

## **SJSU On-Campus Housing Live-On Requirement**

The university requires all first-time freshmen who will graduate from a high school located in a city outside a 30-mile radius of SJSU, to live on campus. However, requests for exemption from the requirement will be considered. In a few circumstances, exemptions may be granted.

The “Live-On Requirement Exemption Form” can be downloaded from the Housing website using the “Housing A-Z” Quick Links. (Navigate down to letter “E.”)

To apply for such exemptions, fill out the Residential Requirement Exemption form (pdf format, Adobe Acrobat required), and attach all requested supporting documentation and return documents to:

Appeals Committee  
University Housing Services  
One Washington Square  
San Jose CA, 95192-0133  
Email: [tiana.marquez@sjsu.edu](mailto:tiana.marquez@sjsu.edu)  
Fax: (408) 795-5678

Submit your request at least 4 weeks prior to the intent to enroll date to ensure timely consideration, processing, and notification by your Intent to Enroll deadline.

The Appeals Committee will evaluate your exemption request and documentation and determine whether or not an exemption will be granted. If the Appeals Committee denies your request, you will be required by the university to apply for on-campus housing.

It is highly recommended that you apply for housing prior to or at the same time as you submit your exemption request as UHS attempts to assign applicants to their preferences; however, students will be assigned a space depending on availability on a first-come, first-serve basis. If you delay submitting or do not submit a housing application while awaiting your exemption decision and your exemption request is denied, you may not receive your preferred housing choices.

It is recommended that you do not sign a lease or contract for off-campus living accommodations until after you are notified of a decision regarding your exemption. **You will not be released from a legal, binding License Agreement with the Chancellors office.**

If you have completed a housing application and are granted an exemption, you must write a letter requesting cancellation of your housing license or submit a petition to cancel. This form can be downloaded from the Housing website using the “Housing A-Z” quick links(navigate down to “C”). Exemptions are only valid prior to the start of the license period.

## Exemption Criteria and Documentation Information

1. **Married/Domestic Partnership and/or with Legally Dependent Children** – Copies of the marriage certificate, domestic partnership agreement and/or child's birth certificate and proof of child custody are required.
2. **Independent Student Status** – If you are independent for federal financial aid, as defined by the Free Application for Federal Student Aid, submit your exemption request with a photocopy of your SJSU Financial Aid Award Notification showing this status.
3. **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.
4. **Medical and/or Disability Circumstances** – Please complete the **Medical Exemption Form found at: <http://www.housing.sjsu.edu/docs/MedicalExemptionFormV4.pdf>** and submit the required documentation to the Appeals Committee. Exemption requests for medical or disability reasons will be forwarded to the Student Health Center and/or Disability Resource Center.
5. **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 on site must include the appropriate employment verification including a notarized statement from your employer.
6. **Financial Hardship** – Please complete **Financial Exemption Form found at: [http://www.housing.sjsu.edu/docs/2019-2020-ay-license-materials/2019-2020\\_FinancialExemptionForm\\_170619.pdf](http://www.housing.sjsu.edu/docs/2019-2020-ay-license-materials/2019-2020_FinancialExemptionForm_170619.pdf)** and submit the required documentation to the Appeals Committee. Verification of the special circumstance is required.
7. **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.
8. **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 notarized letter from your family member must be submitted, and verification of change of address is also required.
9. **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.