

RESIDENCY INFORMATION FOR TUITION CLASSIFICATION

For Use by Adult Student Petitioners Only (Non-Emancipation)

Tuition classification is governed by state law (Title 23, Article 7, of the Colorado Revised Statutes of 1973, as amended) 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 Article 7 is available online at: <http://highered.colorado.gov/Finance/Residency/student.html>.

➤ **Residency Petition**

The Office of Admissions makes the initial residency determination based on the residency information included on a student's Application for Admission. Students must complete the "Petition for Colorado Residency for Tuition Purposes" only if seeking to change the determination made by the Office of Admissions. For more information, review the Regulations Summary (www.colorado.edu/registrar/students/state-residency) and the Criteria to Establish Residency (www.colorado.edu/registrar/students/state-residency/guidelines).

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. Under the law, the petitioner bears the burden of proof to show, by clear and convincing evidence, that the statutory requirements to qualify for in-state status are met.

Failure to present complete, clear and convincing evidence and comprehensive supporting documentation may **RESULT IN A DENIAL**. Careful review of the shaded areas of the petition will provide information about required documentation.

➤ **Submission Dates and Deadlines**

- Residency petitions **submitted after the deadline date will not be processed**.
- Residency **petitions and submission dates and deadlines are subject to change without notice**. Check www.colorado.edu/registrar/students/state-residency for the most current information.

Residency Petition Submission Dates and Deadlines

Applicable Term	Domicile Qualifying Date	Earliest Submission Date	Final Deadline
Summer 2018 (May–Aug.)	May 13, 2017	April 2, 2018	May 11, 2018, 4:30 p.m. MT
Fall 2018	Aug. 26, 2017	April 2, 2018	July 20, 2018, 4:30 p.m. MT
Winter 2019	Dec. 22, 2017	Oct. 1, 2018	Dec. 14, 2018, 5 p.m. MT
Spring 2019	Jan. 13, 2018	Oct. 1, 2018	Dec. 14, 2018, 5 p.m. MT

➤ **Petitioning Process and Timeframe**

- **Important communications** are sent to the student's @colorado.edu email address, and checklist items may display in the student's MyCUInfo.
- 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 opportunity to appeal.
- Once the petition review is complete, the student will be notified of the decision by email.
- Petitions are reviewed in the order received. Those who prefer an early decision should not wait until the final deadline.
- Petition review may not be completed prior to the bill due date. Thus, students classified as nonresident must make enrollment decisions based on nonresident status unless notified otherwise. If a student's status is changed to resident, the Bursar's Office will be notified.

➤ **Who is a Qualified Individual Petitioner?**

Information is available on individuals qualified to be petitioners at www.colorado.edu/registrar/students/state-residency/guidelines.

➤ **Other Important Information**

- Petitioners should keep a **copy** of the petition and all supporting documentation for their records.
- Only **photocopies** of requested documents should be submitted with the petition. All documentation submitted becomes part of the petitioner's permanent record and cannot be returned.
- For more information on residency for tuition classification, see www.colorado.edu/registrar/students/state-residency.

HOW TO LOCATE RESIDENCY INFORMATION AND DOCUMENTATION

This information is not a checklist but a guide for finding and accessing documents which may be required in the petition process.

Voter Registration Certificate or Card: Boulder County residents may verify at: www.bouldercounty.org/elections.

Acceptable Documentation:

- A copy of your voter registration card.
- A certificate of voter registration.
- A copy of the online verification: www.sos.state.co.us/voter-classic/pages/pub/olvr/findVoterReg.xhtml.

Federal Income Tax Returns: Internal Revenue Service, www.irs.gov.

Acceptable Documentation:

- A photocopy of your federal income tax return filed for the most current tax year. Please submit only the first page of Form 1040EZ or the first two pages of Form 1040. DO NOT include additional schedules, tax credit forms, etc.
- If a copy of tax return is not available, order a tax return transcript or certification of non-filing.
 - Online at www.irs.gov/Individuals/Order-a-Transcript for the appropriate tax year.
 - Call 1-800-908-9946 to order a tax return transcript.

Colorado State Income Tax Returns: Colorado Department of Revenue, 303-238-SERV (7378).

Acceptable Documentation:

- A copy of your completed Colorado state income tax returns filed for the most current tax year.
Note: If you filed as a part-year resident, **you must include the Colorado 104PN form.**
- A copy of the return may be accessed online at www.colorado.gov/revenueonline using your login ID and password or by setting up a new account.

Other State Returns: Contact the state revenue department of that particular state.

Acceptable Documentation:

- A copy of your complete state income tax returns filed for the most current tax year.
 - If your state does not have state taxes please indicate on the petition.
- Note:* Allow up to six weeks to receive requested income tax returns.

Driver's License, State ID Card or Driver's History: www.colorado.gov/dmv.

Acceptable Documentation:

- A copy of your driver's license or driver's history record or state ID card.
- Note:* If you have lost, replaced or renewed your driver's license, please attach a copy of your driver's history record.

Vehicle Registration: www.colorado.gov/pacific/dmv/registration-requirements.

Acceptable Documentation:

- Colorado vehicle registration for the past year. To obtain a copy of your registration, contact the motor vehicle division for a copy of your registration showing the original date of your registration.
- Other state vehicle registration for any vehicle you are driving in Colorado. Contact appropriate state motor vehicle division.

Residential Information:

Acceptable Documentation:

- A signed copy of your lease and or leases covering the 12-month domicile period.
- Month-to-month lease agreement, along with a signed statement from the landlord stating the length of time you resided at that residence.
- No lease agreement: Please provide signed statement from property owner.
- Living with a roommate but not on lease: Please provide signed statement from the roommate along with copy of their lease.
- *Note:* Signed statements must include the following: date, address of the residence, date of continued presence of the tenant, and the identification and contact information of the writer of the letter (e.g., landlord, homeowner, roommate). All documentation must cover the 12-month domicile period: August to August for fall term, January to January for spring term, and May to May for the summer term.

This page is available with active links on our website as a resource to petitioners:

www.colorado.edu/registrar/students/state-residency

PETITION FOR COLORADO RESIDENCY FOR TUITION PURPOSES

For Use by Adult Student Petitioners Only (Non-Emancipation)

To complete this petition, you must be a Qualified Adult Petitioner (at least 23 years old, married for one year or a graduate level student for one year) prior to the start of class.

Indicate the semester and year for which you are petitioning: Semester _____ Year _____

Have you petitioned for a prior semester? Yes No

- Please **PRINT** all information. Complete in **BLACK** or **BLUE** ink only.
- Complete **ALL APPLICABLE SECTIONS**. If not applicable, indicate **N/A**.
- For more information on who should be the petitioner, refer to www.colorado.edu/registrar/students/state-residency
- The shaded boxes list documents that should be submitted with the petition to support your residency.

PART 1 – Personal Information

A – Student Information

Student Full Name _____ CU Student ID Number (not Buff OneCard number) _____

Address: Street _____ City _____ State _____ Zip code _____

Daytime Phone Number _____ If married, include a copy of your marriage certificate.

Age _____ Date of Birth _____ Single/Married _____ Date of Marriage _____

CU Email Address (New students without a CU email address should provide an alternate email) _____ @colorado.edu NOTE: All correspondence will be sent to the student's email address as provided here.

Graduated from a Colorado high school? Yes No _____
If yes, name of Colorado high school _____ Years attended _____

Citizenship:

<input type="checkbox"/> U.S. Citizen	
<input type="checkbox"/> U.S. Permanent Resident: Resident Alien No. A _____	Date Issued _____
<input type="checkbox"/> Non U.S. Citizen: Country of citizenship _____	Length of Time in U.S. _____
<input type="checkbox"/> On a Visa: Visa Type _____	Date Issued _____ Exp date _____
<input type="checkbox"/> DACA Deferred Action for Childhood Arrivals	Date Issued _____ Exp date _____

Attach copy of both sides of your U.S. Permanent Resident card, Visa, Form I-485, work authorization or other evidence indicating date the U.S. Citizenship and Immigration Services accepted your application for adjustment status.

B – Student's Status Check Yes or No:

- Yes No I currently participate in the Western Regional Graduate Program (**WRGP**), or am funded by another state based on residency in that state. **If Yes**, do not complete this form.
- Yes No I currently receive loans/funds from Alaska Loan Program. **If Yes**, do not complete this form.

Note: If you answered yes to either of these, then you are not eligible for Colorado residency for tuition purposes. Contact the Tuition Classification Office at tuitclass@colorado.edu if you have questions.

C – Military Service

Military Service (Active Duty or Veteran status) or their dependents may qualify for exceptions to the one-year domicile period. If you believe that you may qualify under a military exception, please **do not complete this petition**. Refer to our website for additional information: www.colorado.edu/registrar/students/state-residency/domicile-exceptions. Additional documentation is required. You may also contact our office at 303-492-6970 or tuiclass@colorado.edu for additional information.

D – Student’s Educational Background

Have you attended any college or university (including CU Boulder) during the past two years? Yes No

If Yes, list each college/university, dates attended and your residency classification at that college/university.

College/University	Dates attended	Resident or nonresident

Part 2 – Physical Presence and Legal Ties to Colorado (Student)

A – Physical Presence

Indicate the dates of your continual physical presence in Colorado. Indicate any absences of **30 days** or more and include an explanation and documentation of your absence. Twelve months of continuous physical presence is required to be considered a Colorado resident for tuition purposes.

Arrival in Colorado MM/DD/YYYY	Departure MM/DD/YYYY	Explanation and Documentation for Absences 30 Days or Longer
__/__/____	__/__/____	
__/__/____	__/__/____	
__/__/____	__/__/____	
__/__/____	__/__/____	

B – Personal Statement and Significant Life Activities (Student)

Petitioner, please include a statement describing your reason for moving to Colorado and demonstrating your intent to create a true, fixed and permanent home in Colorado. Include expected duration of your residency in Colorado and plans after you leave the university including future employment plans. In addition, describe any significant life activities, other than employment or education, which have required your presence in Colorado or your presence outside of Colorado.

C – Residential Information

Complete ALL sections below or indicate N/A if not applicable.

Check all criteria that apply. **Submit all appropriate documents.** Your residential information may include **one or more** of the following and must cover the 12-month domicile period.

<u>Colorado Residential Information</u>	<u>Documentation Required</u>
<input type="checkbox"/> Rent an apartment or house	Provide all documents necessary to cover the full domicile period: <input type="checkbox"/> 12-month lease – with renter’s and landlord’s signatures (addenda not needed) <input type="checkbox"/> Month-to-month lease with signed statement from landlord and/or <input type="checkbox"/> Signed statement from your landlord or homeowner
<input type="checkbox"/> Live in the residence halls or university housing	<input type="checkbox"/> Provide a copy of housing contract and/or copies of housing billing statements.
<input type="checkbox"/> Live with parents	<input type="checkbox"/> Provide a copy of parents’ lease or warranty deed along with signed statement from parents.
<input type="checkbox"/> Own residential real property in Colorado Date purchased _____ / _____ / _____	<input type="checkbox"/> Provide copy of warranty deed.
<input type="checkbox"/> Maintain a home or own residential property in another state or country. Address of home _____ Dates you resided in that home during the 12-month domicile period _____	

D – Colorado Legal Ties

Complete ALL sections below or indicate N/A if not applicable.

<u>Legal Ties Information</u>	<u>Documentation Required</u>
<ul style="list-style-type: none"> Colorado driver’s license or Colorado identification card <ul style="list-style-type: none"> <input type="checkbox"/> Yes. Date of issue: _____ / _____ / _____ <input type="checkbox"/> No. Which state license or ID you have? _____ Provide explanation: _____ 	<input type="checkbox"/> Include a copy of your Colorado driver’s license or ID card. If your license was renewed or reissued during the 12-month domicile period, also include a driver’s history, available from Colorado DMV license offices.
<ul style="list-style-type: none"> Registered to vote in Colorado <input type="checkbox"/> Yes <input type="checkbox"/> No <ul style="list-style-type: none"> Date of Colorado voter registration: _____ / _____ / _____ List state(s) of prior voter registration: _____ 	<input type="checkbox"/> Include a copy of your current out-of-state driver’s license or state ID card.
<ul style="list-style-type: none"> Own or operate a motor vehicle? <ul style="list-style-type: none"> <input type="checkbox"/> Yes: Dates operated motor vehicle in Colorado: Start: _____ / _____ / _____ End: _____ / _____ / _____ Is the motor vehicle you operate registered in Colorado? <ul style="list-style-type: none"> <input type="checkbox"/> Yes. Please provide: Date vehicle first registered in Colorado _____ / _____ / _____ Name of registered owner _____ Relationship to petitioner _____ <input type="checkbox"/> No. Where is the vehicle registered? _____ Why not registered in Colorado? _____ <input type="checkbox"/> No, I do not operate a vehicle in Colorado. List other form(s) of transportation: _____ 	<input type="checkbox"/> Include a copy of your voter registration record/card from your county clerk’s office. See resource page for more information.
	<input type="checkbox"/> Include a copy of all Colorado vehicle registrations covering the domicile year.
	<input type="checkbox"/> Include a copy of all out-of-state vehicle registrations covering the domicile year.

Part 3 – Employment History (Student)

List all employment for the past two years, both Colorado and non-Colorado, including any military service, or indicate N/A.

From	To	Employer	City, State	Full/Part Time	Documentation Required
					Provide employment verification for all Colorado employment. <i>For example, include a copy of one of the following: pay advice or pay stub, offer or contract letter, W-2 form or signed letter from the employer.</i>

Did you accept a job in Colorado prior to moving to Colorado?
 Yes **No** **If Yes**, effective date of employment ____/____/____

Part 4 – Income Tax History (Student)

Check any criteria in the first column that applies to you and **include required documentation** as indicated.

If you previously held domicile in Colorado for 12 continuous months and then moved away, include copies of W-2 forms, Colorado tax returns, or other evidence of your state of legal residence for each year since you were last physically present in Colorado.

Income Tax Return Documentation	Documentation Required
<input type="checkbox"/> Filed federal income tax return(s) List last two years filed: _____ <input type="checkbox"/> Have not filed federal income tax Please state reason why not _____ _____ <input type="checkbox"/> Filed Colorado individual income tax return(s) List last two years filed: _____ <input type="checkbox"/> I have included a copy of my Colorado Form 104PN. <input type="checkbox"/> If no Colorado Form 104PN, indicate why not filed/included: _____ _____ <input type="checkbox"/> Filed state income tax return(s) in other state(s). List state(s) and last two years filed: _____ _____ _____ <input type="checkbox"/> I have been living outside of Colorado. Please explain: _____ _____ _____ <input type="checkbox"/> Tax information for Spring Petitioners <ul style="list-style-type: none"> • Will you file a current year Federal Income Tax Return? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, explain why not: _____ _____ • Will you file a current year Colorado state income tax return? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, explain why not: _____ 	<p>Include ONE of the following (do NOT include schedules):</p> <input type="checkbox"/> Photocopy of the first page of your most recent federal 1040EZ income tax return (copy of original that you filed). <input type="checkbox"/> Photocopy of the first two pages of your most recent federal 1040 income tax return (copy of original you filed). See resource page for more information regarding tax forms. <p>Include the following:</p> <input type="checkbox"/> Copy of most recent Colorado Form 104 income tax return. <input type="checkbox"/> Copy of form 104PN if filed as part-year resident. See resource page for more information regarding tax forms. <p>Include the following:</p> <input type="checkbox"/> Copy of your complete state tax returns from other states for the most recent tax year. <input type="checkbox"/> Copy of part-year documents if applicable. <input type="checkbox"/> Include copies of W-2 forms, state tax returns, or other evidence of your state of legal residence for tax purposes for each year since you last physically lived in Colorado for a continuous 12-month domicile year. <input type="checkbox"/> This information about your plans to file current year tax returns is required. <input type="checkbox"/> If approved for in-state tuition, you may be required to submit a copy of your current-year state and federal income tax returns. If you file an extension, you must include the extension paperwork.

Part 5 – Acknowledge & Sign

Check each box to acknowledge that you have read and understand the following:

- Include all required documentation and fill out all applicable sections. Incomplete petitions may be closed with no option for appeal.
- Petitions must be scanned. Therefore, do not use staples, plastic sleeves or notebooks.
- Submit **copies** of documents on standard letter-sized paper. Original documents will not be returned nor copies made for petitioners. Odd-sized pages slow down processing of your petition.
- Hand-deliver your petition to the Office of the Registrar** or send by means of **delivery that provides tracking services** (e.g. certified mail, registered mail, FedEx, UPS, etc.). No exceptions will be made for petitions that are not received by established deadlines due to lost or late mail or failure to use a trackable delivery service. Use the following address for mailing/shipping:

Office of the Registrar
University of Colorado Boulder
Regent Administrative Center 101, 20 UCB
Boulder, Colorado 80309-0020
- Emailed petitions will not be accepted.** Email is not a secure way to deliver sensitive personal data.
- Submit your completed petition **before close of business on the published final deadline.** Petitions received after the deadline date and/or incomplete petitions will not be accepted nor evaluated, and **the student will be assessed tuition as a nonresident for the applicable term.**
- Important communications** are sent to the student's @colorado.edu email address, and checklist items will display in the student's MyCUInfo. The student may receive emails **requesting additional information** by a stated deadline; failure to do so may **result in a petition closure** with no option for appeal. Final petition decisions are sent to the student's email.
- Evaluations may not be complete prior to the **bill due date.** Thus, students classified as nonresident must make enrollment and financial decisions based on nonresident status unless notified otherwise. Petitions are evaluated in the **order received.** If you prefer an early decision, you are advised to submit your petition as early as possible before the deadline.
- If a student is granted Colorado residency, their tuition and financial aid will be adjusted, and they are not be eligible for scholarships based on nonresident tuition.
- 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.

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 fifteen days of such change.

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.

Printed Name of Petitioner

Signature of Petitioner

Date