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

Documentation should be in an easily ungradable format (.png, .jpeg, or .pdf formats are best).

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 Medical Campus, 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.

- **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.
Voter Registration Verification
- 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: www.sos.state.co.us/voter-classic/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: www.colorado.gov/dmv.

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://www.colorado.gov/pacific/dmv/faqs-registration;
  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.
- 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.