

Accepted Documentation & Resources for Petition for Resident Tuition Classification

This document provides detailed information regarding acceptable forms of documentation and where to find information that is required to complete the petition process. Failure to provide appropriate documentation may result in denial of a petition. Documentation for *each* section below is required, *unless* it is not applicable to the student (e.g. student is not employed, therefore does not have employment verification to provide, etc.).

If you have remaining questions after reading this document, please contact the CU Anschutz Tuition Classification Coordinator: TuitionClassification@CUAnschutz.edu.

Documentation should be in an easily downloadable format (.png, .jpeg, or .pdf formats are best). HEIC files are NOT accepted.

Personal Statement

All petitioners must attach a brief personal statement to the petition that addresses the following prompt:

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

Residential Information

All petitioners must provide proof of a fixed and permanent habitation in Colorado during the 12-month domicile period immediately preceding the first day of the term petitioned.

- *Homeowner*: a copy of the warranty deed with the petitioner listed as the owner;
- *Traditional Lease Agreement*: a signed copy of petitioner's lease(s) covering the entire 12-month domicile period (electronic signatures are acceptable);
- *Month-to-Month Lease Agreement*: a signed copy of petitioner's month-to-month lease, along with a signed statement from the landlord stating the length of time petitioner has resided at that residence;
- *No Lease Agreement*: signed statement from property owner stating the length of time petitioner has resided at that residence;
- *Living with a relative or roommate but not listed on lease or warranty deed*: a copy of relative or roommate lease or warranty deed along with a signed statement.

NOTE: All signed residential statements must include the following: date, address of residence, dates of continued presence of petitioner, and the identification and contact information of the letter writer. All documentation must cover the entire 12-month domicile period.

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Voter Registration Verification

Proof of voter registration should include the original/effective date of registration, and is accepted through one of the following formats:

- A copy of petitioner's voter registration card;
- A certificate of voter registration or official county letter;
- A copy of online voter registration verification can be accessed on the Colorado Secretary of State Website:
<https://www.sos.state.co.us/voter/pages/pub/olvr/findVoterReg.xhtml>

Driver's License or State-Issued Identification Card

- A copy of petitioner's driver's license or state issued ID card.
NOTE: If petitioner has lost, replaced or renewed driver's license, please attach a copy of petitioner's driver's history record which may be accessed at:
<https://dmv.colorado.gov/motor-vehicle-record>.

Motor Vehicle Registration

Verification of motor vehicle registration must be provided for any petitioner who operates a motor vehicle in Colorado. *This includes verification of vehicles that are owned by others or registered in states outside of Colorado.*

- A copy of all of the petitioner's Colorado vehicle registrations during the 12 month domicile period. Information about duplicate copies of registration or vehicle registration requirements can be found at: https://mydmv.colorado.gov/_/#1;

OR

- A copy of all out-of-state vehicle registrations associated with any vehicle that the petitioner has been driving during the 12-month domicile period.

Employment Verification Information

Employment in Colorado that is *NOT* University of Colorado student employment must be verified by providing one of the following:

- A paystub or pay advice;
- A copy of a W-2;
- A letter or employment verification issued directly by the petitioner's employee.

Colorado State Individual Income Tax Returns

- A copy of all pages of the petitioner's completed Colorado state individual income tax returns filed for the most current tax year;
 - This must include a copy of Colorado Form 104PN if petitioner filed as a part-year resident.

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- A copy of a Colorado individual income tax return may be accessed at the following website: www.colorado.gov/revenueonline.

Out-of-State Individual Income Tax Returns

- A copy of petitioner's complete state income tax returns filed for the most current tax year;
- If state does not have state income taxes please indicate on the petition;
- For copies of out-of-state individual income tax returns, petitioners should contact the department of revenue in that particular state.

COVID-19 Information/Disclosure

The Tuition Classification Office at CU Anschutz acknowledges that some students' ability to establish domicile in a timely manner was hindered due to the global pandemic, or as a result of government offices (e.g. Department of Motor Vehicles, etc.) being closed, or other unforeseen delays. Similarly, for students whose programs transitioned to remote learning as a result of COVID-19 (but would otherwise operate in an in-person format), consideration will be given to student situations on a case-by-case basis. The Petition for Resident Tuition Classification allows affected students to delineate any obstacles encountered in establishing Colorado domicile, specifically as a result of COVID-19.

Petitioners seeking special consideration under this provision should be prepared to provide a response to the following prompt, with an attestation of accuracy and truth, along with supporting documentation (see list of possible documentation below prompt).

Please describe the specific hardship to your physical presence in Colorado that is directly related to the COVID-19 pandemic. Please provide any supporting documentation, noting that failure to provide supported information to the satisfaction of the university will impact the university's assessment and determination.

Possible forms of supporting documentation may include, but are not limited to:

- Copies of original appointment confirmations (e.g. appointment with the Department of Motor Vehicles to obtain driver's license/registration)
- Receipt of submitted voter registration form (if utilizing [PDF](#) vs. online registration process)
- Any other supporting documentation that explains delays in establishing domicile, directly related to COVID-19, not included in any other section of this document.