Georgetown University requires that all unmarried, undergraduate students who are regularly admitted and in full-time attendance must live on campus during their first (freshman, transfer sophomore and transfer junior students), sophomore and junior years, unless specifically exempted or unless space in the residence halls is no longer available. Requests for exemption from compliance with the housing residency requirement must be submitted via the Residency Requirement Exemption request form and may be approved for one of the following reasons:

1. Actual local residence is with parents, legal guardian, or immediate family (grandparent, adult aunt or uncle, brother or sister age 21 or older) who live within commuting distance of the University, provided that the requirement to live on campus does not apply to both parties concerned.
   a. The family member with whom the student is requesting to reside must provide a notarized statement verifying the relationship to the student and proof that the family member is age 21 or older.
   b. The statement must indicate the local address of the family member and state that the student will reside with them at this address.
   c. This letter must accompany the exemption request form. Residence in a house or apartment which is owned or leased but not occupied by family members does not qualify for an exemption from the housing requirement.

2. Medical necessity certified by the student's licensed private health care provider.
   a. Documentation from a physician supporting the request must be submitted to the Academic Resource Center for review. The Academic Resource Center staff may contact the private physician for further information or clarification
   b. This form must be submitted, without the medical documentation, to the Office of Residential Living.
   c. The Academic Resource Center will make a recommendation to the Office of Residential Living regarding the student's request.
   d. For more information about this process, please contact the Academic Resource Center at medicalhousing@georgetown.edu or their website http://academicsupport.georgetown.edu/disability/medical-housing/

3. Attainment of age 22 by the start of the fall term. Proof of age must accompany the exemption request form.
4. Student is currently married. Official copy of marriage certificate must accompany the exemption request form.

5. Student's dependent(s) resides with the student. Official copy(s) of birth certificate(s) and Federal Income Tax returns showing exemptions claimed for dependent(s) must accompany the exemption request form.

Residency Requirement Exemption Deadlines:

Continuing Students:
Class of 2017 & 2018 5PM February 6, 2015

First Year Students:
Class of 2019 5 PM June 26, 2015
Transfer Students 5 PM June 26, 2015

All documentation must be submitted in writing with the exemption request form. Exemptions are subject to the approval of the Assistant Director for Assignments or his/her designee. Written response will be made to each request approximately two weeks after the receipt of the completed request for exemption. Denials of exemption requests may be appealed to the Executive Director for Residential Services.

Once the Housing Occupancy Agreement is signed, an enrolled student may not request an exemption to live at home with immediate family, or to live off-campus for the remainder of the academic year. By signing an Occupancy Agreement, a student waives the right to apply for an exemption for the entire academic year covered by the Agreement, regardless of changed circumstances. A student signing an Occupancy Agreement enters into a contractual obligation with the University. Once an Agreement is signed, no release from those obligations, based upon an exemption to the housing requirement, will be granted. Conversely, once a student receives an exemption from the housing requirement, the student forfeits the right to guaranteed housing on campus for the remainder of the academic year unless space is available.

Please complete the attached form and return it to:

Attn: Residency Requirement Exemption Request
Office of Residential Living
Harbin Hall 100
Box 571117
Georgetown University
Washington, DC 20057-1117
Name (Please Print): ___________________________________________ NetID: __________
Class/Year: ________ University ID Number: ________________ Phone#: __________________
Local Address: _______________________________________________________
City: __________________________ State: ______________ Zip: __________
Permanent Address: _________________________________________________
City: __________________________ State: ______________ Zip: __________

I would like to apply for an exception to the housing requirement for the following reason (check one):

____ Actual local residence is with parents, legal guardian, or immediate family (grandparent, adult aunt, uncle, brother or sister age 21 or older) who live within commuting distance of the University and provided that the requirement to live on campus does not apply to both parties concerned. Residence in a house or apartment which is owned or leased but not occupied by family members does not qualify for an exemption from the housing requirement. **REQUIRED DOCUMENTATION:** The family member with whom the student is requesting to reside must provide a notarized statement verifying the relationship to the student, and the family member is over the age of 21. The statement must indicate the local address of the family member and state that the student will reside with them at this address.

____ Medical necessity. **REQUIRED DOCUMENTATION:** Student’s licensed private physician must provide a letter of explanation and a copy of medical records substantiating the request to the Academic Resource Center. The records will be reviewed by the Academic Resource, who must concur that the medical condition warrants special housing consideration which cannot be accommodated on campus.

____ Attainment of age 22 by the start of the fall term or completion of study at the secondary school level at least three years prior to enrollment at Georgetown University. **REQUIRED DOCUMENTATION:** Proof of age.

____ Currently married. **REQUIRED DOCUMENTATION:** Official copy of marriage certificate.

____ Dependent(s) resides with student. **REQUIRED DOCUMENTATION:** Official copy(s) of birth certificate(s) and Federal Income Tax returns showing exemptions claimed for dependent(s).

The student’s signature below verifies that the information provided is accurate and complete. Any false information may result in referral to the Office of Student Conduct.

Student’s Signature: ___________________________________________ Date: __________