

## PETITION FOR IN-STATE TUITION CLASSIFICATION

### FOR USE BY PETITIONERS WHO WISH TO PROVE 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 changes at any time. The University of Northern Colorado is not free to make exceptions to the regulations except as specifically permitted by state law. A copy of Article 7 is available at <https://higherred.colorado.gov/residency-requirements>.

### In-State Tuition Classification Petition

The requested information in this petition is necessary to determine qualification as a Colorado resident for tuition classification purposes in accordance with Colorado statutes. Under the law, the petitioner bears the full 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 Datelines

- Residency petitions **submitted after the deadline date will not be processed**.
- Residency petitions **will not be accepted for previous terms**.

| Applicable Term | Earliest Submission Date | Priority Deadline* | Final Petition Deadline | Domicile Period             |
|-----------------|--------------------------|--------------------|-------------------------|-----------------------------|
| Fall 2025       | May 26, 2025             | Jun 26, 2025       | Aug 22, 2025            | Aug 25, 2024 – Aug 25, 2025 |
| Spring 2026     | Oct 13, 2025             | Nov 13, 2025       | Jan 9, 2026             | Jan 12, 2025 – Jan 12, 2026 |
| Summer 2026     | Feb 16, 2026             | Mar 16, 2026       | May 15, 2026            | May 18, 2025 – May 18, 2026 |
| Fall 2026       | May 25, 2026             | Jun 25, 2026       | Aug 21, 2026            | Aug 24, 2025 – Aug 24, 2026 |
| Spring 2027     | Oct 12, 2026             | Nov 12, 2026       | Jan 8, 2027             | Jan 11, 2026 – Jan 11, 2027 |

**\*Priority Due Date:** It is recommended that you submit your petition no later than 60 days before the semester begins if you anticipate receiving financial aid for the semester in which you are applying for residency. This will enable your financial aid to be processed correctly and credited to your account by the time the semester starts. In most cases, Financial Aid awards will change if your tuition classification changes. You should consult a counselor in the Financial Aid office to ensure your understanding of the adjustments and any new obligations you may have incurred as a result of receiving in-state status.

### Petitioning Process and Timeframe

- All communications are sent to the student's @bears.unco.edu email address
- The student may receive emails with **requests for additional information**. Failure to respond by requested 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.
- If the student's status is changed to resident, the Office of Financial Aid will be notified.

### Who is a Qualified Individual Petitioner?

- Information is available on individuals qualified to be petitioners at <http://www.unco.edu/registrar/residency/>

### Other Important Information

- Students approved for residency may be subject to a follow-up audit to verify that residency requirements are still being met
- Only photocopies of requested documents should be submitted with the petition.
- For additional information on residency for tuition classification, refer to <http://www.unco.edu/registrar/residency/>

# RESIDENCY FREQUENTLY ASKED QUESTIONS

## **Who sets the rules and procedures for considering individuals as “in-state” students for tuition purposes?**

The state tuition law (Colorado Revised Statutes §23-7-101, *et. Seq.*) is the basis for considering individuals as “in-state” for tuition purposes. *The University of Northern Colorado does not have discretion to make exceptions to the rules as established by state law.*

## **What documents are required to establish myself as an “in-state” student?**

Establishing a new domicile requires physical presence in a place with the simultaneous intent to make that place one’s permanent home. Tuition law lists several factors which can be used to determine that intent has been established (i.e. obtaining a driver’s license, obtaining vehicle registration, registering to vote, payment of Colorado state income tax, etc.).

There is no one set of criteria that is applied to every individual. You are expected to take appropriate action on all factors relevant in your circumstances. You should comply with all legal obligations of being a Colorado resident.

## **How old must I be to establish domicile in Colorado?**

According to tuition law, there are three possible situations:

1. Individuals at least 22 years of age are eligible to establish domicile in Colorado. Physical presence and intent must be established for 12 months prior to the first day of classes. Thus, an individual will meet the requirements of the law no sooner than his or her 23<sup>rd</sup> birthday.
2. Individuals under 23 years of age with parents or legal guardians who have established domicile for 12 months prior to the first day of classes could be considered “in-state” for tuition purposes.
3. Students who submit a Minor Student’s Emancipation Claim and are found to be emancipated (completely financially independent) prior to the age of 22 are eligible to establish domicile.

## **What is emancipation?**

Emancipation is the parental surrender of claim to the right of care and custody of a minor. According to tuition law, emancipation occurs at the age of 22 years, or upon marriage, or if:

1. The parents or legal guardians submit an affidavit surrendering any claim or right to care, custody, and earnings of the minor, as well as the duty to support the minor, together with proof that the minor can independently meet all living expenses, including the cost of education; and
2. Failure of the parents or legal guardians to financial support (regardless of the date of receipt) and

## **Once I live here for one year, will my tuition automatically change?**

No. Individuals classified as “out-of-state” who feel they meet the requirements for in-state tuition should submit the Petition for In-State Tuition Classification to the Registrar’s Office no earlier than 90 days prior, but no later than the Petition Deadline for the term in which they wish to be considered “in-state”. The tuition classification statute places the burden of proof on the petitioner to provide clear and convincing evidence of eligibility.

## **If I marry a Colorado resident, will I automatically be allowed to pay “in-state” tuition?**

No. Marriage to a Colorado resident does not by itself qualify you for in-state tuition status. Such a marriage may be considered some evidence of intent, but you must maintain your own Colorado domicile for one year.

## **Is there any consideration given for a minor whose parents have lived in Colorado for a number of years and established “in-state” status, but who move out of state during the minor’s senior year of high school?**

Yes. A minor who remains in Colorado may be considered “in-state” for tuition purposes if parents can provide evidence of Colorado domicile for the immediately preceding four years. If the parents or legal guardians leave the state after a minor’s junior year of high school, the minor may still be considered “in-state” if he or she enrolls in a Colorado postsecondary institution within 42 months of the parent’s move, or maintains a Colorado domicile and complies with the other provisions of the statute.

## **What if my parents are divorced and only one parent lives in Colorado?**

If one of the student’s parents has established domicile in Colorado, that unemancipated student can be considered “in-state”.

See <http://higherred.colorado.gov/Finance/Residency/default.html> or <http://www.unco.edu/registrar/residency/> for specific tuition classification deadlines, guidelines, and statutes.

# PETITION FOR IN-STATE TUITION CLASSIFICATION

FOR USE BY PETITIONERS WHO WISH TO PROVE EMANCIPATION

- Please print all information in **BLUE** or **BLACK** ink only.
- Complete **ALL APPLICABLE SECTIONS**. If not applicable, indicate N/A.
- **Are you currently classified Western Undergraduate Exchange (WUE) classification?** ☐ Yes ☐ No
- If you answered **Yes**, you are not eligible for Colorado residency for tuition purposes. **Do not complete this form.** Contact the Office of the Registrar at [registrar@unco.edu](mailto:registrar@unco.edu) if you have questions.

## PART 1 – Personal Information

### STUDENT INFORMATION

TERM: \_\_\_\_\_ YEAR: \_\_\_\_\_

Student Name \_\_\_\_\_ UNC Bear ID Number \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime Phone \_\_\_\_\_

**If married, include a copy of your Marriage Certificate**

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Marital Status \_\_\_\_\_ Date of Marriage \_\_\_\_\_

\_\_\_\_\_ @bears.unco.edu  
UNC Bearmail Email

**NOTE: All correspondence will be sent to the student's email address.**

Graduated from a Colorado High School? \_\_\_\_\_ 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-Citizen on a Visa: Visa Type _____   | DATE ISSUED: _____ EXP DATE: _____ |
| <b>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> |                                    |

### 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: <http://www.unco.edu/registrar/residency/military-veterans.aspx> and click on Domicile Exceptions. Additional documentation is required. You may also contact our office at 970-351-2231 or [registrar@unco.edu](mailto:registrar@unco.edu) for additional information.

### WUE CLASSIFIED

Are you currently classified as Western Undergraduate Exchange (WUE) or Western Interstate Commission for Higher Education (WICHE)? ☐ Yes ☐ No

**If you answered Yes, you are not eligible for Colorado residency for tuition purposes. Do not complete this form. For additional information, contact the Office of the Registrar**

## STUDENT'S EDUCATIONAL BACKGROUND

Have you attended any college or university (including University of Northern Colorado) during the past two year? ☐ Yes ☐ No

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

| College/University | Dates Attended | Resident or Non-Resident |
|--------------------|----------------|--------------------------|
|                    |                |                          |
|                    |                |                          |
|                    |                |                          |

## PART 2 – Physical Presence and Legal Ties to Colorado

## 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<br>(MM/DD/YYYY) | Departure<br>(MM/DD/YYYY) | Explanation and Documentation for Absences 30 days or longer |
|-------------------------------------|---------------------------|--|
|                                     |                           |  |
|                                     |                           |  |
|                                     |                           |  |
|                                     |                           |  |

## PERSONAL STATEMENT AND SIGNIFICANT LIFE ACTIVITIES

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.

[illegible]

**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.

| <b><u>Colorado Residential Information</u></b>  | <b><u>Documentation Required</u></b>   |
|---|--|
| <input type="checkbox"/> Rent/Lease an apartment or house   | <input type="checkbox"/> Signed statement from landlord or homeowner<br><input type="checkbox"/> Rent Receipts (12-months)<br><input type="checkbox"/> Cancelled Rent Checks (12-months)<br><input type="checkbox"/> Tenant Ledger |
| <input type="checkbox"/> University Housing   | <input type="checkbox"/> Letter of Verification from Housing and Residential Education   |
| <input type="checkbox"/> Own Residential real property in Colorado<br><b>Date Purchased</b> ____ / ____ / ____  | <input type="checkbox"/> Provide copy of warranty deed.  |
| <input type="checkbox"/> Maintain a home or own residential property in another state or country. <b>Address of home:</b> _____<br><b>Dates you resided in that home during the 12-month domicile period:</b> _____ |  |

**COLORADO LEGAL TIES**

Complete all sections below or indicate N/A if not applicable

| <b><u>Legal Ties Information</u></b>   | <b><u>Documentation Required</u></b>  |
|--|---|
| <ul style="list-style-type: none"> <li>Colorado driver's license or Colorado Identification Card <input type="checkbox"/> Yes. Date of issue ____ / ____ / ____<br/> <input type="checkbox"/> No. Which state license or ID? _____ </li> </ul>   | <input type="checkbox"/> Include a copy of your Colorado driver's license or ID card. If your license was renewed or re-issued during the 12-month domicile period, please provide the original issue date: _____<br><input type="checkbox"/> Include a copy of your current driver's license or state ID card. |
| <ul style="list-style-type: none"> <li>Registered to Vote in Colorado? <input type="checkbox"/> Yes <input type="checkbox"/> No<br/> Date of Colorado voter registration: ____ / ____ / ____<br/> List state(s) of prior voter registration: _____ </li> </ul>   | <ul style="list-style-type: none"> <li>Include a copy of your voter registration record/card from your county clerk's office. See resource page for more information.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Own or operate a motor vehicle? <input type="checkbox"/> Yes: Dates Operated motor vehicle in Colorado<br/> Start: ____ / ____ / ____ End: ____ / ____ / ____<br/> Is the motor vehicle you operate registered in Colorado?<br/> <input type="checkbox"/> Yes. Please provide:<br/> Date vehicle first registered in Colorado ____ / ____ / ____<br/> Name of registered owner: _____<br/> Relationship to owner: _____<br/> <input type="checkbox"/> No. Where is the vehicle registered? _____<br/> Why not registered in Colorado? _____<br/> <input type="checkbox"/> No. I do not operate a vehicle in Colorado. </li> </ul> | <input type="checkbox"/> Include a copy of all Colorado vehicle registrations covering the 12-month domicile year<br><input type="checkbox"/> Include a copy of all out-of-state vehicle registrations covering the domicile year.  |

### PART 3 – Employment History

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 | Documentation Required  |
|---|----|----------|-------------|---|
|   |    |          |             | <input type="checkbox"/> Provide employment verification for all Colorado employment<br><br><input type="checkbox"/> When proving emancipation, provide additional information as indicated in Part 5 of the emancipation section of this petition. |
|   |    |          |             |   |
|   |    |          |             |   |
|   |    |          |             |   |
| Did you accept a job in Colorado prior to moving to Colorado?<br><input type="checkbox"/> Yes <input type="checkbox"/> No   If yes, effective date of employment ____ / ____ / ____ |    |          |             |   |

### PART 4 – Income Tax History

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 Information   | Documentation Required  |
|---|---|
| • Filed Federal Income Tax return(s) <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>If Yes, List last two years: _____<br><br>If No, State reason why not: _____<br>_____<br>_____   | Include one of the following (Do NOT include schedules):<br><br><input type="checkbox"/> Copy of the first page of your most recent federal 1040 EZ income tax return (copy of the original that you filed).<br><input type="checkbox"/> Copy of the first two pages of your most recent federal 1040 income tax return (copy of the original that you filed).<br><br>See resource page for more information regarding tax forms. |
| • Filed Colorado Individual Income Tax rtns(s) <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>If Yes, List last two years: _____<br><br><input type="checkbox"/> I have included a copy of my Colorado Form 104PN<br><input type="checkbox"/> If no Colorado Form 104PN, indicate why not filed/included:<br>_____<br><br>If No, state reason for not filing a Colorado Income tax return:<br>_____<br>_____ | <input type="checkbox"/> Copy of most recent Colorado Form 104 income tax return.<br><input type="checkbox"/> Copy of form 104PN if filed as a part-year resident.<br><br>See resource page for more information regarding tax forms.<br><br><input type="checkbox"/> If you did not file tax returns, include copies of your W-2 form(s).<br><br>Provide a written statement if you need more space.                             |
| • List years you filed state tax returns in a state other than Colorado:<br>_____<br><br>What State(s): _____   |   |
| • Tax Information for <b>Spring Petitioners</b><br><br>Will you file a current year Federal Income Tax Return and Colorado Tax Return?<br><input type="checkbox"/> Yes <input type="checkbox"/> No   If no, explain why not: _____  | <input type="checkbox"/> Provide a written statement about your intent to file for the current-year. If no, please why not.   |

## SOURCE OF INCOME AND SUPPORT

List all your **sources of income during the 12-month domicile year**. Include employment, gifts, loans, financial aid, funds provided by others, tax refunds, trust funds, etc. and the date of receipt. For employment income, list total pay for 12-month period (not hourly or monthly wages). If you need additional space, attach a separate page.

| Source of Income | Date Received or Period of Employment | Total Amount Received for 12-Month Period |
|------------------|---------------------------------------|---|
|                  |                                       |   |
|                  |                                       |   |
|                  |                                       |   |
|                  |                                       |   |
|                  |                                       |   |
|                  |                                       |   |
|                  |                                       |   |
|                  |                                       |   |
|                  |                                       |   |
|                  | <b>Total Income:</b>                  |   |

☐ Documentation of all income is required. For private loans, promissory note with all signatures are required.

Examples: 12 months of pay statements, financial aid award letter, w-2s, copies of checks.

## FINANCIAL ACCOUNTS

List all checking, savings or other financial accounts held **during the 12-month domicile year.**

| Bank or Institution Name | Last four digits of Account # | Value at Beginning of Domicile Year | Current Value | Initial Source of Funds |
|--------------------------|-------------------------------|-------------------------------------|---------------|-------------------------|
|                          |                               |                                     |               |                         |
|                          |                               |                                     |               |                         |
|                          |                               |                                     |               |                         |
|                          |                               |                                     |               |                         |
|                          |                               |                                     |               |                         |
|                          |                               |                                     |               |                         |
|                          |                               | <b>Total Resources</b>              |               |                         |

☐ Provide copies of all documentation, including twelve months of complete monthly account statements (not account summaries). Indicate initial source of funds for each account: e.g., employer name, parents, bank loan, etc.

## **OTHER ASSETS**

| Type of Asset | Date of Acquisition | Value at Beginning of Domicile Year | Initial Source of Asset | <input type="checkbox"/> Provide copies of all documentation for listed assets. Note: original source: e.g., inheritance, parents, other family, insurance settlements. |
|---------------|---------------------|-------------------------------------|-------------------------|---|
|               |                     |                                     |                         |   |
|               |                     |                                     |                         |   |
|               |                     |                                     |                         |   |

## **EXPENSES – Your bank statements and other documents will be used to verify all your expenses.**

List and document all your expenses during the 12-month domicile year, including estimates expenses for any future months. Be as accurate as possible. **Use the area below to list your month budget; do not attach a separate budget.** Start budget with the first month of your 12-month domicile year.

☐ Fall: August through July

☐ Spring: January through December

☐ Summer: May through April

| Month and Year  | Tuition and Fees (include documentation) <sup>1</sup> | Campus Housing and Dining | Rent/Mortgage <sup>2</sup> | Health Insurance <sup>3</sup> | Miscellaneous: All Remaining Expenses <sup>4</sup> |
|---|---|---------------------------|----------------------------|-------------------------------|--|
|   |   |                           |                            |                               |  |
|   |   |                           |                            |                               |  |
|   |   |                           |                            |                               |  |
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|   |   |                           |                            |                               |  |
|   |   |                           |                            |                               |  |
|   |   |                           |                            |                               |  |
|   |   |                           |                            |                               |  |
| <b>Totals</b>   |   |                           |                            |                               |  |
| <b>SUM TOTAL of ALL Expenses for 12-month period (all categories)</b> |   |                           |                            |                               |  |

### NOTES:

1. Include all statements and financial aid awards from any school attended during qualifying period.
2. Rent/mortgage payments should clearly appear on bank statements, or include copies of cancelled checks or rent receipts.
3. If not UNC health insurance, which appears on the UNC billing statement, include documentation of health insurance and monthly costs.
4. Miscellaneous includes credit card payments, cell phone, books and supplies, food, recreation, travel, personal supplies, and other expenses not specified elsewhere in the budget. Expenses should be consistent with bank debits and withdrawals.

**PARENTAL INFORMATION**

- 1. **Attach a signed copy of the first two pages of your parents'/step-parents' federal income tax returns** for your period of emancipation.
- 2. List the last year your parents/step-parents claimed you as a dependent for tax purposes: \_\_\_\_\_
- 3. List the date your parents/step-parents carried you on any medical or motor vehicle insurance:  
**Medical:** Month \_\_\_\_\_ Year \_\_\_\_\_      **Motor Vehicle:** Month \_\_\_\_\_ Year \_\_\_\_\_
- 4. List dates during the 12-month domicile period that you resided in your parents'/step-parents'/other family's home.  
From: \_\_\_\_\_ To: \_\_\_\_\_; From: \_\_\_\_\_ To: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_; From: \_\_\_\_\_ To: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_; From: \_\_\_\_\_ To: \_\_\_\_\_

**FUTURE FINANCIAL PLAN**

Describe your anticipated sources of financial support for your college education and all other expenses through completion of your degree. List each income source and the amount expected from each. **Include any available documentation for each source, including records of savings, loan applications, financial aid award letters, and any other relevant evidence.**

| Source of Income            | Estimate Amount during 12-Month Domicile Period | <input type="checkbox"/> Documentation of all anticipated income is required. For private loans, promissory note with all signatures are required. |
|-----------------------------|---|--|
|                             |   |  |
|                             |   |  |
|                             |   |  |
|                             |   |  |
| Total of Anticipated Income |   |  |

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## PART 6 – Acknowledgement and Signature

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

- ☐ Include all required documentation and filled out all applicable sections, incomplete petitions may be closed with no appeal.
- ☐ Submit copies of documents on standard letter-sized paper. Original documents will not be returned nor copies made for petitioners.
- ☐ **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.). Petitions must be received by the posted deadline.
- ☐ **Emailed Petitions will not be accepted.** Email is not a secure way to deliver sensitive 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.
- ☐ **Important communications** are sent to the student's @bears.unco.edu email address. The student may receive emails requesting additional information by a stated deadline; failure to provide requested information may result in a petition denial. Final petition decisions are sent to the student's @bears.unco.edu email.
- ☐ If you are granted Colorado residency classification, your tuition and financial aid will be adjusted, and you will not be eligible for scholarships based on non-resident classification.
- ☐ **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 for the sole 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

State of \_\_\_\_\_

County of \_\_\_\_\_

Sworn to and ascribe before me on those \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Signature of Notary \_\_\_\_\_

My commission expires on \_\_\_\_\_

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### DO NOT WRITE IN THIS SPACE

Date Received: \_\_\_\_\_

☐ Approved ☐ Denied ☐ Appealed Appeal Decision: \_\_\_\_\_

Decision Date: \_\_\_\_\_

Decision Made By: \_\_\_\_\_ Scanned: \_\_\_\_\_

# 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:** <https://www.sos.state.co.us/voter-classic/pages/pub/olvr/findVoterReg.xhtml>.

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](https://www.sos.state.co.us/voter-classic/pages/pub/olvr/findVoterReg.xhtml).

## **Federal Income Tax Returns:** Internal Revenue Service, [www.irs.gov](http://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](http://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](http://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](http://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](http://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.