



## Request for Exemption to the First Year Mandatory Housing Requirement

All first-year students are required to live on campus unless they meet one or more criteria to be exempt from the residency requirement. Students must complete this form to apply for exemption. Decisions regarding the request will be sent in writing upon review by the housing committee. **The deadline to submit this form for the fall 2024 semester is June 30, 2024 and the spring 2025 semester is November 1, 2024.** For more information, please contact the Office of Housing & Residence Life at (757) 823-8407 or visit <http://www.nsu.edu/residentiaallife>. The form and supporting documents may be submitted to [housing@nsu.edu](mailto:housing@nsu.edu) or mailed to Housing & Residence Life, Suite 100, Residential Complex, Norfolk State University, 700 Park Avenue, Norfolk, VA 23504.

**FIRST-YEAR STUDENT INFORMATION:**

Full Name: _____	NSU ID#: _____
Address: _____	Home Phone #: _____
City/State/Zip: _____	Cell Phone #: _____
Birthdate: _____	Email: _____

I would like to request an exemption from the mandatory first-year student housing requirement for the following reason (check one):

- I am 21 years of age or older. **Required documentation:** Proof of age (birth certificate or copy of passport).
- I reside with my parent(s) or legal guardian(s) full-time in their primary residence and located within the 35-mile commuting distance of the University. **Required documentation:** Must provide one of the following: a copy of a current utility bill, lease or mortgage, or a copy of a recent tax return (Social Security Number and income may be blocked out). Documentation must verify student physically resides with parent(s) or legal guardian(s). *\*Students requesting an exemption due to residency with parent(s) or legal guardian(s) within a 35-mile radius must also obtain the signature of a notary public. The form must be notarized with signatures from the student, a parent or legal guardian.*
- Married. **Required documentation:** Copy of marriage license.
- I have a dependent who lives with me. **Required documentation:** Copy of birth certificate(s) or a copy of your Federal Income Tax return showing exemptions claimed for dependent(s).
- I am a part-time student (less than 12 credit hours a semester).
- Active-duty military status. **Required documentation:** Copy of military orders or letter from current command.
- Financial hardship. **Required documentation:** Attach a typed, written explanation supporting a hardship exemption (parent's recent job loss, loss of financial aid, significant out-of-pocket expense to cover the costs to live on campus. Student is required to have completed the FAFSA and have spoken with a Financial Aid counselor to discuss various options prior to submitting an exemption request based on financial hardship).

*By affixing my signature below, I acknowledge the documentation I have provided is authentic. I also acknowledge that providing false information to Norfolk State University violates the Student Code of Conduct and I may be subject disciplinary action.*

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>HRL Staff Use Only</b>	
Date Received: _____	Staff Received: _____ (Please print)
Date of Housing Committee Meeting: _____	Request: Approved _____ Not Approved _____
Executive Director Signature: _____	Date _____
Date Fees Applied (if applicable): _____	Staff Name: _____