



## Housing and Residential Life

New Mexico State University

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# A Guide to the NMSU First-Year Residency Requirement (FRR) Exemption Process

## Exemption Process for First-Year Students

The student requesting an exemption should complete a three (3) step process using the electronic Request for Exemption form on the NMSU Housing & Residential Life website. Students can access this under the Future Residents tab or by going directly to <http://housing.nmsu.edu/applications> and clicking on the hyperlink for exemptions. Once logged into MyHousing, students will select the 2017-2018 First-Year Residency – Request for Exemption form. **Students will attach and upload supporting documentation as one attachment.**

As an alternative method, students may also download the residency exemption forms at <https://housing.nmsu.edu/exemptions> and fax the completed forms back to (575) 646-7811. Please do not email your forms or documentation.

Housing staff have ten (10) business days to process the exemption and/or request additional supporting documentation. All communication, including the final decision on the exemption request, will be emailed to the student's NMSU email account.

## Student living with an Immediate Family Member

If student checks the exemption box for Student Living with Immediate Family, the student and their parent or legal guardian must complete and attach the Parent/Legal Affidavit to the electronic Request for Exemption form.

## Student who is partnered or with dependent children

If the student checks the Exemption box for Student Residing with Spouse/Domestic Partner/Dependent Children, the student must provide supporting documentation which may include a copy of the official marriage license or Affidavit of Domestic Partnership, legal documents providing proof of legal custody of dependent child(ren) and/or tax return. Students must complete these forms, scan them in as one packet, and submit them as an attachment to the electronic Request for Exemption form. Please do not email your forms or documentation. Either use the electronic form attachment or fax to 575-646-7811.

## Twenty-one or older, Distance Education, or Active Military/Veteran Exemption

If the student checks the Exemption box for Twenty-one or Older OR Distance Education OR Active Military/Veteran Status, no further action is required unless specifically requested by NMSU. NMSU should be able to determine eligibility for these exemptions with internal data. In the rare case this cannot happen, the Housing & Residential Life office will request additional information from the student.

## Medical Hardship Exemption

If the student elects the Medical Hardship exemption, the student will be directed to the NMSU Student Accessibility Services (SAS) website for completion of Housing Accommodation Request and Housing Verification forms. SAS will handle review of all disability/medical accommodations for students. Based on information from SAS, Housing & Residential Life will determine if NMSU can adequately accommodate the student's needs. Should an accommodation not be viable, the Housing Exemptions Committee will inform the student if a medical hardship exemption is granted. Due to medical privacy concerns, do not send your SAS accommodation documentation to the Housing & Residential Life office.

## Extenuating Circumstances (including Financial Hardship) Exemption

If the student checks the exemption box for Extenuating Circumstances, the student must complete the Extenuating Circumstances Exemption form which requires a written narrative explaining the unique situation preventing the student from residing on campus. The student will scan the completed form and attach it to the electronic Request for Exemption form.

If the request is for Financial Hardship reasons, the student must also complete the Financial Hardship Worksheet. If possible, it is recommended that student complete the Free Application for Federal Student Aid (FAFSA) to help the committee's review of the financial circumstance including financial aid sources. The student should provide supporting documentation and scan as a single packet, and attach to the electronic Request for Exemption form.

## Appeals

All exemptions, except medical hardship and those for extenuating circumstances, will be processed by Housing & Residential Life staff for approval or denial. A student may choose to appeal this decision. Appeals will be routed to the Housing Exemption Committee through the Director for Housing & Residential Life for review and final decision. The request for Medical Hardship or Extenuating Circumstance is considered an appeal at the time of request, since the Housing Exemptions Committee will review such requests as part of the process. The committee's decision is considered final.