



The following instructions indicate the information and documentation required for each type of housing exemption when completing the Residential Verification Form. The housing exemption form (along with supporting documents) is due to the Office of Residence Life and Housing **by July 21 if you want to be considered for the housing exemption for the fall semester. This form is due by December 15 if you want to be considered for the housing exemption for the spring semester.** Students are only required to submit the documentation listed for the exemption for which he/she is applying for.

Options for Verification:

- A. Student will be commuting from the home of a parent or legal guardian. Students must live with a parent or guardian within a 25-mile driving distance of Virginia State University on a full-time basis during the academic year in order to be eligible. Owning or purchasing a secondary property within the 25-mile driving radius does not satisfy the requirement. The parent's or guardian's address listed on the original application for admission will be considered the primary residence.

Please attach one of the following to your form:

- A current utility bill (water, electric or gas)
- A current tax statement
- Most recent copy of parent's tax return (Social Security Number and income may be blocked out) that corresponds to the parent's and student's residence.

Please note that the form must be notarized with both the parent's/guardians and student's signature stating that the student will reside with the parent(s)/guardian(s) at the address noted on the form.

Permission is not granted for students to live with older siblings, aunts, uncles, or grandparents unless they have legal guardianship. Providing false information to Virginia State University violates the Student Code of Conduct and may subject the student to disciplinary sanctions. Students who indicate they are living with their parent(s)/guardian(s) but are found not to be doing so will be required to move into an on-campus residence and will no longer be allowed to commute.

- B. Student is a parent with custodial care responsibilities. A copy of a custody order or a copy of child's birth certificate must be included with form.
- C. Student is married. A copy of a marriage certificate must be included with form.
- D. Student is considered an Independent. Verification with the Office of Student Financial Aid will be required.
- E. Student has completed 12 months of consecutive military service. A copy of the DD-214 discharge documentation must be included with form.



OFFICE USE ONLY

Date Received: _____

____ Approved ____ Disapproved

Director Signature: _____

Date: _____

Housing Exemption Request Form

This form is due to the Office of Residence Life and Housing by July 21 if you want to be considered for the housing exemption for the fall semester. This form is due by December 15 if you want to be considered for the housing exemption for the spring semester. You may submit this form (along with supporting documents) in person by visiting Quad II Office 1107 or via email to reslife@vsu.edu by the aforementioned deadlines.

Complete this form only if you intend to reside off campus as a Freshman, 2nd year or sophomore student
(Applicable for students with 0-59 earned credit hours):

Name (Last, First, MI) _____

V Number _____ Request for: Fall _____ Spring _____

Permanent Street Address _____

City _____ State _____ ZIP Code _____

Home Telephone Number (____) _____ VSU E-Mail Address _____

Cell Telephone Number (____) _____ Personal E-Mail Address _____

Reason for Exemption Request

I am requesting an exemption from Virginia State University's residency requirement for students.

I have obtained the appropriate signatures verifying the authenticity of my request and have submitted required documentation that supports my qualifying factor.

Please select one of the following:

_____ A. I affirm that I will be living with my parent(s) or legal guardian(s) full-time in their primary residence that is within a 25-mile driving distance of Virginia State University.

_____ B. I have primary custody of dependent child(ren).

_____ C. I am in a marriage recognized by the State of Virginia.

_____ D. I am classified as an independent student as determined by the Office of Student Financial Aid.

_____ E. I have completed 12 months of consecutive active military service.

_____ F. I am 21 years of age or older (must provide a copy of birth certificate or copy of passport).

By Signing Below, I acknowledge that the documentation that I have attached is authentic, and that I understand that the Director of Residence Life and Housing reserves the right to deny this request.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Notary Signature _____ Date _____

(Only required for reason A)

Notary Seal

Contact Information: Phone: (804) 524-6840 Email: reslife@vsu.edu