



University of Colorado Denver – Anschutz Medical Campus

Office of the Registrar

Tuition Classification
13120 E. 19th Avenue
Campus Box A054
Aurora, CO 80045
(303) 724-8054
FAX: (303) 724-8060

Dear Petitioner:

The Petition for In-state Tuition/Residency follows this introductory letter. Most petitioners will find that all of their questions about in-state tuition regulations and applying for in-state tuition are answered in material posted at:

<http://www.ucdenver.edu/student-services/resources/registrar/Documents/RegistrarForms/AMC/tuition07.pdf>

We ask that you read this material before asking questions of our staff. In this way, we are able to process your paper work as quickly as possible. We are happy to answer any questions you may have after you have read these publications.

We understand that the Petition appears to be long and complicated. Because the Colorado tuition classification statute lists many factors that are relevant to determining in-state eligibility, the petition necessarily addresses all pertinent information. Many individuals will find that only a few of the petition items are relevant in their circumstances. We will make every effort to assist you in completing the petition and to advise you about obtaining appropriate documentation consistent with the statutory requirements for in-state tuition.

The best way to insure that you receive a prompt response to your petition is *to be sure that you provide all information specified by the petition*. Read each item carefully. If you are not sure what documentation to provide or how to obtain documentation, please ask us! ***Please do not submit an incomplete petition. Doing so will substantially delay a final decision.***

If you are approved for in-state tuition, recent legislation requires that you visit our office to verify that you are legally present in the United States. Additional information is on our Web site at <http://www.ucdenver.edu/registrar/> in the section titled Colorado House Bill 1023. Note this verification pertains only to the student, not to parents petitioning for unemancipated minor students.

Common concerns regarding completing the petition include:

1. Petition item 4 (**proof of place of residence**): Be sure to provide evidence of your place of residence in Colorado for 12 consecutive months *prior to the start of the semester* for which you are petitioning for in-state tuition.
2. Petition item 5 (**income tax**): Be sure to provide *complete* copies of all state returns filed for the past two years (if you lived in Colorado during any part of those years).
 - a. **Colorado returns**: If you filed your Colorado return as a part-year resident or nonresident, be sure to include a copy of *Form 104PN* (the part-year/nonresident apportionment schedule). If you do not have personal copies of your returns, you may obtain copies of Colorado returns

from the Colorado Department of Revenue, telephone 303-238-7378. Best method: Download request form from <http://www.revenue.state.co.us/PDF/dr5714.pdf>; mail form to address on form.

- b. For copies of **state income tax returns from other states**, you should consult the appropriate agency in that state.
3. Petition item 7c (**voter registration**): your driver's license serves as evidence of voter registration *if the letter "Y" appears in the space next to the word "voter."* Otherwise, you may obtain documentation from the Colorado Secretary of State at <http://www.sos.state.co.us/Voter/voterHome.do> or from your county clerk.
4. Petition item 21: Be sure to have your signature notarized. This may be done in the Student Services Office.
5. Petition item 22 (if applicable): Be sure that your parents provide accurate and complete information on this form and that their signatures are notarized. Copies of page 8 may be used. If the signature of one parent cannot be obtained, provide a signed statement from the other parent explaining the circumstances.

Your petition will be evaluated using the criteria established by law as described in the publication *How to Establish Colorado Domicile for Tuition Purposes*. No quota exists for the number of petitions that can be approved, and therefore all applicants who meet the statutory conditions will be granted in-state tuition. Each petition is evaluated in a fair and impartial manner without consideration of any financial interest the State or University may have in out-of-state tuition dollars. Our goal is that all students have every opportunity, within published deadlines; to present all information relevant to their circumstances and that the appropriate decision is made in each case.

The burden of proof by law is on the petitioner to provide *clear and convincing* evidence of eligibility. The University is obligated by law to require evidence in addition to the items specified in the petition when appropriate.

Tuition Classification staff members are available from 8:00 a.m. to 4:30 p.m. daily to answer your questions either in person or by telephone.

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Petition for In-State Tuition/Residency Classification

Submit to address listed above

IMPORTANT NOTE: Petitions are due by 3:00 p.m. on the last day of drop/add for the semester for which you are applying for residency. Petitions received after the deadline will be considered for the following semester.

Purpose of Petition: For current and former University of Colorado Denver students to apply for a change from out-of-state residency to in-state residency for tuition purposes. Students new to the University of Colorado system should request in-state residency classification by completing the appropriate section of the application for admission and should complete this petition only if requested to do so.

Student Name _____ Student Number _____

Address for Reply _____

City _____ State _____ Zip code _____

(Notify the tuition classification office of any changes to contact information made after submitting the petition.)

E-mail Address _____

Telephone _____ Age _____ Birth date _____ Marital Status _____ Date of Marriage _____

Petitioner, if not the student (see below) _____

Address _____

Email _____

Telephone _____ Relationship to Student _____

Information for Petitioners

Petitioner Determination: If one year prior to the first day of class of the academic term for which you are petitioning you were 22 years old, or were married, or were emancipated from your parents, or you were a post-baccalaureate degree-granting program, you must petition for yourself. Otherwise, a parent or court-appointed legal guardian must petition for you. This petition will then be based on the parent's or guardian's information and you will qualify for in-state residency only if your parent or guardian qualifies. This person must have been your parent or guardian for at least one year. If your parent or guardian moved to Colorado after your 21st birthday, and you were not 22 years old as of the beginning of the 12-month period, both you and your parent or guardian must submit petitions; you need not complete items 16 -19 and 22 in this situation.

Legal Guardian: If the petitioner is your 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 your parents, if living, do not provide substantial support to you as a minor child; and (3) a statement from the court certifying that the primary purpose of such appointment is not to qualify you as a Colorado resident for tuition purposes.

Tuition Classification Regulations: In-state status requires domicile, or legal residence, in Colorado at least one year before the first day of class for the term for which you are petitioning. Depending on your age and marital status, this 12-month period may apply either to you or to your parents. Please read the accompanying explanation of the regulations, "Tuition Classification Information," and "Petition Instructions and Deadlines" for more detailed information.

Attention M.D. and D.D.S. applicants: Your residency status and its effective date may affect your status as an "accountable" or "sponsored" student and the cost of your training. Please talk to your admissions director (School of Dental Medicine or School of Medicine) for current information about "accountability" and whether it applies to you. Accountable student may petition for Colorado residency status in order to qualify for other forms of financial assistance available to eligible students who are Colorado residents. Establishing residency status also will allow accountable students the benefit of in-state tuition rates in other degree programs should they choose to enroll in a second degree program (e.g., Master of Science in Public Health, or Master of Business Administration).

PETITION FOR IN-STATE TUITION CLASSIFICATION

The questions in this petition cover each factor that may potentially influence your residency classification. Answer all questions (if your answer is "none" or "not applicable," so indicate), and provide all required documentation. Failure to do so may delay processing and may result in rejection of your petition. Please do not submit a petition with missing or incomplete information. **Include additional pages if you need more space for your answers.**

1. Are you a citizen of the United States? (If yes, go on to question 2.) Yes _____ No _____
 a. If no, are you a Lawful Permanent Resident (Green Card holder)? Yes _____ No _____
 b. Date approved as a Lawful Permanent Resident _____
 or type of nonimmigrant visa (F1, L2, etc.) _____

c. **Include a copy (both sides) of your Lawful Permanent Resident ("Green") Card or Form I-94.**
 d. If your Lawful Permanent Resident Card was issued after the beginning of the 12-month domicile period, include evidence indicating any earlier date on which the USCIS may have certified your eligibility to reside permanently in the United States.

2. If you are a U.S. citizen or resident alien, have you resided in a foreign country Yes _____ No _____
 (as other than a student or tourist) during the past two years?
 (If no, go on to question 3.)
 a. If yes, did this residence occur since you began living in Colorado? Yes _____ No _____
 (If no, go on to question 3.)
 b. List period of residence:
 From _____ To _____ Country _____
 c. Indicate your immigration or visa status in that country, and include copies of your visa or resident documents:

d. Include copies of Form 2555 of your federal income tax returns for all years of your foreign residence. If not filed, include an explanation.

3. List all specific periods you have been physically present in the state of Colorado. Indicate all absences. If necessary, attach additional sheets.

Periods of Residence(month, day, year)		Periods of Absence (month, day, year)	
From _____	To _____	From _____	To _____
From _____	To _____	From _____	To _____
From _____	To _____	From _____	To _____
From _____	To _____	From _____	To _____
From _____	To _____	From _____	To _____

4. **Include evidence of your place of residence in Colorado during the 12-month domicile period as indicated below.** Submit evidence documenting your place of residence beginning 12 months prior to the semester for which you are making petition and showing continuous residency to the present.

Renters should provide one of the following: copies of leases, rent receipts, or letters from landlords. Evidence submitted must include the address of the property and the landlord's signature and address. If you resided with a friend or relative, that person is considered your landlord and should provide a statement certifying your period of residence in her or his home.

Homeowners should submit a copy of the deed for their primary residence.

5. Income tax information:

a. List all years for which you have filed Colorado state income tax returns:

b. List all years for which you filed state tax returns in a state other than Colorado:

c. If you did not file a Colorado state return in the past two years, please state the reason:

d. If state taxes are currently being withheld from wages or salary, indicate for which state:

e. Include copies of all state income tax returns, including returns for states other than Colorado, for the past two years, and including years during which you resided in Colorado for only part of the year. If you did not file tax returns, include copies of W-2 forms. **YOU MAY OMIT THIS DOCUMENTATION FOR YEARS THAT YOU DID NOT RESIDE IN COLORADO, UNLESS YOU WERE A PERMANENT RESIDENT OF COLORADO WHO WAS TEMPORARILY ABSENT FOR THAT YEAR.** Personal copies are acceptable. If you do not have personal copies, you must obtain copies from your tax preparer or from the appropriate state agency. See the letter "Dear Petitioner" provided with this petition for additional information.

6. List all employment for the past two (2) years, including both Colorado and non-Colorado positions. Be sure to list the month, day, and year of employment.

Employer _____ From _____ To _____
Address _____ City _____ State _____

Employer _____ From _____ To _____
Address _____ City _____ State _____

Employer _____ From _____ To _____
Address _____ City _____ State _____

Employer _____ From _____ To _____
Address _____ City _____ State _____

Employer _____ From _____ To _____
Address _____ City _____ State _____

Include verification from each Colorado employer documenting your dates of employment. A letter from the employer or first and most recent payroll statements are acceptable documentation. You may omit this documentation for temporary and student work-study positions and graduate teaching and research positions.

7. Have you ever registered to vote in the United States? (If no, go on to question 8.) Yes _____ No _____

a. State of current or (if not currently registered) most recent voter registration: _____

b. If registered in Colorado, date of most recent registration: ____/____/____ (month, day, year)

c. If registered in Colorado, include documentation from your county clerk or the Colorado Secretary of State of the date of registration. This documentation is often available online. If your voter registration is noted on your Colorado driver's license, that license will be sufficient documentation (see item 10, below).

d. If you last registered in Colorado during the 12-month domicile period, include evidence of any previous Colorado registration.

e. Date you last voted (in Colorado or elsewhere): ____/____/____ (month, day, year)

8. Have you operated a motor vehicle in Colorado since you began living in the state? **If you have operated a motor vehicle on even one occasion, your answer to this question must be "yes."** Yes ____ No ____

If yes, list the approximate dates or periods of operation: _____

9. Have you owned or been the primary user of a motor vehicle since you began living in Colorado? Yes ____ No ____ (If no, go on to question 10.)

a. Name of registered owner _____

b. Relationship to you _____

c. List states and dates of vehicle registration during the past two (2) years:

____/____/____ and ____/____/____

d. If you recently purchased a vehicle (within last 12 months), please note date of purchase. ____/____/____.

e. **Include a copy of your current vehicle registration (Colorado or otherwise).** If your Colorado registration was renewed during the 12-month domicile period, include a copy of your previous Colorado registration, if any.

10. In any state, have you ever had a motor vehicle operator's license? Yes ____ No ____

a. Current or (if expired or suspended) most recent state of issue: _____

b. Date of issue: ____/____/____ (month, day, year)

c. If this license is expired or suspended, indicate date of expiration or suspension : ____/____/____ (mo, day, yr)

d. Include a copy of your driver's license, Colorado or otherwise.

e. If you have a Colorado license that was renewed or reissued during the 12-month domicile period, also include a Driver's History, available from any Colorado Driver's License Office, documenting the original date of issue.

f. If you have a **Colorado identification card rather than a driver's license, provide a copy of the identification card.** If this card was renewed or reissued during the 12-month domicile period, also provide evidence of the date of issue of any previous Colorado identification. **You must also include a copy of any driver's license you may have.**

11. During the past year, have you had any significant life activities, other than employment or education, which have required your presence in Colorado or elsewhere? Such activities might include athletic competition, religious activities, or other personal matters. If yes, attach an explanation of these activities. Yes ____ No ____

12. Do you maintain a home in another state or country? (If no, go on to question 13.) Yes ____ No ____

a. Location _____

b. List periods of residence there: _____

13. Did you graduate from a Colorado high school? Yes ____ No ____

If yes, list the high school name, location, and graduation date.

14. List all colleges and universities you have attended, including the University of Colorado. If no such attendance, please indicate "none."

Institution

Dates Attended (month, year)

_____ From _____ To _____

_____ From _____ To _____

_____ From _____ To _____

a. At which schools were you assessed nonresident tuition? _____

b. For any school you attended outside Colorado since you began living in Colorado, include documentation verifying your nonresident classification.

15. Have you been an active-duty member of the armed forces of the United States during the past two years? (If no, go on to question 16.) Yes _____ No _____

a. If yes, list period of service: From ____/____/____ To ____/____/____ (month, day, year)

b. What periods of this time were you stationed in Colorado?
From ____/____/____ To ____/____/____ (month, day, year)

c. If discharged, include a copy of Form DD 214.

d. If you were on active duty during the 12-month domicile period, and were stationed in Colorado, include copies of your Leave and Earnings Statements indicating your state of legal residence for tax purposes during the entire 12-month period.

e. If you were on active duty during the 12-month domicile period, but were not stationed in Colorado, include copies of W-2 forms or December LES forms for each year since you were last stationed in Colorado.

Emancipation information: If you will *not* be at least 23 years old as of the first day of class of the term for which you are petitioning, complete questions 16 through 19 and 22. Otherwise, go on to question 20. **EXCEPTIONS:** If you were in a *post-baccalaureate degree-granting program* at the beginning of the 12-month domicile period you may omit these questions and go on to question 20. If you were *married* as of the beginning of the 12-month domicile period, you may include a copy of your marriage certificate instead of completing questions 16 -19 and 22. Go on to question 20.

16. Beginning with the month one year before the term for which you are petitioning (your 12-month domicile period), list all your expenses. Estimate expenses for months not yet completed. Students applying for the fall term will begin with the previous August; students applying for the spring term will begin with the previous January; and students applying for summer session will begin with the previous May, June or July, respectively. Indicate the month and year of your "Month 1": _____

	Tuition and Fees	Rent/Mortgage	Food	Additional Expenses*
Month 1	_____	_____	_____	_____
Month 2	_____	_____	_____	_____
Month 3	_____	_____	_____	_____
Month 4	_____	_____	_____	_____
Month 5	_____	_____	_____	_____
Month 6	_____	_____	_____	_____
Month 7	_____	_____	_____	_____
Month 8	_____	_____	_____	_____
Month 9	_____	_____	_____	_____
Month 10	_____	_____	_____	_____
Month 11	_____	_____	_____	_____
Month 12	_____	_____	_____	_____
<u>Total</u>	_____	_____	_____	_____

Total expenses (all columns) for year: _____

*"Additional expenses" include utilities, telephone, transportation, medical, recreation, insurance, books and supplies and all other expenses.

17. In support of your claim of emancipation, you must make a complete financial disclosure.

a. List all sources of financial support during your 12-month domicile period. Estimate funds for months not yet completed. This should include income from employment; commercial loans; college financial aid; personal savings;

trust funds; gifts and loans from parents, other relatives, and friends; and all other sources. Use additional sheets if necessary. Provide evidence for each source listed that clearly documents the funds received and the date of receipt.

For employment income, list total take-home pay (as documented by W-2 forms, payroll statements, or letters from employers) during the 12-month period, not hourly or monthly wages. For any unreported income such as tip income, provide statements from employers verifying the amounts.

Source	Address	Date of Receipt or Period of Employment	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total amount listed must equal or exceed expenses listed in question 16: Total _____

- b. List all financial accounts you held during the 12-month domicile period. Include savings accounts, checking accounts, brokerage accounts, credit card accounts, and all other accounts of any kind. Provide copies of all monthly statements from these accounts during the 12-month domicile period. In addition, the original source of funds in these accounts as of the beginning of your one-year domicile period must be documented, with evidence detailing the source, amount, and date of receipt.

In part "a" above, list the net funds used from these accounts during the 12-month period (the difference between your balance at the beginning of the year and your current balance).

Institution and Account Number	Dates Account Active	Type of Account	Original Source*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- Source of the funds in this account at the beginning of the 12-month period. A previous account is not an original source.

- c. List any other assets held during the 12-month domicile period and during the preceding six months. Such assets include real estate, trust funds, or any other source of income. Provide documentation of your ownership of each asset and documentation of the amount of funds available to you from each asset during the 12-month domicile period. In addition, the original source of each asset must be documented. In part "a" above, list the net funds used from these assets during the 12-month period, not the value of the asset.

Type of Asset	Date of Acquisition	Value at Beginning of Domicile Period	Original Source
_____	_____	_____	_____
_____	_____	_____	_____

- d. If you are the beneficiary of a trust fund, include a copy of the trust agreement and documentation stating the dates and amounts of all funds provided to the trust and the names of the persons providing such funds. Funds you have received from the trust during the 12-month domicile period must be documented by account statements or statements from the trustee.
- e. If loans or gifts were provided by friends or relatives, documentation must include notarized statements from those individuals and from your parents indicating whether the grantor has been, or expects to be, compensated by your parents for such loans or gifts. Also provide copies of cancelled checks or other appropriate documentation from the donor's bank.
- f. If you sold personal possessions for income to meet expenses, provide copies of sales receipts.

- g. List all funds provided to you by your parents during the 12-month domicile period and during the six months preceding this period by month, year, and amount. If none, so state.

Month _____	Year _____	Amount _____
Month _____	Year _____	Amount _____
Month _____	Year _____	Amount _____

18. Include copies of the first page of your parents' federal income tax returns for the years you have been emancipated and have each parent complete question 22 (separate forms may be used).
19. If you will not be 22 years of age by the first day of class of the term for which you are petitioning, indicate your anticipated sources of financial support for your college education and all other expenses until your twenty-second birthday. List each income source and the amount expected from each source. Include any available documentation for each source, including records of savings, loan applications, financial aid award letters, letters from persons who will provide gifts or loans, or other relevant evidence.

20. Explain why you regard Colorado as your permanent home. If you are the student, indicate your plans for residence and employment after you leave the University. Supply any and all additional information you feel can help show your intent to make Colorado your permanent home. Include any relevant documentation. If you are the student's parent or guardian, please indicate the expected duration of your residency and employment (if employed) in Colorado.

21. Any false information or falsified supporting document included in this petition may subject you to criminal charges and University disciplinary proceedings, and out-of-state tuition may be retroactively assessed.

I hereby swear or affirm that the answers given in this petition are accurate and complete, and that all documents included hereto are true and unaltered copies of the original documents. If my circumstances change, affecting the tuition status requested by this petition, I agree to notify the tuition classification officer in writing within 15 days after such change.

Printed Name _____

Signature of Petitioner _____ Date _____

(Sign only in the presence of a notary)

Signature of Notary Public _____

County of _____ State of _____ My commission expires _____

Sworn and subscribed to me this _____ day of _____, 20 _____

**University of Colorado Denver
Parental Statement for Minor Claiming Emancipation**

22. I (We), _____, the parent(s) of _____, have entirely surrendered the right to care, custody, and earnings of this minor as of _____ (month, day, year). As of and since that date, I (we) have made no provision for the financial support of this minor child. The last tax year for which he or she was claimed by me (us) as a state or federal income tax exemption was _____, and he or she will not be so claimed in this or any subsequent years. All funds provided to this minor since emancipation include _____ (list dates, amounts, and purposes; (if none, so state). I (We) do not intend to resume financial support in any manner. I (We) have included copies of the first page of all federal income tax returns covering the year(s) of emancipation. The emancipation referred to herein is an absolute emancipation for all purposes whatsoever. I (We) agree that if periodic reexamination of the minor child's status as an emancipated minor reveals that he or she is no longer emancipated, he or she may be subject to retroactive reclassification as a nonresident for tuition purposes. I (We) understand that supporting the minor or claiming the minor as a tax exemption will provide evidence for reclassification.

Signature Date
(Each parent must sign, even though only one may have legal custody. Separate forms may be used.)

Signature of Notary Public

County of _____ State of _____ My commission expires _____

Sworn and subscribed to me this _____ day of _____, 20 _____.

Signature Date
(Each parent must sign, even though only one may have legal custody. Separate forms may be used.)

Signature of Notary Public

County of _____ State of _____ My commission expires _____

Sworn and subscribed to me this _____ day of _____, 20 _____.

