

All undergraduate students admitted as first-time first-year students (not transfer students), taking 12 or more credit hours at Tulane are **REQUIRED** to reside in the residence halls during their first, second, and third years (freshman, sophomore, and junior years). Submitting this request does not guarantee Residency Exemption. If this request is not approved, a space on-campus will be reserved for the requestor and the student will remain responsible for all housing charges.

STUDENT INFORMATION:

NAME			SPLASH ID #	
CELL PHONE #			ALTERNATE CONTACT #	
TULANE EMAIL			ALTERNATE EMAIL	
REQUEST TYPE	FIRST-YEAR STUDENT	SECOND-YEAR STUDENT	THIRD-YEAR STUDENT	

PARENT/GUARDIAN INFORMATION:

NAME		RELATIONSHIP	
CONTACT PHONE #		HOME OR WORK PHONE #	
STREET ADDRESS		CITY, STATE, ZIP	
EMAIL ADDRESS		ALTERNATE EMAIL ADDRESS	

All undergraduate students enrolled full time (taking 12 or more credit hours at Tulane) are **REQUIRED** to reside in the residence halls during their first, second, and third year. Class year is based on total academic years at Tulane, not credit hours earned. This policy does not apply to transfer students entering Tulane as a incoming 1st year (mid-year) or as a 2nd/3rd-year student (either in August or mid-year).

To request an exemption to the residency requirement, students must provide verification of one of the following by:

- **June 1 (first-year students) or March 1 (second and third-year students):**
 - a. Local residency with a parent or legal guardian (see explanation and details below)
 - b. Twenty two years of age by the first class day of the fall semester
 - c. Legally married
 - d. Guardianship of a minor

For local freshmen, sophomores, and juniors who prefer to live at home with a parent or legal guardian, the following items must be submitted by the respective dates above:

- 1) A letter of consent from the parent or guardian verifying your residency with them for the following academic year with.
- 2) Verification of local address as primary residence of the parent or guardian. This can be verified by submitting one of the following:
 - a) Current utility bill with parent or guardian name included, along with a matching driver's license (copies one, please delete or cover social security information).
 - b) Current lease or rental agreement along with matching driver's license or matching utility bills.

Note: Living in a parent or legal guardian's secondary or non-primary residence (such as a rental unit) does not constitute living with a parent or guardian in their primary residence.

Signing and submitting this form signifies that you have read and understand and agree with all information on this form. I understand that:

- **Submitting this request does not guarantee that I will be granted Residency Exemption and that if my request is not approved, a space on-campus will be reserved for me and I will remain responsible for all housing charges.**
- **If applying for local residency, I verify that the address provided above is the primary residence of the student and parent/guardian during the academic year and that the student will be commuting to and from Tulane University.**
- **We acknowledge that this exemption must be renewed annually.**

Student Signature

Date

Parent Signature

Date