

RESIDENCY INFORMATION FOR TUITION CLASSIFICATION

For Use by Parent or Legal Guardian Petitioners Only

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://higher.ed.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 or parents 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
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
Summer 2019 (May–Aug.)	May 12, 2018	April 1, 2019	May 10, 2019, 4:30 p.m. MT
Fall 2019	Aug. 25, 2018	April 1, 2019	July 19, 2019, 4:30 p.m. MT
Winter 2020	Dec. 21, 2018	Oct. 1, 2019	Dec. 13, 2019, 5 p.m. MT
Spring 2020	Jan. 12, 2019	Oct. 1, 2019	Dec. 13, 2019, 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 portal.
- The student may receive emails with **requests for additional information**. Failure to respond appropriately by the stated deadline may **result in a denial**.
- 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 their petition and 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 Parent or Legal Guardian Petitioners Only

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 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 – CU Student /Child of Petitioner Information

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

Address: Street _____ City _____ State _____ Zip code _____

Daytime Phone Number _____ Age _____ Date of Birth _____

CU Email Address (New students without a CU email address should provide an alternate email) _____@colorado.edu

NOTE: Email correspondence will be sent to the appropriate email address on file.

B – Parent (Biological or Legally Adopted) or Court-Appointed Legal Guardian Petitioner

Petitioner's Full Name _____ Relationship to Student _____ Daytime Phone Number _____

Address: Street _____ City _____ State _____ Zip code _____

If court-appointed legal guardian, enclose: (1) a copy of the court decree or letters of guardianship, as appropriate; (2) a statement from the court affirming that the parents, if living, do not provide substantial support to the student as a minor child; and (3) a statement from the court certifying that the primary purpose of such appointment is not to qualify the student as a Colorado resident for tuition purposes.

Citizenship of Parent/Legal Guardian Petitioner:

- U.S. Citizen
- U.S. Permanent Resident Resident Alien No. A _____ Date Issued _____
- Non U.S. Citizen Country of Citizenship _____ Length of Time in U.S. _____
- On a Visa Visa Type _____ Date Issued _____ Exp. Date _____
- Is this a student Visa? Yes No

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

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 tuitionclass@colorado.edu for additional information.

Part 2 – Physical Presence and Legal Ties to Colorado (Parent/Guardian)

Enter information related to parent or legal guardian petitioner.

A – Physical Presence (Parent/Guardian)

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 (Parent/Guardian)

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, expected duration of your residency in Colorado, your employment plans, plans after your student has left the university, and any significant life activities which require your presence in Colorado or 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"/> 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.

Legal Ties Information

Colorado driver’s license or Colorado identification card

- Yes.** Date of issue: ____ / ____ / ____
- No.** Which state license or ID do you have? _____
 Provide explanation: _____

Registered to vote in Colorado **Yes** **No**

Date of Colorado voter registration: ____ / ____ / ____
 List state(s) of prior voter registration: _____

Own or operate a motor vehicle?

- Yes:** Dates operated motor vehicle in Colorado:
 Start: ____ / ____ / ____ End: ____ / ____ / ____

Is the motor vehicle you operate registered in Colorado?

- Yes.** Date vehicle first registered in Colorado:
 ____ / ____ / ____
 Name of registered owner: _____
 Relationship to petitioner: _____
- No.** Where is the vehicle registered? _____
 Why not registered in Colorado? _____

- No,** I do not operate a vehicle in Colorado. **List other form(s) of transportation:** _____

Documentation Required

- If you have a Colorado driver’s license or ID card, include a copy.**
- 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.**
-
- If you don’t have Colorado identification, include a copy of your current out-of-state driver’s license or state ID card.**
-
- If you’re registered to vote in Colorado, include a copy of your voter registration record/card from your county clerk’s office. See resource page for more information.**
-
- If your vehicle is registered in Colorado, include a copy of all Colorado vehicle registrations covering the domicile year.**
-
- If your vehicle is registered in another state, include a copy of all out-of-state vehicle registrations covering the domicile year.**

Part 3 – Employment History (Parent/Guardian)

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	<u>Documentation Required</u>
					Provide employment verification for all Colorado employment. 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.

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 (Parent/Guardian)

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

- Filed federal income tax return(s)
List last two years filed: _____
- Have not filed federal income tax
Please state reason why not _____
- Filed Colorado individual income tax return(s)
List last two years filed: _____
- I have included a copy of my Colorado Form 104PN.
- If no Colorado Form 104PN, indicate why not filed/included:

- Have not filed Colorado Individual Income Tax
Please state reason why not _____
- Filed state income tax return(s) in other state(s). List state(s) and last two years filed: _____
- I have been living outside of Colorado. **Please explain:**

- Tax information for **Spring Petitioners**
Will you file a current year Federal Income Tax Return?
 Yes No If No, explain why not: _____

Will you file a current year Colorado state income tax return? Yes No If No, explain why not: _____

Documentation Required

If you filed federal income tax returns, include ONE of the following (do NOT include schedules):

- Photocopy of the first page of your most recent federal 1040EZ income tax return (copy of original that you filed).
- 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.

If you filed Colorado individual income tax returns, include the following:

- Copy of most recent Colorado Form 104 income tax return.
- Copy of form 104PN if filed as part-year resident.

See resource page for more information regarding tax forms.

If you filed state income tax returns in other states, include the following:

- Copy of your complete state tax returns from other states for the most recent tax year.
- Copy of part-year documents if applicable.

If you've been living outside of Colorado, include the following:

- Copy 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.

Information about your plans to file current year tax returns is required.

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 fully completed petition **before close of business on the published final deadline.** Petitions received after the deadline date 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