

## Verification of Active Duty Station in Colorado

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

A **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) or is on temporary duty (TDY/TAD) in Colorado while enrolled as a student.

A **dependent** is eligible to apply for in-state tuition using this form if the military member is on active duty with a PCS in Colorado while the dependent is enrolled as a student in Colorado. The student remains eligible if the military member is transferred outside Colorado or if the member retires or separates from the military.

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 by both the student and the Base Education Office and dated no earlier than 30 days before the first day of the applicable term.
2. A copy of current orders stationing the military member in Colorado on or before the first day of the term.
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)**

Check one:  **Permanent Change of Station (PCS)** – Military member and dependents are eligible (see above).  
 **Temporary Duty (TDY/TAD)** – Only military member is eligible.

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

Student ID number \_\_\_\_\_ Applicable term & year \_\_\_\_\_

**PCS only:** If the student is a dependent, enter the active-duty 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 \_\_\_\_\_ has been assigned to active military duty in Colorado on a  
 Permanent Change of Station (PCS) or  Temporary Duty (TDY/TAD) and is an **active-duty member** of the  
armed forces in the United States or Canada at \_\_\_\_\_.

Active duty **in Colorado** commenced on \_\_\_\_\_ and will terminate on \_\_\_\_\_.

Certifying officer \_\_\_\_\_ Position \_\_\_\_\_

Office/command \_\_\_\_\_ Telephone \_\_\_\_\_

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