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

![Login page](image1)

- **Email Address:**
- **Password:**
- **Forgot your password?**

To start your application process, please create an account.

![Create Your Account button](image2)

- If you need technical support, contact us at 303-862-3001 or at cafsa@dhe.state.co.us.

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.

![Application screen](image3)

State financial aid applicants should only submit one financial aid application (FAFSA or State application) per award year. If you have already completed a FAFSA or are eligible to apply for federal financial aid, you are not eligible to complete a State application.

Are you eligible to complete a Free Application for Federal Student Aid (FAFSA) or have you already submitted a FAFSA?

- [ ] Yes
- [ ] No
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
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.º de enero de 2016?

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

Drug Conviction
Condena por consumo de drogas

Have you been convicted for a drug offense while you were receiving student aid?

Yes ☐ No ☐

A drug conviction is defined as the possession or sale of illegal drugs for an offense that occurred while you were receiving student aid (such as grants, work-study, or loans). Answer “Yes” if you have never received student aid or if you have never had a drug conviction for an offense that occurred while receiving student aid. If you have a drug conviction for an offense that occurred while you were receiving student aid, answer “Yes,” and your school will help you determine if your conviction affects your eligibility for aid.

A conviction for drug crimes includes but is not limited to
-\[\text{Drug Offense} \] 2017

Selective Service
Servicio militar obligatorio

I certify that I have already registered with the Selective Service. Certifico que ya me inscribí en el servicio militar obligatorio.

To be eligible for student aid, male citizens and male immigrants residing in the U.S. aged 18 through 25 are required to register with the Selective Service System, with limited exceptions. The Selective Service System and the registration requirement apply to any person assigned the sex of male at birth (see www.sss.gov/Registration/Info/Who-Registration). The Selective Service System and the registration requirement for males preserves America’s ability to provide resources in an emergency to the U.S. Armed Forces. For more information about the Selective Service System, visit sss.gov. Forms are available at your local U.S. Post Office.

Para poder recibir ayuda estudiantil, los ciudadanos y los inmigrantes de sexo masculino de 18 a 25 años que residen en los EE.UU. deben inscribirse en el sistema del servicio militar obligatorio. Se aplican excepciones limitadas. El sistema del servicio militar obligatorio y el requisito de inscripción se aplica a toda persona a la que se le asigna el sexo masculino al nacer (vease www.sss.gov/Registration/Info/Who-Registration). El sistema del servicio militar obligatorio y el requisito de inscripción se aplica a toda persona a la que se le asigna el sexo masculino al nacer (vease www.sss.gov/Registration/Info/Who-Registration). El sistema del servicio militar obligatorio y el requisito de inscripción se aplican a toda persona a la que se le asigna el sexo masculino al nacer (vease www.sss.gov/Registration/Info/Who-Registration). El sistema del servicio militar obligatorio y el requisito de inscripción se aplican a toda persona a la que se le asigna el sexo masculino al nacer (vease www.sss.gov/Registration/Info/Who-Registration).
8. Provide information about your high school diploma, and verify whether you meet the high school requirements.

**STATE INFORMATION**

**High School Information**

**Información de la escuela secundaria**

Provide details about your high school experience.
Aporte información detallada sobre su experiencia en la escuela secundaria.

**High School Diploma or Equivalent**

**Diploma de escuela secundaria o equivalente**

Select if you have earned a high school diploma or an equivalent as indicated:

- **High School Diploma from a high school**
- **GED or diploma equivalent**

Indicate if you will have earned a high school diploma at a high school or college, GED or diploma equivalent prior to starting college in the 2021-2022 school year:

**nombre de la escuela secundaria**

This field is required.

Provide the name of the high school where you received your high school diploma.
Indique el nombre de la escuela secundaria en la que recibió su diploma de escuela secundaria.

**High School City**

**Ciudad de la escuela secundaria**

Provide the name of the city where your school is located.
Indica el nombre de la ciudad en la que se encuentra su escuela.

**High School State**

**Estado de la escuela secundaria**

Select the state where your school is located.
Indica el nombre del estado en el que se encuentra su escuela.
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:

- Graduar de una escuela secundaria de Colorado con un diploma, superar el examen de desarrollo de educación general (GED), o 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:
Selección 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.
9. Add information about your educational plans. This will help the Office of Financial Aid determine for which aid you are eligible.

<table>
<thead>
<tr>
<th>Educational Plans</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Educational Plans</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Planes educativos</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Expected Grade Level in College</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Nivel de grado previsto en la facultad</strong></td>
<td></td>
</tr>
<tr>
<td>1st Year or Freshman, Never Attended</td>
<td>Select</td>
</tr>
<tr>
<td></td>
<td>This field is required</td>
</tr>
<tr>
<td><strong>What college degree or certificate will you be working on when you begin the 2021-2022 school year?</strong></td>
<td></td>
</tr>
<tr>
<td><strong>¿Hacia qué título o certificado de facultad orientará sus estudios al comenzar el año escolar 2021-2022?</strong></td>
<td>Select</td>
</tr>
<tr>
<td></td>
<td>This field is required</td>
</tr>
<tr>
<td><strong>Completed 1st Bachelor’s Degree?</strong></td>
<td></td>
</tr>
<tr>
<td><strong>¿Completó su primera licenciatura?</strong></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Indicate if you will have already completed or received your first bachelor’s degree before July 1, 2021.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Indique si completará o recibirá su primera licenciatura antes del 1 de julio de 2021.</strong></td>
<td></td>
</tr>
</tbody>
</table>
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 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. Si su padre o madre, padrastro o madrastra no tiene un número de seguro social, 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 de correo electrónico principal. Esta dirección 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.

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

- 
  - 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 la ganancia 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 ($)
**Ganancias obtenidas por el padre 1 a través de su trabajo ($)**

- 
  - 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 + 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 ganado por su padre/madre/padrastro/madrastra a través de su trabajo. Incluya salarios, sueldos, 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) del formulario 1065 del IRS. Si alguna de las partidas es negativa, no la incluya en el cálculo.

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

- 
  - 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 + 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 ganado por su padre/madre/padrastro/madrastra a través de su trabajo. Incluya salarios, sueldos, 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) del 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.

Electronic Signature Consent & Required Disclosures

You have chosen to electronically sign your financial aid forms. To continue with the electronic signature process, please review the information below and provide your response to the consent and use of an electronic signature.

Required Disclosure:

- You should verify and review all data provided prior to electronically signing your forms. All forms are viewable using Adobe® Acrobat® version 8.0 or higher. An option to download the latest version of Adobe® Acrobat® for free is available by clicking [link].
- You can print all documents submitted electronically for your records. All forms electronically signed in this website are available for printing from the Dashboard any time after the electronic signature process is completed. If your copies are lost or misplaced, you can obtain additional copies by logging back into the website and selecting the View My Forms on the Dashboard and reprinting your form.
- You can opt-out of the electronic signature process. If you do not wish to conduct the signature process electronically, you can print your documents and submit them in a paper format. Prior to electronically signing your forms, you will be provided with an electronic signature option and a paper option. To opt-out of the electronic signature process, please select the paper option. The preferred option is the electronic signature option since it is a faster process. Please note, if you submit your paperwork in a paper format, delays may be experienced due to U.S. mail delivery and manual processing.
- You can withdraw your consent to use the electronic signature process at any time. You can only withdraw your consent to electronically sign future forms. If you wish to withdraw your consent to electronically sign your forms, please contact your financial counselor.
- All electronic signatures processed within this website are legally binding and can be used to legally prove that you signed the document.
- There are no additional monetary costs for processing your documents electronically or the use of electronic signatures.

* I consent to the use of an electronic signature option to complete and submit my financial aid forms.
* I DO NOT consent to the use of an electronic signature option to complete and submit my financial aid forms. I want to submit my forms manually using a paper format. I understand that submitting my forms via paper may result in delays in processing my financial aid.
22. This screen reminds you of the hardware requirements your computer requires to process digital signatures.

Electronic Signature Hardware & Software Requirements

The following system requirements are necessary for conducting an electronic signature within this site. Please confirm that your computer meets these requirements. Options to download recommended free software on your computer is available.

Hardware:
- A computer with access to the Internet and capable of running the software listed below.
- A printer capable of printing Adobe Acrobat Reader® PDF documents.

Software:
- A recommended Web Browser:
  - Microsoft Internet Explorer 6.0 or higher (download now for free)
  - Chrome 7.0 or higher (download now for free)
  - Firefox 3.0 or higher (download now for free)
  - Safari 5.0 or higher (download now for free)
- Adobe Acrobat Reader® version 6.0 or higher (download now for free).

* I acknowledge that my computer supports the recommended minimum hardware and software system requirements needed for conducting an electronic signature within this site.
23. On the last screen, you submit your electronic signature by entering your name & password.