Residency Information for Tuition Classification

For Use by Students Whose Parent or Legal Guardian Is a Colorado Resident

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 at https://highered.colorado.gov/Finance/Residency/student.html.

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.

### Residency Petition Submission Dates and Deadlines

<table>
<thead>
<tr>
<th>Applicable Term</th>
<th>Domicile Qualifying Date</th>
<th>Earliest Submission Date</th>
<th>Final Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2019 (May–Aug.)</td>
<td>May 12, 2018</td>
<td>April 1, 2019</td>
<td>May 10, 2019, 4:30 p.m. MT</td>
</tr>
<tr>
<td>Fall 2019</td>
<td>Aug. 25, 2018</td>
<td>April 1, 2019</td>
<td>July 24, 2019, 4:30 p.m. MT</td>
</tr>
<tr>
<td>Wintermester 2020</td>
<td>Dec. 21, 2018</td>
<td>Oct. 1, 2019</td>
<td>Dec. 13, 2019, 5:00 p.m. MT</td>
</tr>
<tr>
<td>Spring 2020</td>
<td>Jan. 12, 2019</td>
<td>Oct. 1, 2019</td>
<td>Dec. 13, 2019, 5:00 p.m. MT</td>
</tr>
<tr>
<td>Summer 2020 (May–Aug.)</td>
<td>May 10, 2019</td>
<td>April 1, 2020</td>
<td>May 8, 2020, 4:30 p.m. MT</td>
</tr>
<tr>
<td>Fall 2020</td>
<td>Aug. 23, 2019</td>
<td>April 1, 2020</td>
<td>July 17, 2020, 4:30 p.m. MT</td>
</tr>
</tbody>
</table>

Petitioning Process and Timeframe

- Important communications are sent to the student’s colorado.edu email address and to-do items may display in the student 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 petition review is complete, the student will be notified of the decision by email.

Other Important Information

- Only **photocopies** of requested documents should be submitted with the petition. All documentation submitted becomes part of the petitioner’s 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. Missing documentation and requests for additional information can only be discussed with the petitioner **unless** the student has established FERPA Consent to Release (for more information, see www.colorado.edu/registrar/students/records/privacy/consent).

How to Locate Residency Information and Documentation

If you need help finding or accessing required documents for the petition process, please refer to our online documentation at www.colorado.edu/registrar/node/644/attachment
Petition for Colorado Residency for Tuition Purposes
For Use by Students Whose Parent or Legal Guardian Is a Colorado Resident

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.

Section B – Parent (Biological or Legally Adopted) or Court-Appointed Legal Guardian
First name ___________________________________ Last name _____________________________________ M.I. _____
Street address ______________________________________________________________________________________________
City _________________________________________ State ____________________________ Zip code ________________
Daytime phone number ______________________________________

1. What is your relationship to the student? □ Biological or Legally Adopted Parent □ Court-Appointed Legal Guardian
If you’re a court-appointed legal guardian, you must submit the following documentation with this petition:
□ A copy of the court decree or letters of guardianship, as appropriate.
□ A court statement affirming that the parents, if living, do not provide substantial support to the student as a minor child.
□ A court statement certifying that the primary purpose of such appointment is not to qualify the student as a Colorado resident for tuition purposes.

2. 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.

For Office Use Only (Do Not Mark)
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 _________
Part 2 – Physical Presence and Legal Ties to Colorado (Parent/Guardian)

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

<table>
<thead>
<tr>
<th>Date Departed from Colorado</th>
<th>Date Returned to Colorado</th>
<th>Explanation and Documentation of Absence of 30 days or More</th>
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<tbody>
<tr>
<td><em><strong>/</strong></em>/_______</td>
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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 the student leaves the university, and any significant life activities which require your presence in Colorado or outside of Colorado.

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Section C – Residential Information

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

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

   If yes, provide all documents necessary to cover the full domicile 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 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 period, also include a driver’s history, available from Colorado DMV license offices.

2. Are you registered to vote in Colorado?  ☐ Yes  ☐ No

   If yes, provide the following:
   Date of Colorado voter registration _____/_____/_______
   State(s) in which you were formerly registered to vote _________________________________________________________
   ☐ A copy of your Colorado voter registration record 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 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 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 period.
Part 3 – Employment History (Parent/Guardian)

1. Have you been employed at any time in the past two years? □ Yes □ No
   
   If yes, complete the table below:

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Employer</th>
<th>City, State</th>
<th>Full/Part Time</th>
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<tbody>
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</tbody>
</table>

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 (Parent/Guardian)

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 resident, provide 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.
   - A photocopy of part-year documents, if applicable.
Part 5 – Acknowledge & Sign (Student)

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.

____________________________________________________   ________________________

Student’s printed name

Student’s signature  Date

Submission Instructions

• Include all required documentation and fill out all applicable sections.

• Submit copies of documents on standard letter-sized or legal-sized paper. Original documents will not be returned and copies will not be made for petitioners.

• Hand-deliver your petition to the Office of the Registrar (Regent Administrative Center, room 101) or mail it using a trackable delivery service (e.g., certified mail, registered mail, FedEx, UPS, etc.). No exceptions will be made for petitions not received by the established deadline 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  
  20 UCB  
  Boulder, CO 80309-0020

• Submit your completed petition before close of business on the posted deadline. Petitions received after the deadline and/or incomplete petitions will not be accepted or evaluated, and the student will be assessed tuition as a nonresident as of the applicable term.

• Important communications and final petition decisions are sent to the student’s colorado.edu email address; checklist items display in the student portal. The student may receive emails requesting additional information by a stated deadline; failure to do so may result in the petition being closed with no option for appeal.