



**Housing & Residential Life**

MSC 3BB, Box 30001  
Las Cruces, NM 88003-8001  
Phone: 575-646-3202  
Fax: 575-646-7811

**First-Year Residency Requirement (FRR)  
Request for Exemption**

First-time, full-time undergraduate students admitted to the NMSU Las Cruces campus are required to live in a university residence hall for the first academic year or two semesters. Students must apply for campus housing or submit a Request for Exemption. Exemption requests are reviewed once this form is submitted along with all required supporting documentation.

Requests for Exemption must be received by August 1 (Fall Semester) or January 1 (Spring Semester). Students admitted after these dates have 14 days from their admission date to apply for campus housing or submit a Request for Exemption. Submission of a Request for Exemption after the applicable deadlines is grounds for denial. Students failing to submit a housing application or Request for Exemption by the deadlines will automatically be assessed a room charge (Garcia Double rate) on their account.

Name: \_\_\_\_\_ Aggie ID#: \_\_\_\_\_  
(Last) (First) (M.I.)

Term of Exemption Request (semester/year): Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_

**Directions:**

**Step One:** Check the applicable exemption below.

**Step Two:** Print out and complete additional documentation form associated with your chosen exemption.

**Step Three:** Fax or mail your completed Exemption Request form and completed documentation to Housing and Residential Life. Additional information may be requested by NMSU to complete your exemption request.

<u>Exemption</u>	<u>Documentation</u>
<input type="checkbox"/> Student living with immediate family (limited to parent(s), legal guardian, grandparent(s) or aunt/uncle)	Parent/Legal Guardian Affidavit certifying the student will reside with immediate family member
<input type="checkbox"/> Student residing with spouse/domestic partner or dependent child(ren)	Marriage license, domestic partner certification, tax returns, or court order
<input type="checkbox"/> Student 21 years or older	None, unless requested
<input type="checkbox"/> Student enrolled full time in distance education	None, unless requested
<input type="checkbox"/> Active military or veteran status	None, unless requested
<input type="checkbox"/> Medical Hardship	Student Accessibility Services (SAS) Housing Accommodation and Housing Verification forms at <a href="http://sas.nmsu.edu/forms/housing">http://sas.nmsu.edu/forms/housing</a>
<input type="checkbox"/> Other extenuating circumstances (including financial hardship)	Provide detailed explanation of the special circumstance along with any supporting documentation. If filing for financial hardship, the Financial Hardship Worksheet is required.

Submit supporting documentation, except medical accommodation, via one of the following methods:  
MAIL: Housing & Residential Life, MSC 3BB/P.O. Box 30001, Las Cruces, NM 88003-8001  
FAX: 575-646-7811

Your NMSU email will be used for all communication related to this exemption request.

I certify and understand my responsibility to comply with NMSU's residency requirement and submission of this form does not guarantee approval of my requested exemption. I understand all information provided is subject to verification and additional information may be required. I also understand any misrepresentation on this form may violate University policy.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR OFFICIAL USE ONLY:</b>			
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Referred to Committee	<input type="checkbox"/> Approved by Committee
Initial: _____		Date: _____	