



## ACCEPTED DOCUMENTATION & RESOURCES FOR RESIDENT PETITION 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 Denver Tuition Classification Coordinators: [residency@ucdenver.edu](mailto:residency@ucdenver.edu).

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

### 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 (this can include a combination of any of the documents listed above).

### Colorado State Individual Income Tax Returns

- A copy of all pages of the petitioner's completed Colorado state individual income tax returns (Form 104) 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](http://www.colorado.gov/revenueonline).
- If you did not file tax returns, please include a copy of your most recent W-2 form(s).

### 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.

#### **Federal Income Tax Returns:**

- A copy of your federal income tax return for the most current tax year. Please submit only the first page of the FORM 1040EZ or the first two pages of FORM 1040. DO NOT include additional schedules, tax credit forms, etc.,
- If a copy of your 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.

#### **Employment Verification Information**

Employment in Colorado must be verified by providing one of the following:

- First and most recent/last paystub or pay advice.
- A letter or employment verification issued directly by the petitioner's employee. This letter must include start and most recent/end date of employment.

#### **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](http://www.colorado.gov/dmv).

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

#### **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.



### 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. 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.