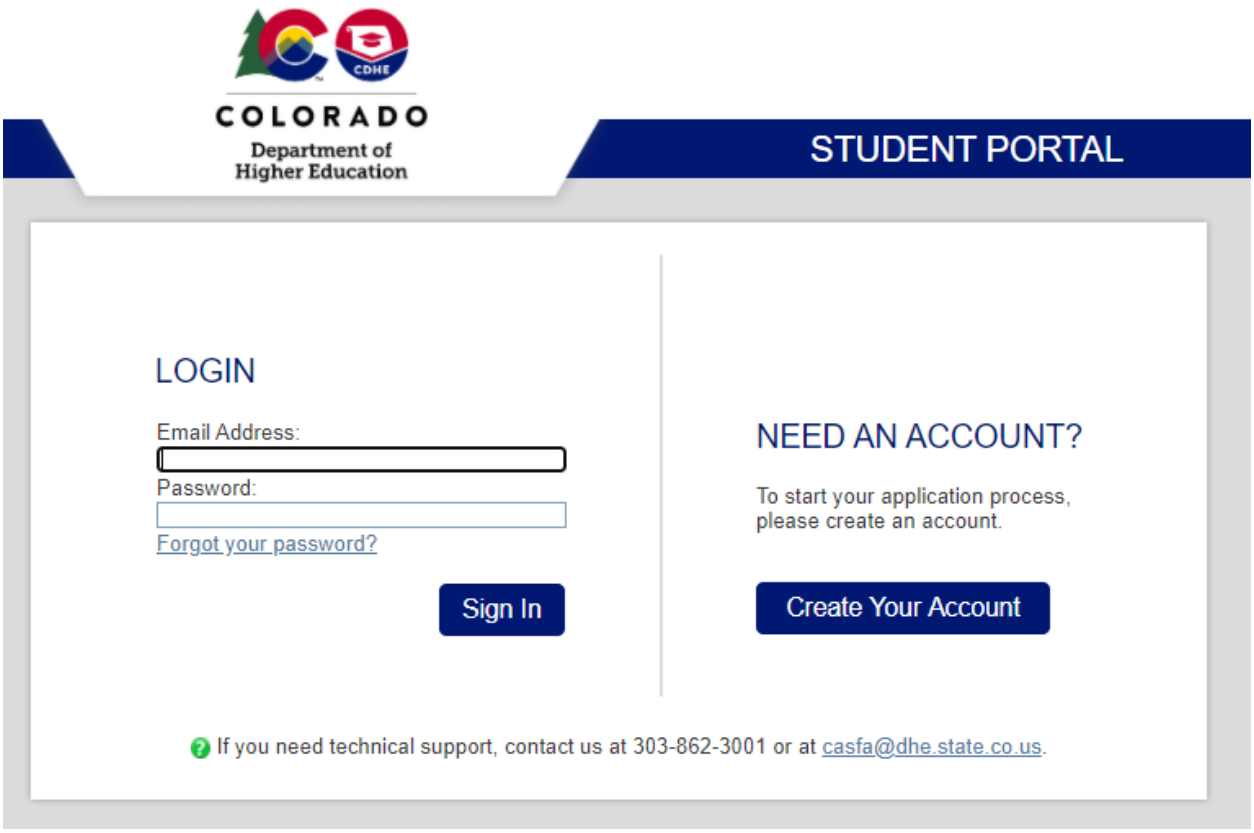
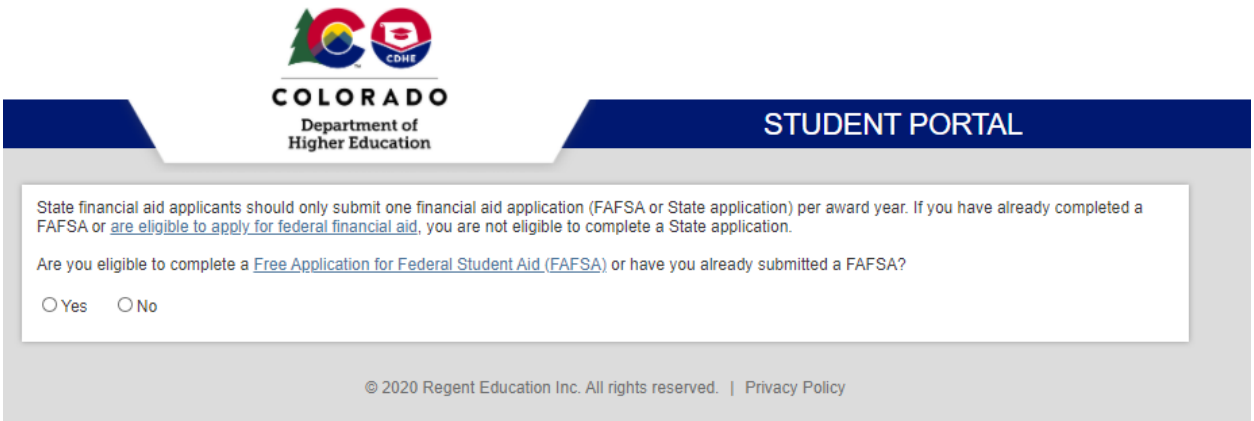
This is a brief tutorial with screenshots of the Colorado Application for State Financial Aid, which you can complete at: https://highered.colorado.gov/colorado-application-for-state-financial-aid.

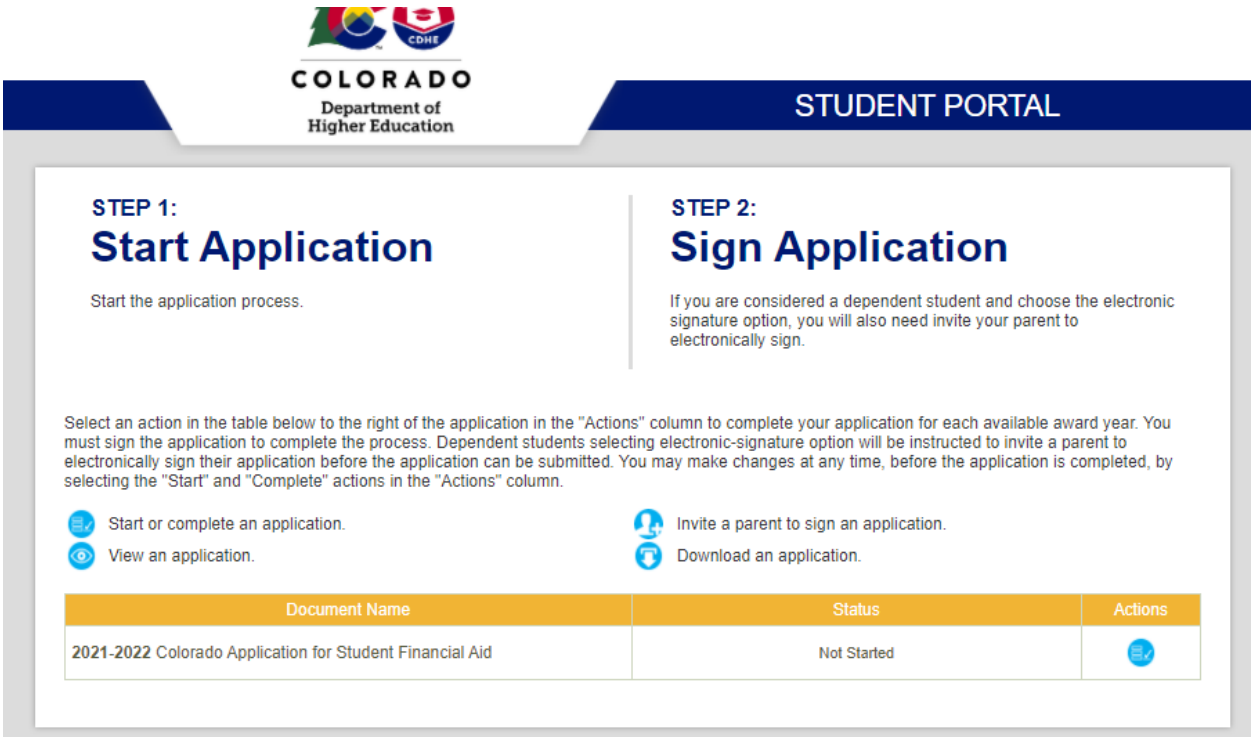
1. Create an account



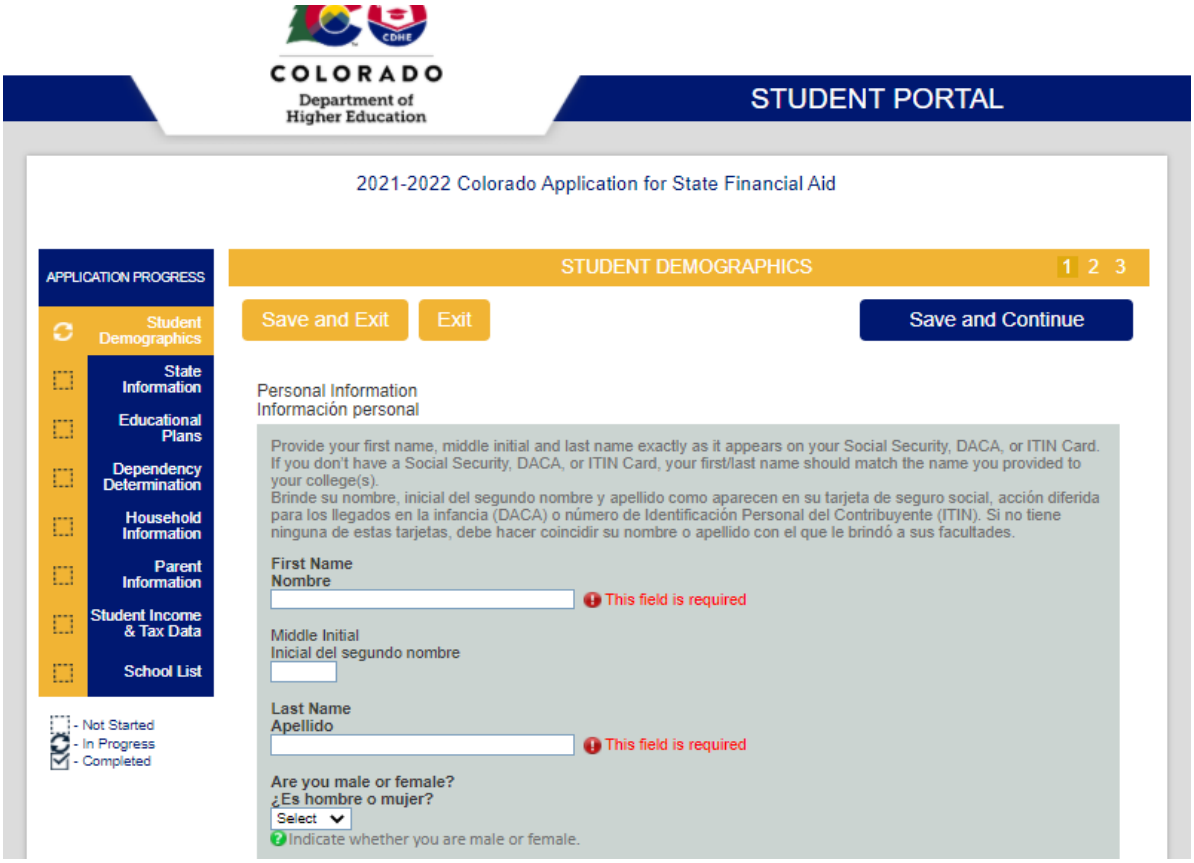
2. When you create your account, confirm that you cannot complete the FAFSA & add you info on the following screen; if you do not have a SSN or ITIN, then leave that field blank.

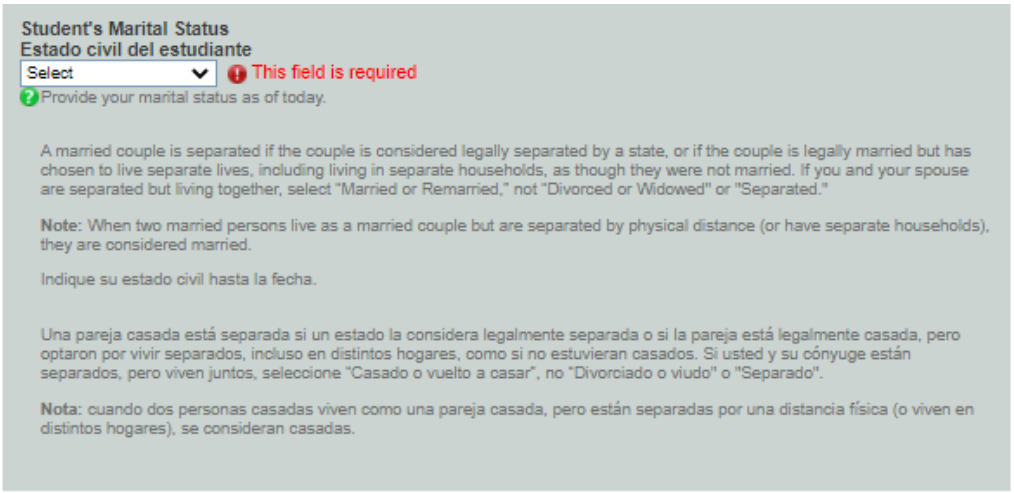


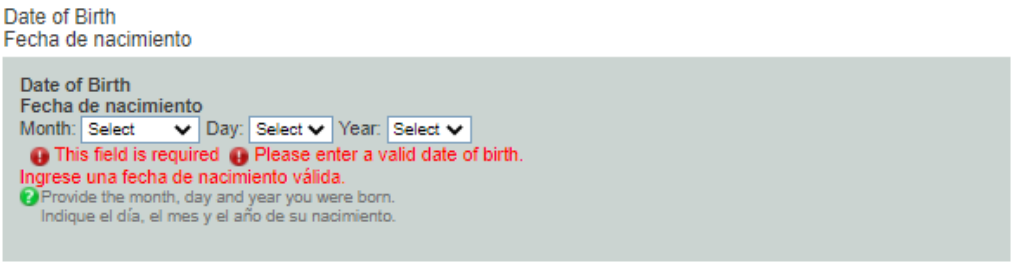
3. Once you have an account, you can start the application. (Click the blue circle on the right.)



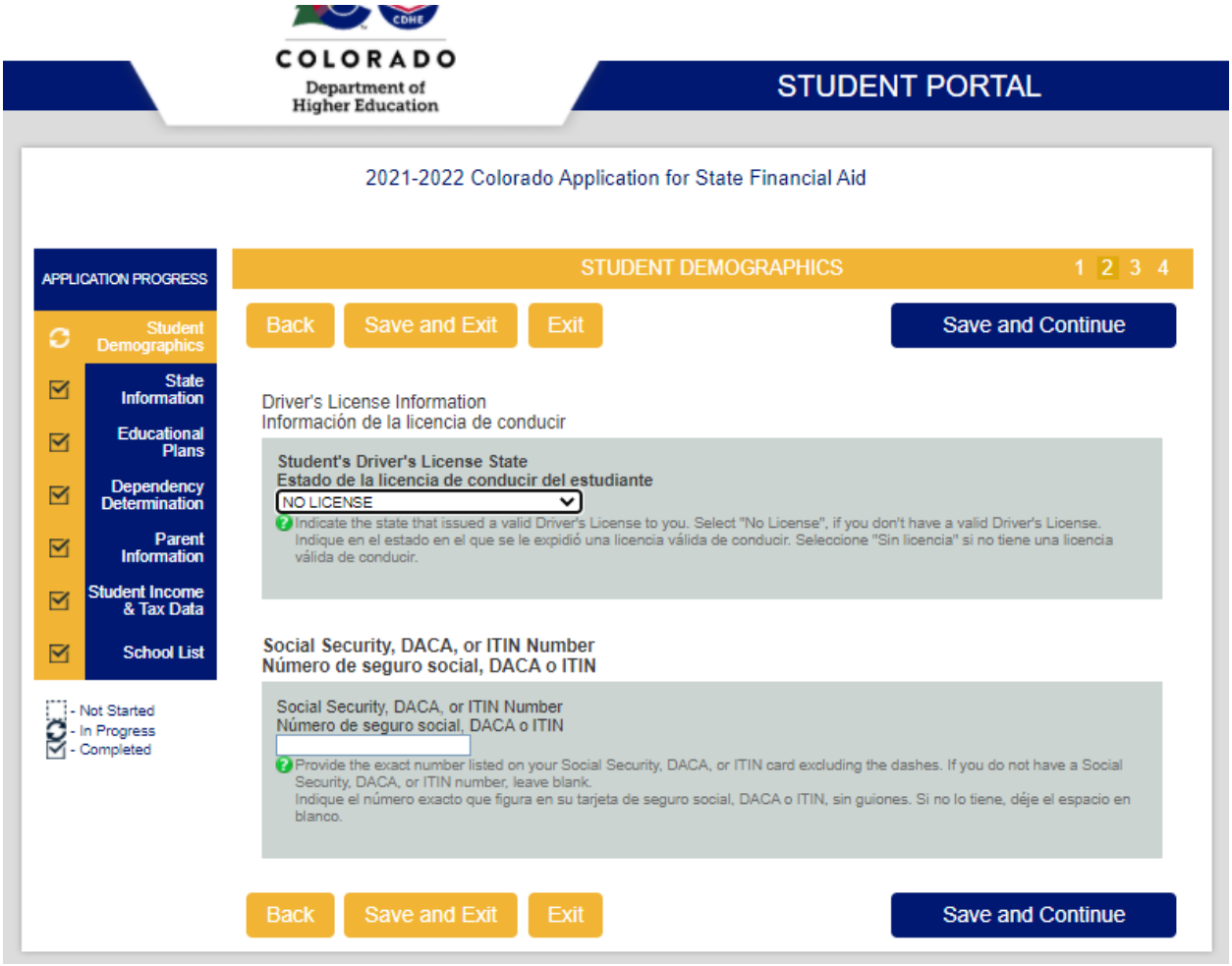
4. In the “Student Demographics screen”, begin to enter information.



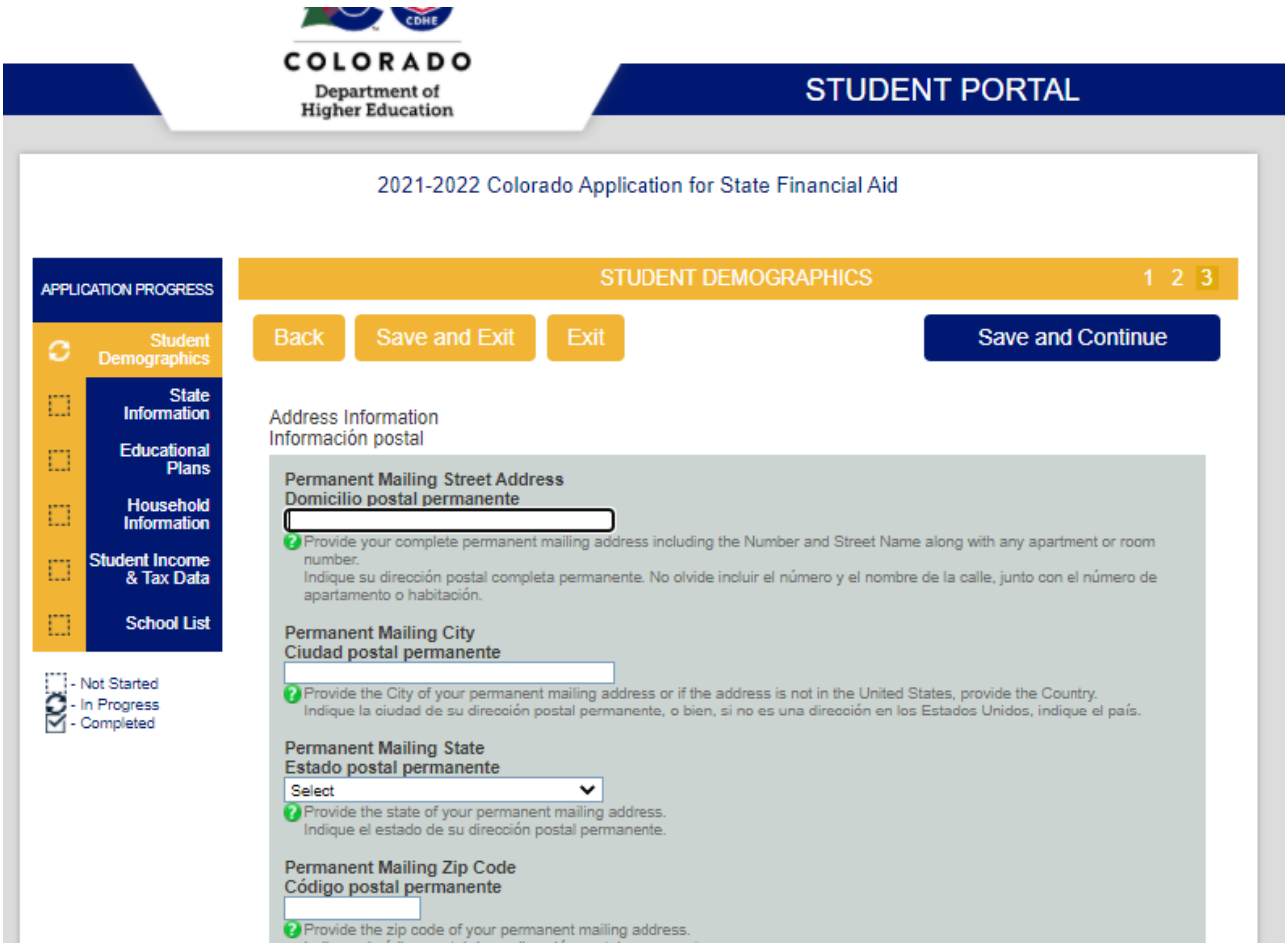




5. Again, enter your SSN or ITIN if you have it; if not, leave the field blank.



6. On this screen, additional information about the student is needed. (Note: "Residency" refers to "living in the state", not immigration status.)



Residency Information
Información de residencia

Please answer the following questions related to your residency status.
Responda las siguientes preguntas que se relacionan con su estado de residencia.

Student's State of Residence
Estado de residencia del estudiante

Select ▾ This field is required

Provide the state where you reside.
Indique el estado en el que reside.

Did you become a legal resident of this state before January 1, 2016?
¿Se convirtió en residente legal de este estado antes del 1.° de enero de 2016?

(•) Yes ( ) No

Indicate if you became a resident of this state before January 1, 2016.
Indique si fue residente de este estado antes del 1.° de enero de 2016.

Contact Information
Información de contacto

Student's Primary Telephone Number
Número de teléfono principal del estudiante

Provide a 10 digit telephone number including the area code that we can use to contact you, if necessary. Please use the format 2125557890 excluding the dashes.
Indique un número de teléfono compuesto por 10 dígitos, incluido el código de área, que podamos utilizar para ponernos en contacto con usted, si es necesario. Utilice el formato 2125557890, sin guiones.

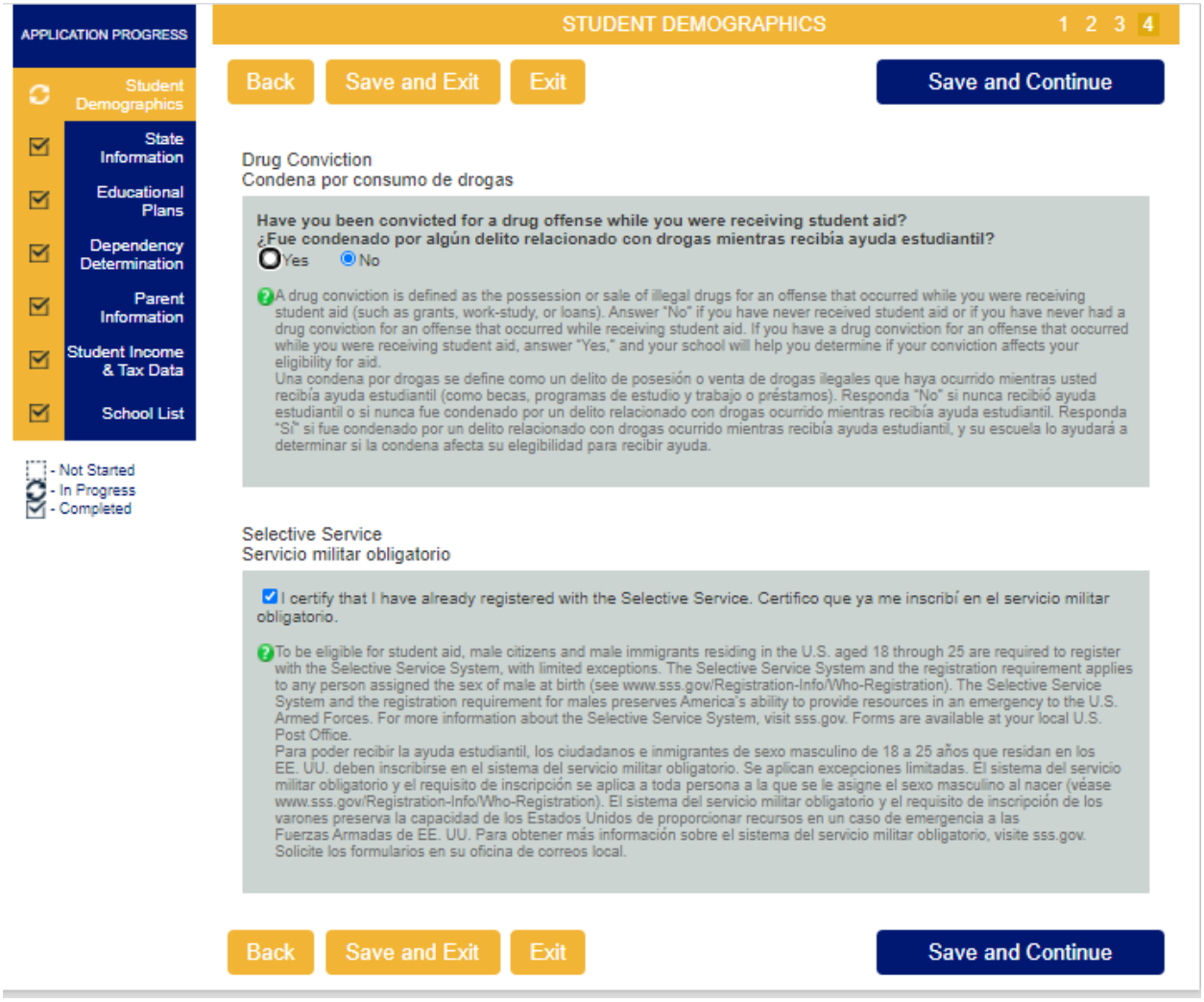
Student's Primary Email Address
Dirección de correo electrónico principal del estudiante

This field is required

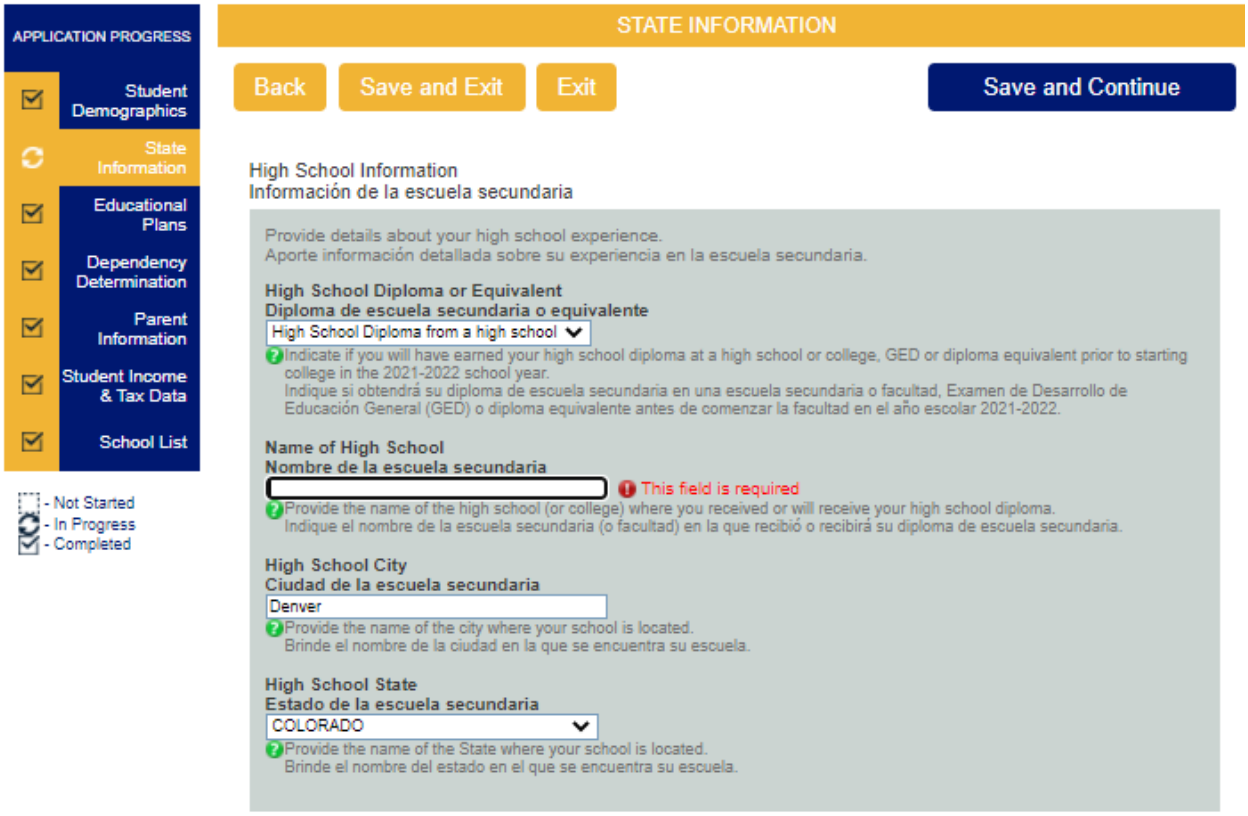
Provide your primary email address. Be sure to check your email frequently for important notices and information.
Indique su dirección principal de correo electrónico. Asegúrese de comprobar su correo electrónico con frecuencia para recibir avisos e información importantes.

Back | Save and Exit | Exit | Save and Continue

7. On this screen, provide information about drug convictions or Selective Service registration. (To sign up for Selective Service, visit https://www.sss.gov/register/ or – especially with an SSN – visit any Post Office for a paper form.)



8. Provide information about your high school diploma, and verify whether you meet the high school



State Information

Non-US citizens have a few ways to qualify for Colorado in-state tuition rates at public institutions and/or meet residency requirements for state financial aid programs at participating schools. One way is through Senate Bill 13-033. To meet the conditions of Senate Bill 13-033, students must:

- Graduate from a Colorado high school with a diploma, earn a GED, or earn a diploma equivalent.
- Attend a Colorado high school for at least three years immediately before the date they earn a high school diploma, GED, or equivalent.
- Apply for the College Opportunity Fund and complete the associated Affidavit.

Please answer the following questions related to your residency status.

Los ciudadanos no estadounidenses tienen varias maneras de acceder a las tarifas de matrícula de Colorado en instituciones públicas o cumplir los requisitos de residencia para los programas de ayuda financiera estatal en las escuelas participantes. Una forma es a través del proyecto de ley 13-033 del Senado. Para cumplir con las condiciones del proyecto de ley 13-033 del Senado, los estudiantes deben realizar lo siguiente:

- Graduarse de una escuela secundaria de Colorado con un diploma, superar el examen de desarrollo de educación general (GED), u obtener un diploma equivalente.
- Asistir a una escuela secundaria de Colorado por lo menos tres años antes de la fecha en que obtengan un diploma de secundaria, GED o equivalente.
- Solicitar el Fondo de oportunidades para estudiantes universitarios y completar la declaración jurada correspondiente.

Responda a las siguientes preguntas relacionadas con su estado de residencia.

Please choose one of the following:
Seleccione una de las siguientes opciones:

- (●) I certify that, by the time I begin college, I will have met all Senate Bill 13-033 conditions above. Certifico que, para cuando empiece la universidad, habré cumplido todas las condiciones del proyecto de ley 13-033 del Senado arriba mencionadas.
- ( ) I will not meet Senate Bill 13-033 conditions by the time I begin college. I want to learn other ways to qualify for in-state tuition and state financial aid. No cumpliré con las condiciones del proyecto de ley 13-033 del Senado cuando comience la universidad. Quiero obtener más información sobre otras formas de acceder a la matrícula estatal y a la ayuda financiera estatal.

We encourage you to create a profile https://www.mycoloradojourney.com/journey. Doing so will enable you to view and apply for scholarships that you may be eligible for.

También le sugerimos que cree un perfil https://www.mycoloradojourney.com/journey. Al hacerlo, podrá ver y solicitar las becas a las que puede acceder.

Certification Regarding Permanent Residency Application and Related Responsibilities

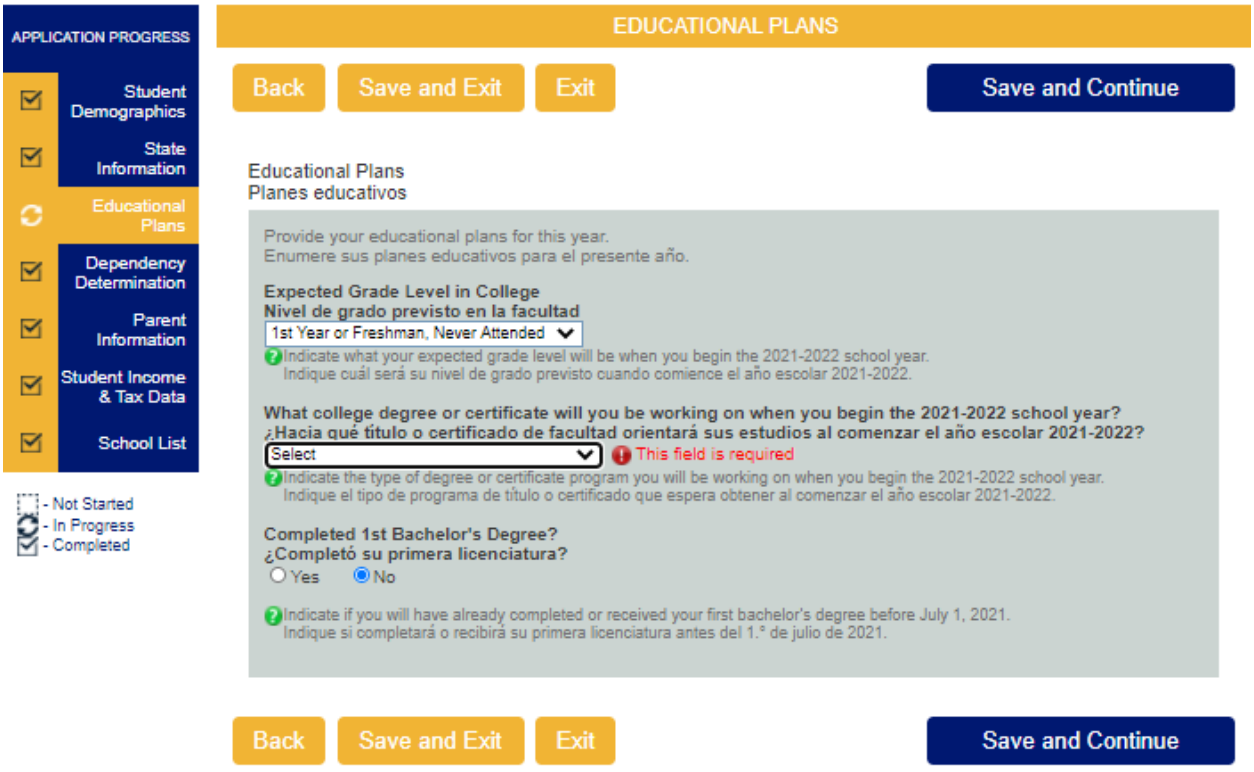
In addition to residency requirements, Senate Bill 13-033 requires you to certify lawful residency.

Además de los requisitos de residencia, el proyecto de ley 13-033 del Senado requiere que certifique su residencia legal.

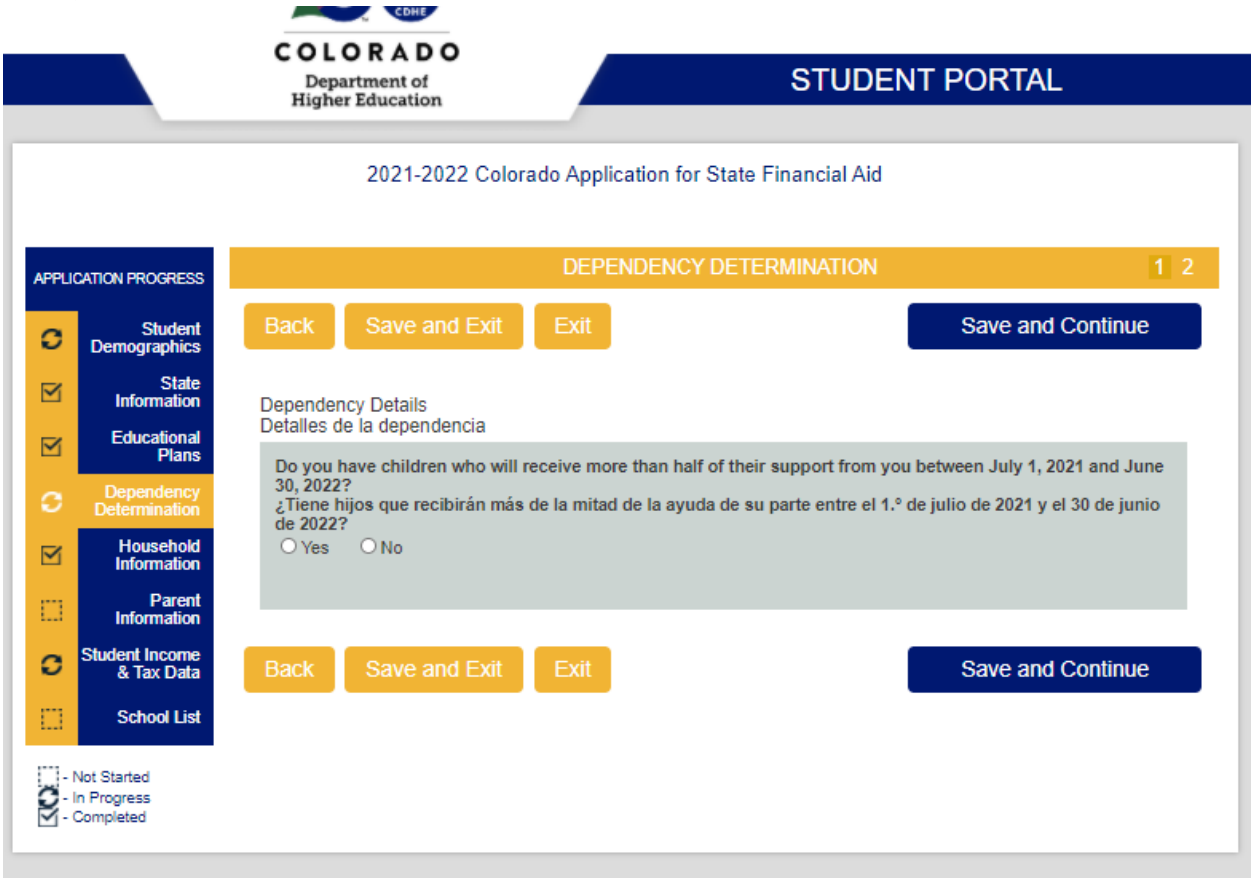
☑ **I certify that I have applied for lawful presence in the United States OR I will apply for lawful presence in the United States as soon as I am able to do so. Certifico que he solicitado mi presencia legal en los Estados Unidos O solicitaré mi presencia legal en los Estados Unidos tan pronto como me sea posible.**

Back | Save and Exit | Exit | Save and Continue

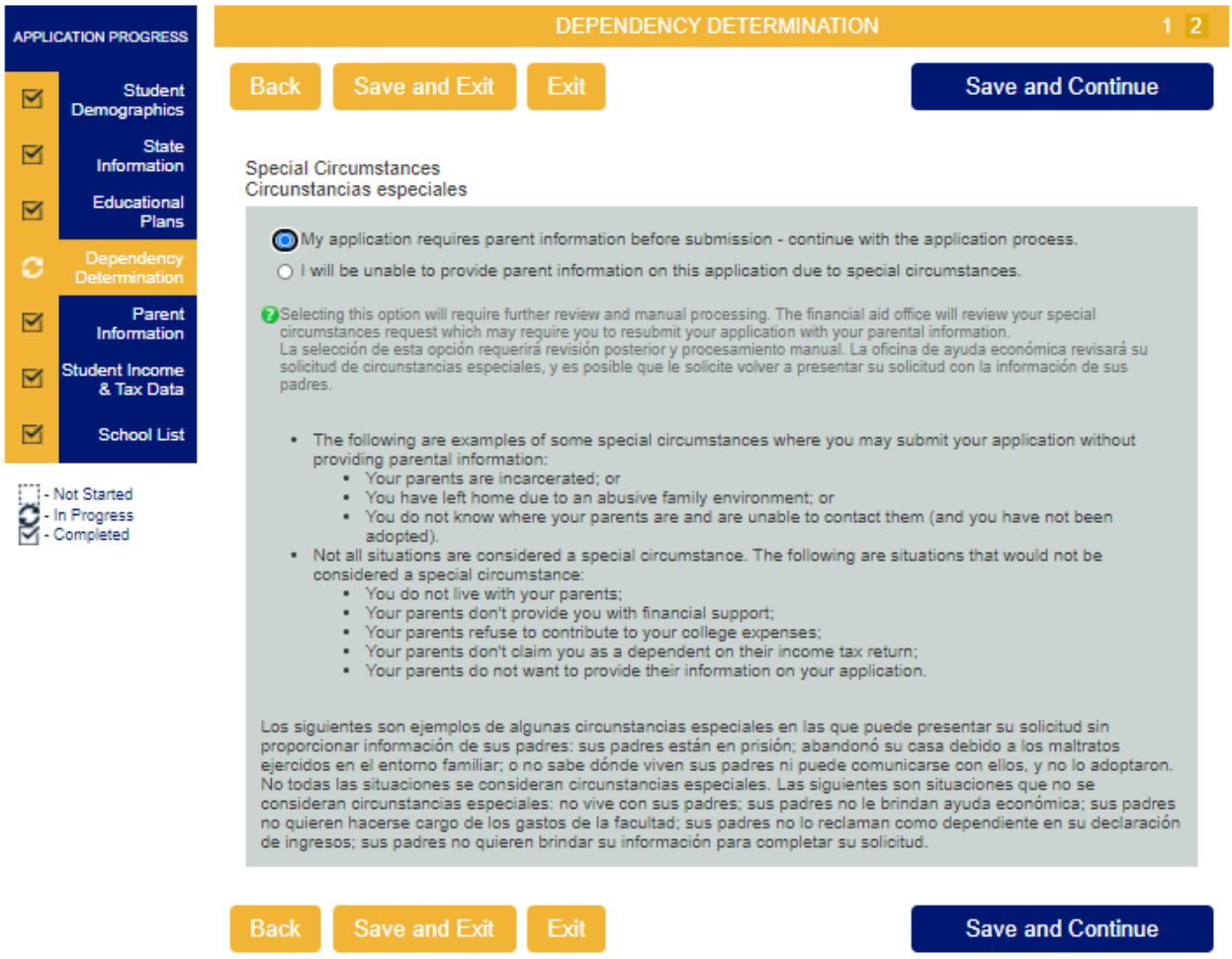
9. Add information about your educational plans. This will help the Office of Financial Aid determine for which aid you are eligible.



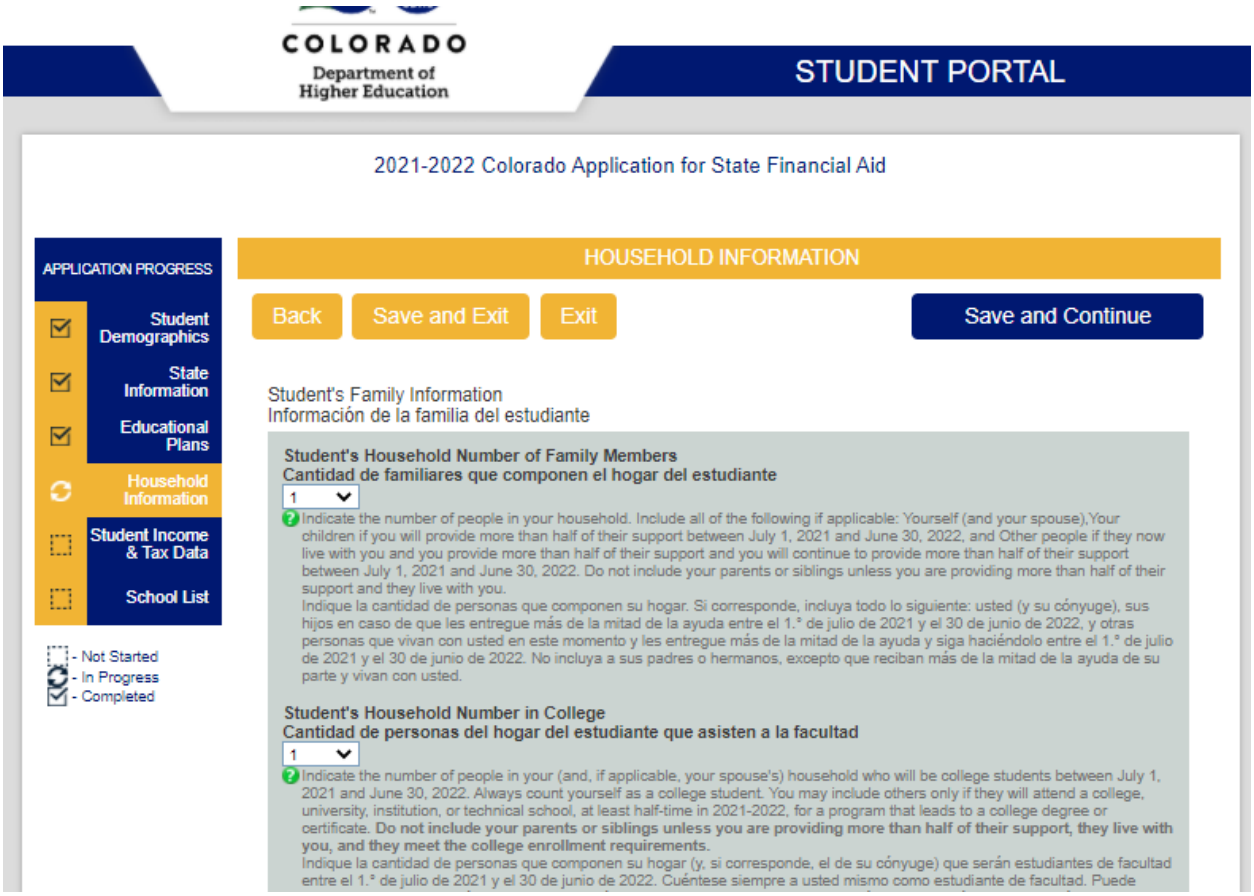
10. In this screen, the portal will determine whether you are a dependent or independent student.



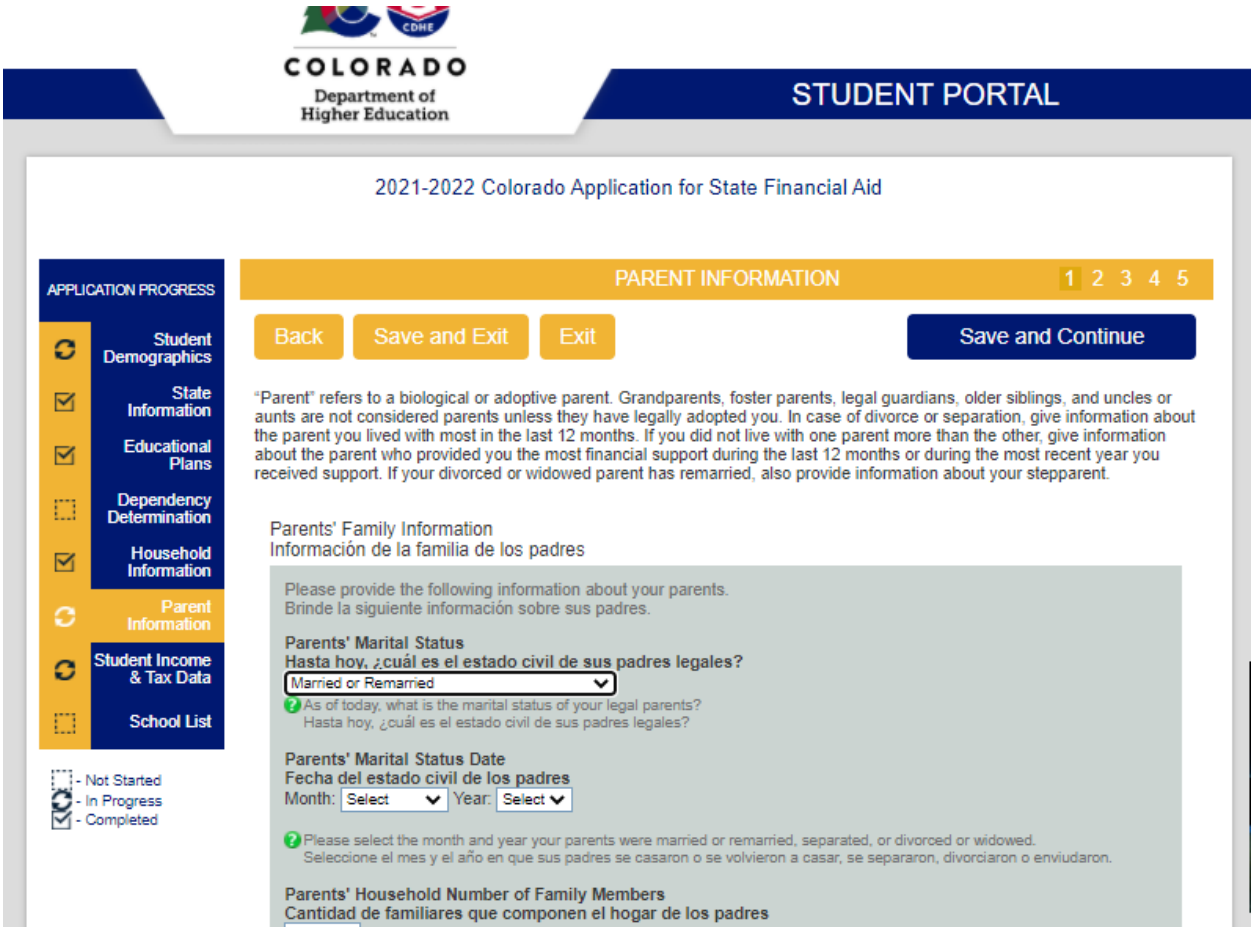
11. If you are determined to be dependent, then you will be asked to provide parent information. If you choose "I will not be able to provide parent information", the MSU's Financial Aid Office will most likely follow up with you and potentially ask for additional information.



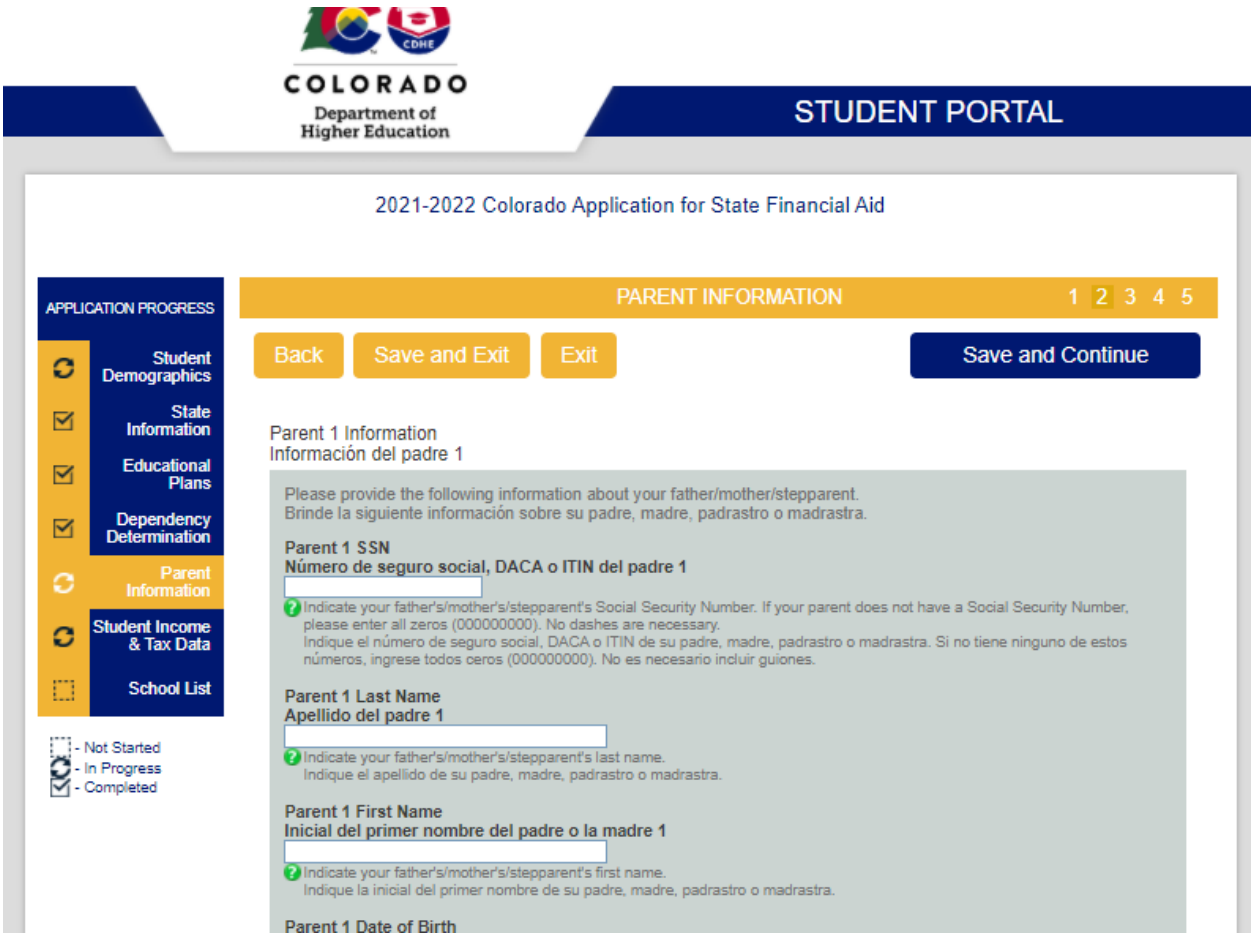
12. This screen provides information about household size; it only shows up if you are an independent student. (As a dependent student, that information is collected on the "Parent Information" screen".) Follow closely the description provided for who is and is not part of your household! Make sure to include yourself in both numbers.



13. Now we move on to information about your parents, but only if you are classified as a dependent student. (Under "Parents Marital Status Date", you would choose the date they they were married, divorced, widowed, etc. – depending on how you answered the previous question)



14. The following Parent Information screen asks about name and other information for your parents. (Use all 0's for SSN/ITIN field)



Parent 2 Information
Información del padre 2

Please provide the following information about your father/mother/stepparent.
Brinde la siguiente información sobre su padre, madre, padrastro o madrastra.

Parent 2 SSN
Número de seguro social del padre 2

***-**-0000

Indicate your father's/mother's/stepparent's Social Security Number. If your parent does not have a Social Security Number, please enter all zeros (000000000). No dashes are necessary.
Indique el número de seguro social, DACA o ITIN de su padre, madre, padrastro o madrastra. Si no tiene ninguno de estos números, ingrese todos ceros (000000000). No es necesario incluir guiones.

Parent 2 Last Name
Apellido del padre 2

SMITH

Indicate your father's/mother's/stepparent's last name.
Indique el apellido de su padre, madre, padrastro o madrastra.

Parent 2 First Name
Inicial del primer nombre del padre o la madre 2

JANE

Indicate your father's/mother's/stepparent's first name.
Indique la inicial del primer nombre de su padre, madre, padrastro o madrastra.

Parent 2 Date of Birth
Fecha de nacimiento del padre 2

Month: May Day: 8 Year: 1932

Indicate your father's/mother's/stepparent's date of birth.
Indique la fecha de nacimiento de su padre, madre, padrastro o madrastra.

Highest Level of Education Parent 2 Completed
Máximo nivel educativo completado por el padre 2

High School

Parents' Contact Information
Información de contacto de los padres

Parents' Primary E-Mail Address
Dirección de correo electrónico principal de los padres

email@email.com

Indicate your parents' primary e-mail address. This e-mail address will also be shared with the state and the colleges listed on your application to allow them to communicate with your parents.
Indique la dirección principal de correo electrónico de sus padres. Esta dirección de correo electrónico también se compartirá con el estado y las facultades que figuran en la solicitud para que puedan comunicarse con sus padres.

Parents' Residency Information
Información de la residencia de los padres

Parents' State of Residency
Estado de residencia legal de los padres

COLORADO

Indicate the state in which your parents reside.
Indique el estado en el que residen sus padres legalmente.

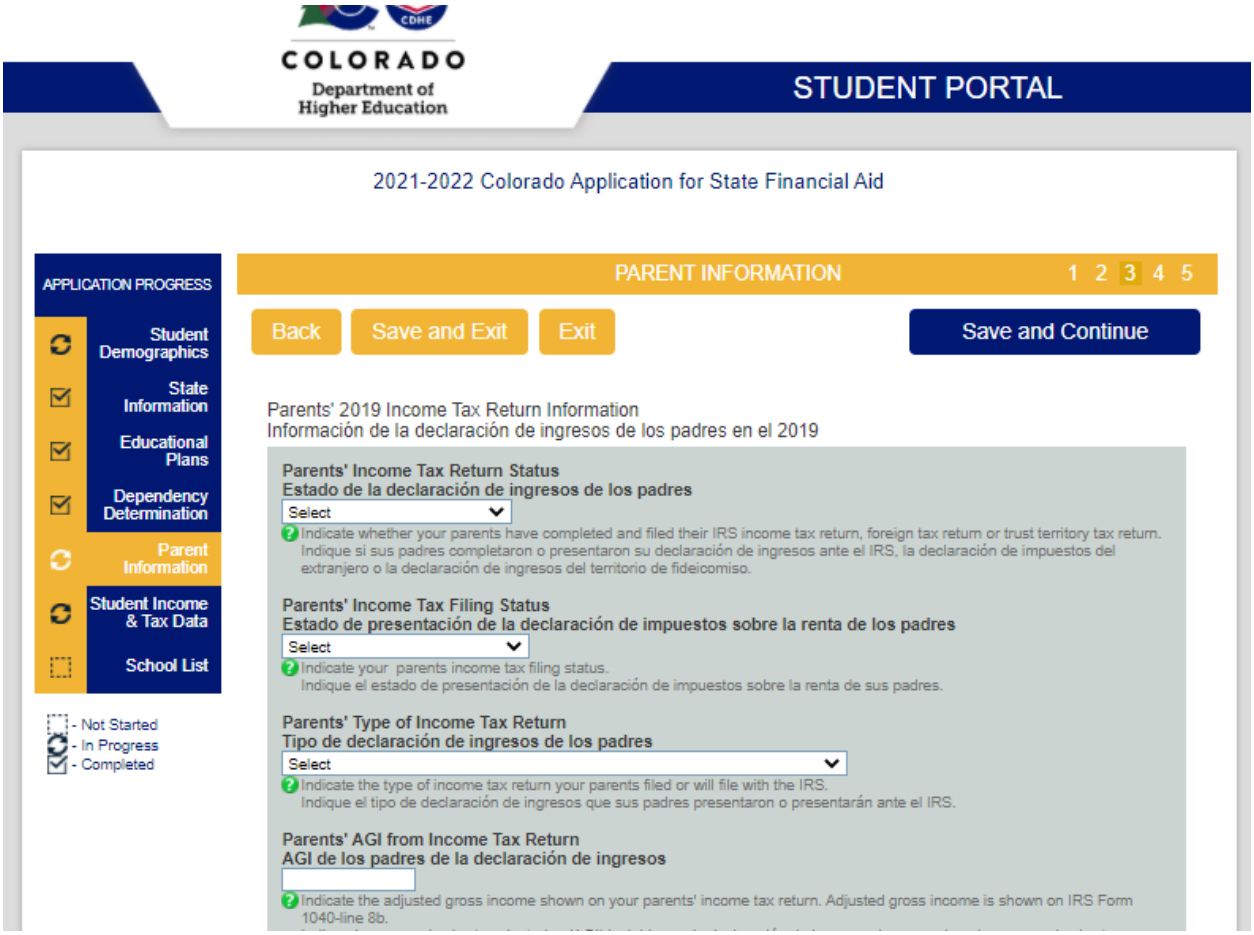
Parents' Residency Before 01/01/2016
Residencia legal de sus padres antes del 1.° de enero de 2016

(•) Yes ( ) No

Indicate if your parents became residents of this state before January 1, 2016.
Indique si sus padres fueron residentes legales de este estado antes del 1.° de enero de 2016.

Back | Save and Exit | Exit | Save and Continue

15. On this screen, you will provide information about your parents' taxes.



Parents' Taxes Paid from Income Tax Return
Impuestos de los padres pagados de la declaración de ingresos

100

Indicate the total amount of income taxes paid by your parents. The paid income tax amount is shown on IRS Form 1040-line 14 minus Schedule 2-line 2. If negative, enter a zero here.
Indique el monto total de impuestos a las ganancias que pagaron sus padres. El monto de los impuestos a las ganancias pagado se indica en la línea 14 del formulario 1040 del IRS, menos la línea 2 de la declaración complementaria 2. Si el monto es negativo, ingrese un cero.

Parents' 2019 Income
Ingresos de los padres en el 2019

Parent 1 Income Earned from Working ($)
Ganancias obtenidas por el padre 1 a través de su trabajo ($)

10000

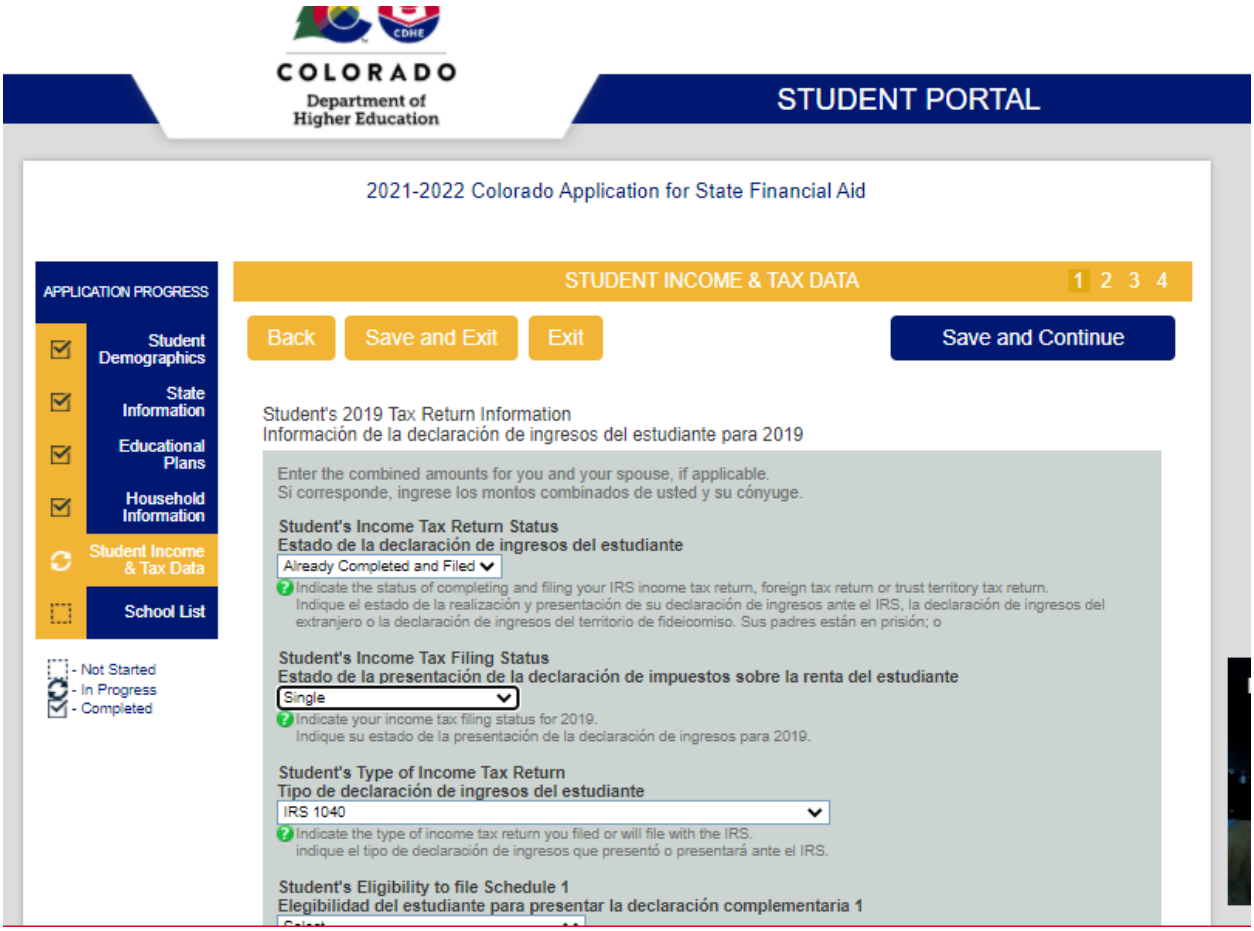
Indicate the total amount your father/mother/stepparent earned from working. Include wages, salaries, tips, etc. listed on W-2 forms; or on the tax returns listed on the IRS Form 1040-line 1 + Schedule 1-line 3 + 6 + Schedule K-1 (IRS Form 1065)-Box 14 (Code A). If any individual earning item is negative, do not include that item in your calculation.
Indique el monto total obtenido por su padre/madre/padrastro/madrastra a través de su trabajo. Incluya sueldos, salarios, propinas, etc., enumerados en los formularios W-2 o en las declaraciones de impuestos enumeradas en la línea 1 del formulario 1040 del IRS, en las líneas 3 y 6 de la declaración complementaria 1 y en la casilla 14 (Código A) de la declaración complementaria K-1 (formulario 1065 del IRS). Si alguna de las partidas es negativa, no la incluya en el cálculo.

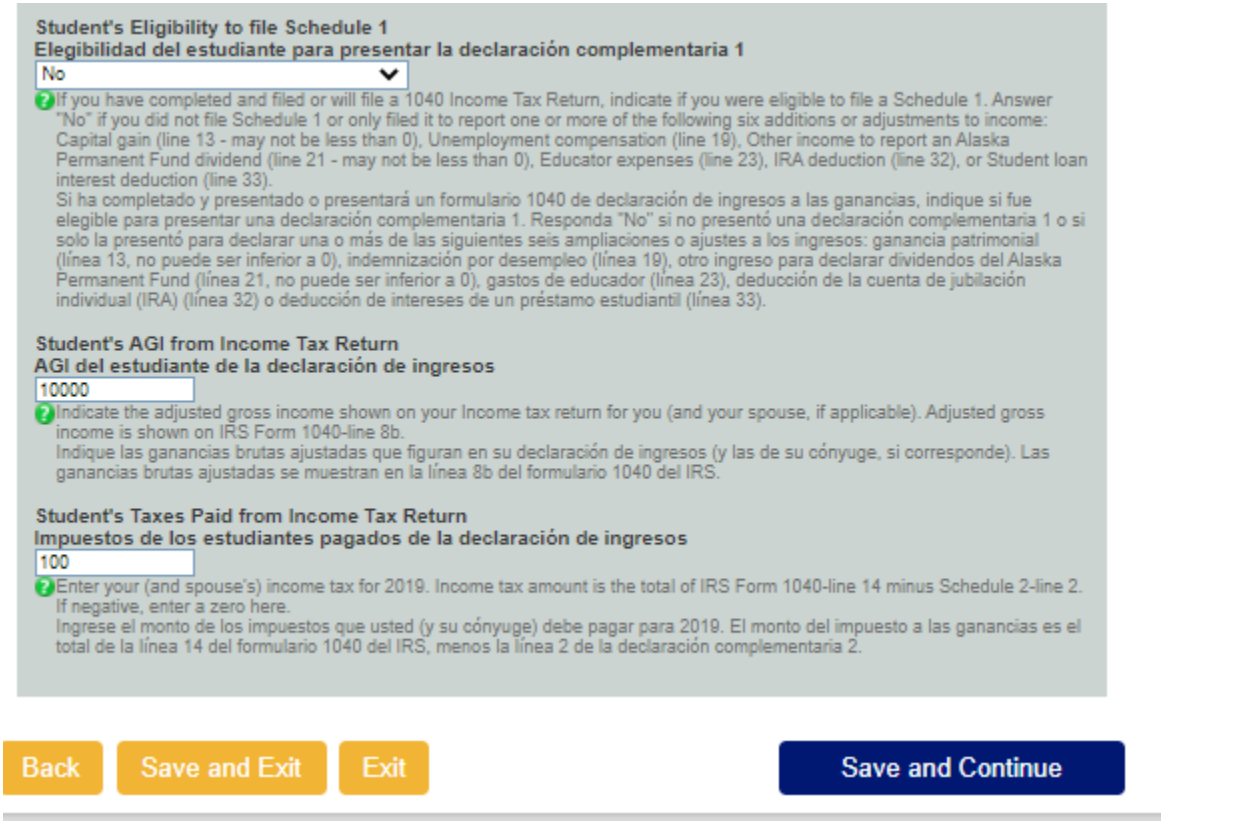
Parent 2 Income Earned from Working ($)
Ganancias obtenidas por el padre 2 a través de su trabajo ($)

100

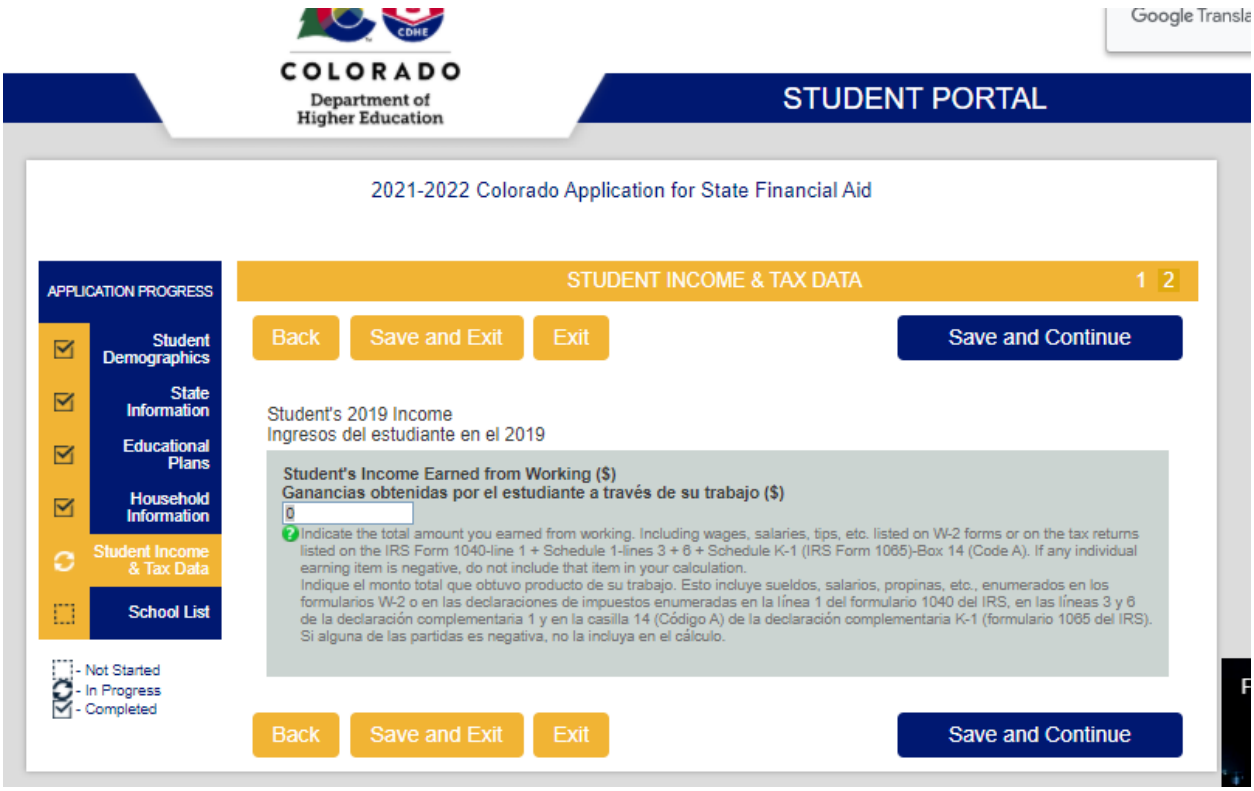
Indicate the total amount your father/mother/stepparent earned from working. Include wages, salaries, tips, etc. listed on W-2 forms; or on the tax returns listed on the IRS Form 1040-line 1 + Schedule 1-line 3 + 6 + Schedule K-1 (IRS Form 1065)-Box 14 (Code A). If any individual earning item is negative, do not include that item in your calculation.
Indique el monto total obtenido por su padre/madre/padrastro/madrastra a través de su trabajo. Incluya sueldos, salarios, propinas, etc., enumerados en los formularios W-2 o en las declaraciones de impuestos enumeradas en la línea 1 del formulario 1040 del IRS, en las líneas 3 y 6 de la declaración complementaria 1 y en la casilla 14 (Código A) de la declaración complementaria K-1 (formulario 1065 del IRS). Si alguna de las partidas es negativa, no la incluya en el cálculo.

16. Here you will provide information about your 2019 tax return. (If you do not have a Schedule in your tax return, then you will select "No" for "Eligibility to file Schedule 1".) Please refer to the specific line numbers below the question to find numbers such as the AGI (Adjusted Gross Income) or taxes paid.

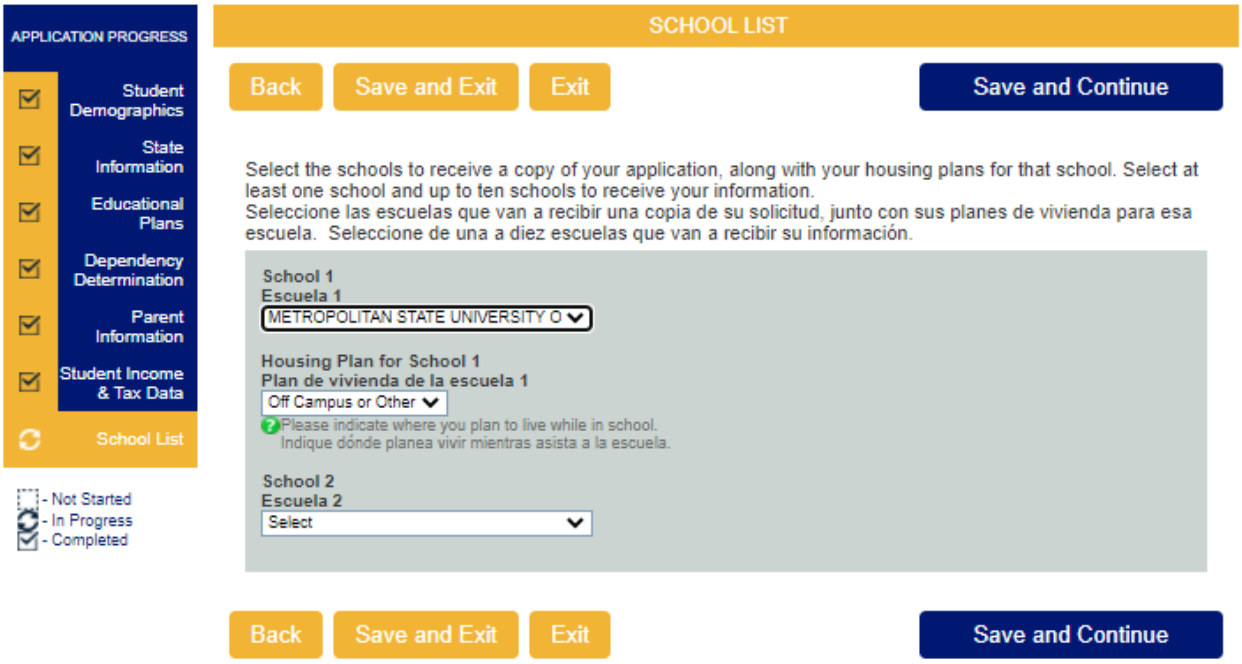




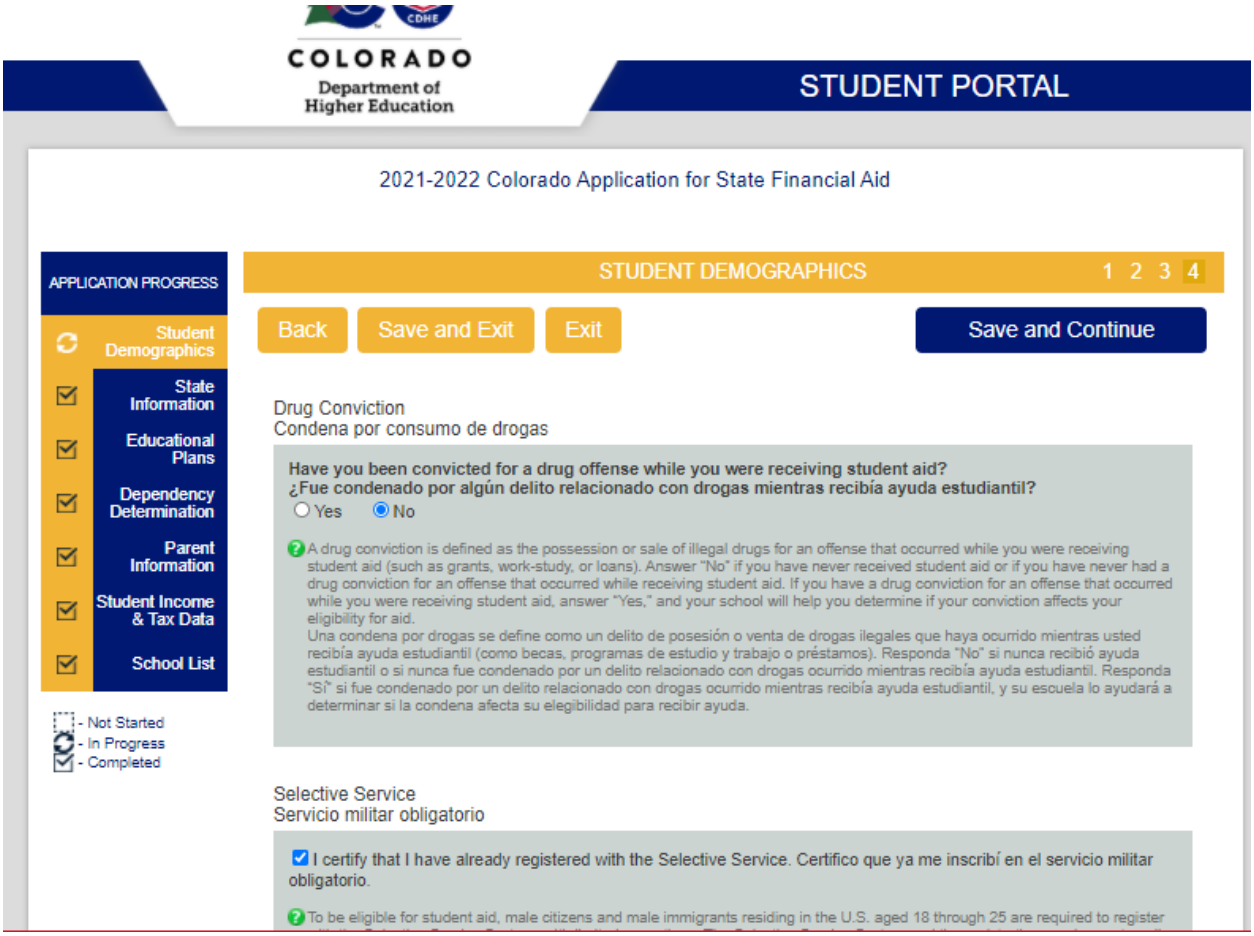
17. The next screen asks additional information about your taxes.



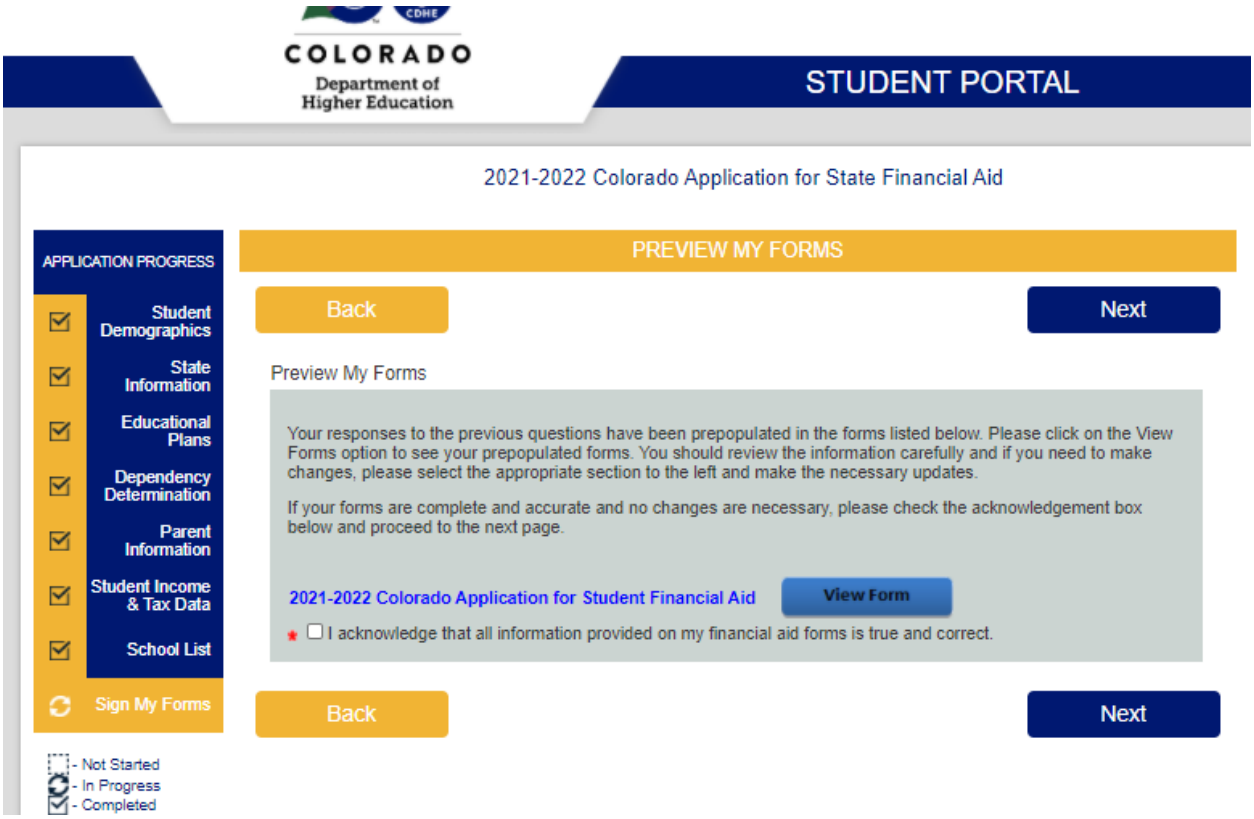
18. The next section lets you enter which school(s) you are planning to attend; you can submit up to 10 if you have applied to different schools and are not sure which to attend yet. (If you are not living in a dorm – which MSU Denver does not have – choose "Off campus".)



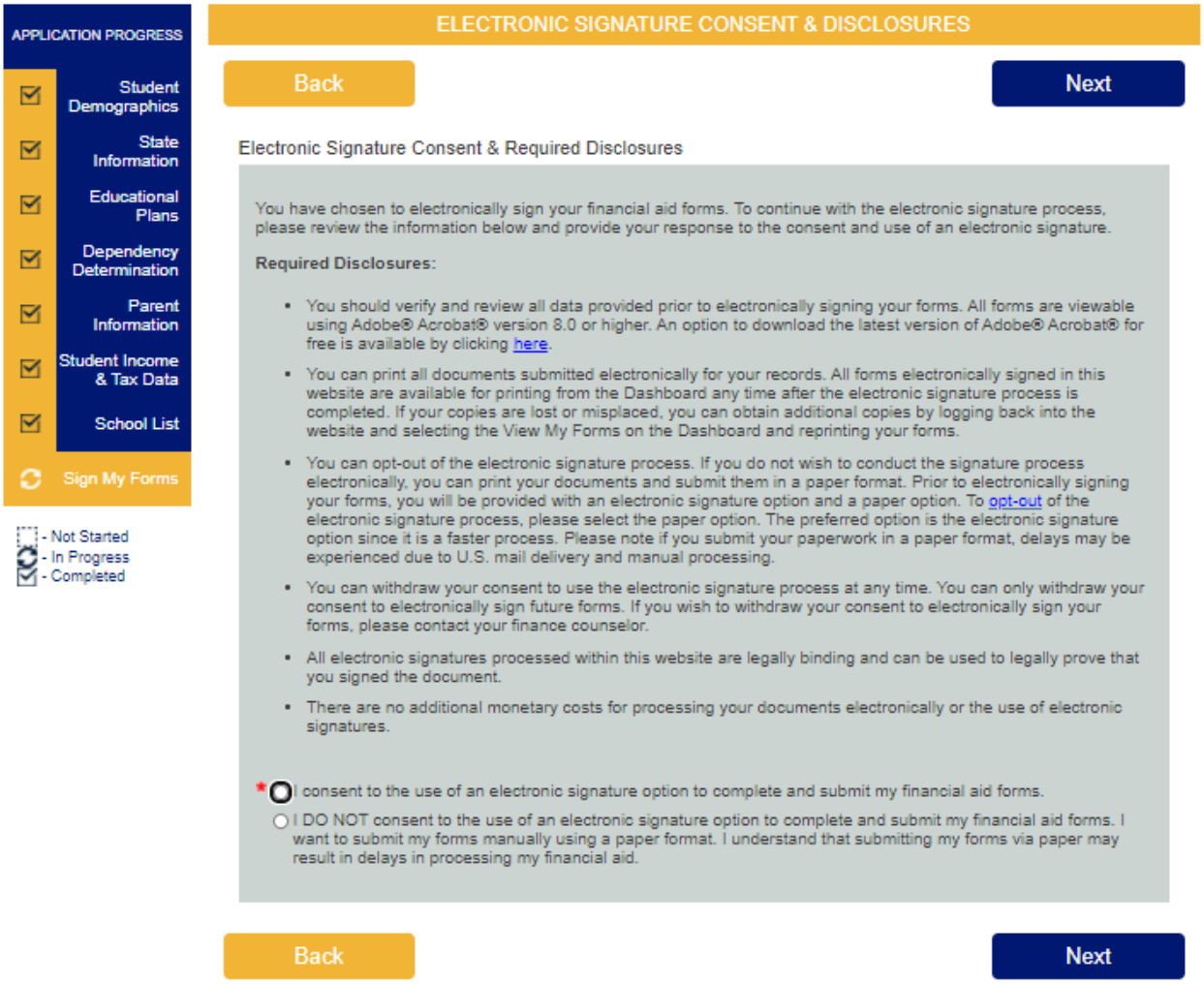
19. On this screen, provide information about drug convictions or Selective Service registration. (To sign up for Selective Service, visit https://www.sss.gov/register/ or – especially with an SSN – visit any Post Office for a paper form.)

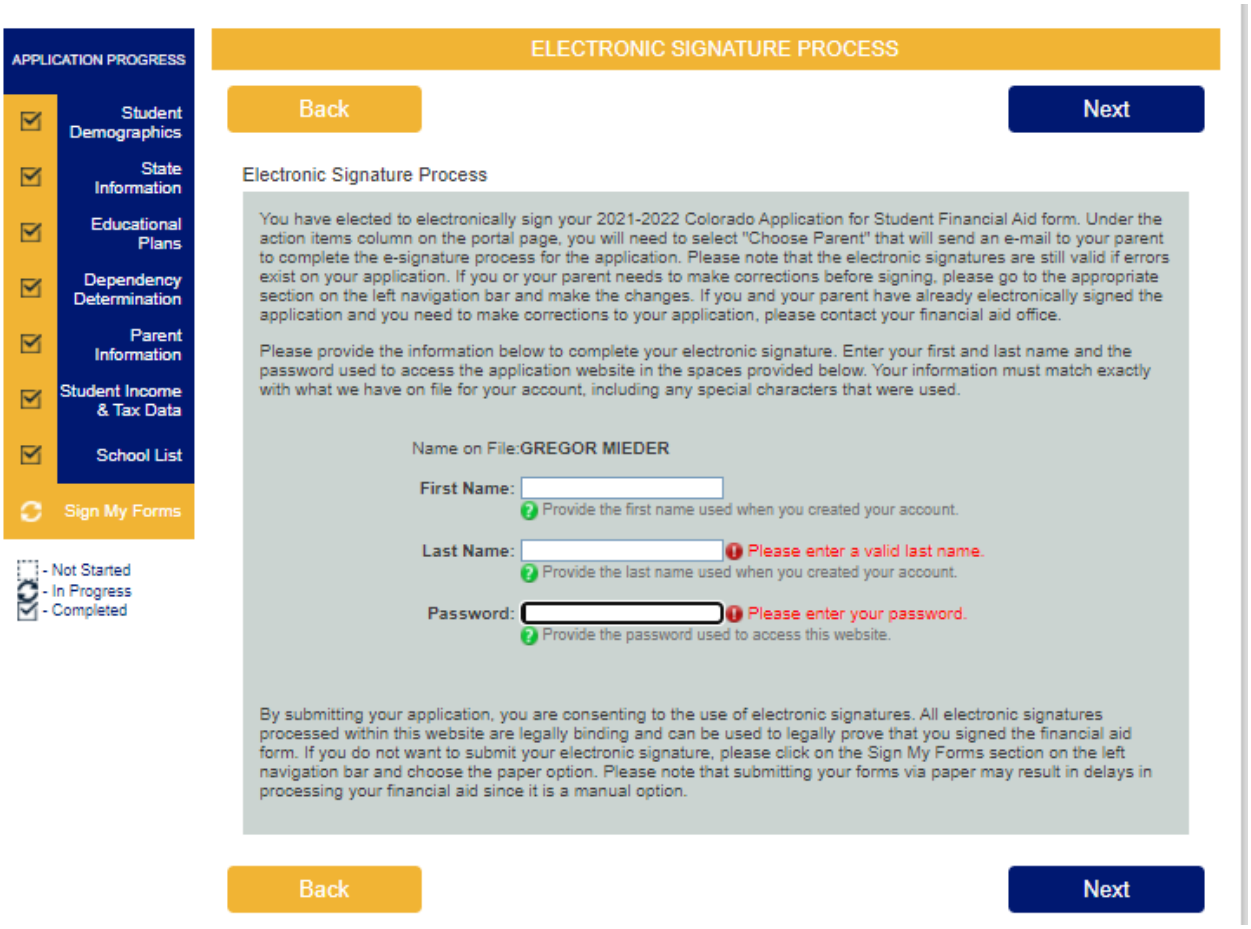


20. On the final screen, you certify the statements & information you have provided.



21. Now, you are ready to sign the form & submit! You can submit an electronic signature or chose a paper form.



22. This screen reminds you of the hardware requirements your computer requires to process digital signatures.

23. On the last screen, you submit your electronic signature by entering your name & password.