance during the 12-month domicile qualifying period? ☐ **Yes** ☐ **No**

If **no**, provide the following:

Last month and year of coverage on parents' medical insurance ____/_____

Last month and year of coverage on parents' motor vehicle insurance ____/_____

3. Did you reside in your parents' home at any time during the 12-month domicile qualifying period? ☐ **Yes** ☐ **No**

If **yes**, provide the following:

☐ Complete the table below with all periods during which you resided with your parents during the 12-month domicile qualifying period. If you need more space, attach a separate page.

Parent with Whom You Resided	Date Arrived	Date Left	Length of Stay
	____/____/_____	____/____/_____	
	____/____/_____	____/____/_____	
	____/____/_____	____/____/_____	
	____/____/_____	____/____/_____	
	____/____/_____	____/____/_____	
	____/____/_____	____/____/_____	

Total number of days you resided in your parents' home during the 12-month domicile qualifying period _____

G – Future Financial Plan

Describe your anticipated sources of financial support for your college education and all other expenses through completion of your degree. List each income source and the amount expected from each. **Include any available documentation for each source, including records of savings, loan applications, financial aid award letters and any other relevant evidence.**

Part 6 – Acknowledge & Sign

Any false information or falsified supporting documentation included in this petition may subject you to both criminal charges and university disciplinary proceedings. In-state status may be rescinded and out-of-state tuition may be retroactively assessed.

Under Colorado tuition law, a person may not establish domicile in Colorado solely for the purpose of changing tuition classification to in-state. In the absence of ***clear and convincing evidence*** to the contrary, any student classified as out-of-state who seeks to establish Colorado domicile while registered is presumed under the tuition law to do so solely for tuition purposes.

Required Acknowledgments & Signature

☐ I hereby swear/affirm that the answers given in this petition for in-state tuition classification are accurate and complete, and that all documents included are true and unaltered copies of the original documents requested. If my circumstances change, affecting the tuition status requested by this petition, I agree to notify the Tuition Classification Office in writing within 15 days of such change.

☐ I understand the eligibility requirements. The requested information in this petition is necessary to determine qualification as a Colorado resident for tuition classification purposes in accordance with Colorado tuition law.

☐ I understand it is my obligation to have in my possession a copy of this petition and all of its supporting documents, as reproductions will not be provided by the university at any future date.

☐ I also understand that I am financially and academically responsible for all classes for which I have registered or will register in the future, regardless of the outcome of this petition process.

_____

Petitioner's printed name

_____ _____

Petitioner's signature Date

Submission Instructions

Once you've completed all relevant sections of the petition, follow the instructions below to submit it to the Office of the Registrar by the posted deadline. Incomplete petitions or petitions received after the deadline for the applicable term will not be accepted or evaluated. No exceptions will be made due to lost or late mail or failure to use a trackable delivery service.

To submit your materials electronically, see the instructions at www.colorado.edu/registrar/students/state-residency/submit. To do so by mail, please use a trackable delivery service (e.g., certified mail, registered mail, FedEx, UPS, etc.) and address the envelope to:

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Boulder, CO 80309-0020

Important communications and final petition decisions are sent to your colorado.edu email address. Failure to respond to a request for additional information by the stated deadline may result in the petition being closed with no option for appeal.

If your petition is closed or denied, you will be assessed nonresident tuition for the applicable term.