

**University Housing Services**  
Residential Requirement Exemption Form

Name \_\_\_\_\_  
Last Name First Name M.I.

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

SJSU ID# \_\_\_\_\_

**Please indicate your exemption status below. PLEASE NOTE: The Residential Requirement is based on where you graduated from high school, NOT where you will reside during the academic year.**

- Current active military or veteran's status – Student must verify by submitting a copy of the **DD Form 214 Certificate of Release or Discharge from Active Duty** (if a veteran) or written proof of current active military duty.
- Limited credit student – Students carrying five (5) credit hours or less per semester for the entire academic year may be granted an exemption. If six (6) credit hours or more per semester are attempted during a subsequent semester during the academic year in which the student received the exemption, the student will be required to live in University housing. Documentation is necessary in each case.
- Medical, Psychological and/or Disability Circumstances – **Please complete the Medical Exemption Form found at: <http://www.housing.sjsu.edu/docs/MedicalExemptionFormV4.pdf>** and submit your medical exemption form to the Appeals Committee. Health Care Provider section must be filled out by a licensed medical or psychological health care provider. Additional medical documentation is **only required if requested by the Appeals Committee**. Exemption requests for medical or disability reasons will be forwarded to the Student Health Center and/or Accessible Education Center.
- Work Experience and/or Care Provider Requiring a Live-In Situation – If it is verified by the documentation that you submit, that you have a paid job requiring that you live outside your own home to maintain your employment, an exemption may be granted. A release due to work requiring living in must include the appropriate employment verification including a notarized statement from your employer.
- Financial Hardship – **Please complete Financial Exemption Form found at: <http://www.housing.sjsu.edu/docs/FinancialExemptionFormv3.pdf>** and submit the required documentation to the Appeals Committee. Verification of the special circumstance is required. Applicants who select Financial Hardship are strongly encouraged to complete a FAFSA. A FAFSA is the only way that the committee can verify your financial situation. Failure to submit a FAFSA could result in the denial of your appeal.
- Religious Practices** – If it is verified by the documentation that you submit, that you cannot live on campus due to religious practices and/or beliefs, an exemption may be granted. Verification of the special circumstance is required, and must include a **notarized letter** from the leading clergy of your place of worship.

- **Living with Immediate Family or Equivalent** – If it is verified by the documentation that you submit, that you will be living with an immediate family member or equivalent (includes; parent, spouse, grandparent, god parents, sibling, aunt or uncle) an exemption may be granted by the Appeals Committee. A **letter** from your family member must be submitted, and verification of change of address is also required.
- **International Students** – If it is verified by the Office of Admissions, and by the documentation that you submit, that you are classified as an International Student, an exemption may be granted. Verification of the special circumstance is required.

To ensure timely consideration and notification by the May 1, 2020, “Intent to Enroll” deadline, please submit the form and required documentation to the Appeals Committee no later than May 1, 2020, for the Fall 2020 semester. Exemptions will not be reviewed without complete documentation. Be sure to continue to check the Next Steps Web site at: <https://nextsteps.sjsu.edu>.

It is highly recommended that you submit a Student Housing License Agreement for 2020-2021 application fee and initial housing payment prior to or at the same time as your exemption request as students will be assigned a space depending on availability on a first-come, first-served basis. If you delay submitting or do not submit all License materials and required payments while awaiting your exemption decision and your request is denied, you may not receive your preferred housing choices.

If you have questions regarding your exemption, please email the Appeals Committee at: [tiana.marquez@sjsu.edu](mailto:tiana.marquez@sjsu.edu)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For Office Use Only

**Date Received:** \_\_\_\_\_

Documentation Provided:      Yes      No

Exemption Granted:            Yes      No

\_\_\_\_\_  
UHS Signature

**Mail/E-mail (scanned pdf)/Fax completed form to:**

Appeals Committee  
University Housing Services  
One Washington Square  
San José, CA 95192-0133

Email: [tiana.marquez@sjsu.edu](mailto:tiana.marquez@sjsu.edu)  
Fax: (408) 795-5678