

Howard University Office of Residence Life & University Housing  
First-Time in College & Sophomore Housing Residency Requirement & Exemption

Howard University and the Office of Residence Life & University Housing is committed to creating and supporting a rich learning environment in a community of care and mutual respect that will empower students to be engaging while fostering their development of lifelong skills. The Office of Residence Life & University Housing provides safe, inclusive, and secure residential communities where a diverse and innovative team of professionals encourage students to pursue academic excellence, personal growth, civic leadership, and responsibility.

To ensure that all First-Time in College (FTIC) and rising sophomore students receive a strong foundation and social development, the Office of Residence Life & University Housing has a residency commitment for FTIC and rising sophomore students. *A FTIC student is defined as a full-time undergraduate student who will be entering college for the first time that has earned fewer than 30 semester credit hours (excluding credit hours accumulated through Advanced Placement and concurrent enrollment), and who will be enrolled for twelve or more semester credit hours during the fall and spring semesters.*

The second-year continuing student residency requirement applies to current continuing Howard University students who will enter their second continuous academic year at Howard University who fulfill Room Selection requirements. *A second-year continuing student is defined as a current full-time undergraduate student who will enter their second continuous academic year and/or who will have earned fewer than 60 semester credit hours, who will be enrolled for twelve or more semester credit hours during the fall and spring semesters. Please note, this does not include transfer freshmen and sophomores.*

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The Office of Residence Life & University Housing understands that there may be compelling circumstances that would warrant an exception and/or release from the residency requirements. The residency exemption request process is intended to provide an avenue for those students to meet basic criteria for exemption.

Please know, that submitting an exemption request does not guarantee a release from the housing contract. Exemption requests to be released from housing are reviewed on a case-by-case basis. We recommend students *DO NOT* make future plans until they have been notified of the outcome of their request.

Requests for exemption must be initiated by the student. Parents or other involved parties may not initiate the request. Housing Exemption Requests should be submitted for the Fall semester by July 1<sup>st</sup>, Spring semester by January 1<sup>st</sup> and anytime if you have a change in circumstances during the academic semester.

Students Under 18 Parent/Guardian Signatory: Please be prepared to provide the name, phone number and email address of your parent/guardian in the exemption request as this is REQUIRED to process. Your parent/guardian will receive an email alerting them to your request and requiring their action to ensure that the parent/guardian is both aware and in agreement with the request.

Reason for Exemption: All documentation required to support your exemption request should be submitted as indicated below for each request category.

- Familial Status:** Student is married, or student has custody of minor children.  
The following REQUIRED documentation should be submitted to the Office of Residence Life & University Housing
  - Copy of a valid marriage license or valid birth certificate(s) for minor children.
  
- Age:** Student will be 21+ years of age on or before August 1<sup>st</sup>.  
The following REQUIRED documentation should be submitted to the Office of Residence Life & University Housing
  - A valid copy of your Driver's License, State ID or Passport.
  
- Commuter:** Student will live with a parent/guardian within a 25-mile radius of Howard University's main campus.  
The following REQUIRED documentation should be submitted to the Office of Residence Life & University Housing
  - A notarized letter is required from the student's parent/legal guardian stating the student will be living at home during the academic term and the address is the student's permanent residence.
  - A copy of a parent/legal guardian's valid Driver's License or State ID is also required to show proof of residency.
  
- Military Status:** Student is a military veteran that served active duty for at least twelve (12) months or a student currently serving on active military duty.  
The following REQUIRED documentation should be submitted to the Office of Student Services
  - Student must be registered with the Office of Student Services prior to submitting a request and provide DD 214 Form or its equivalent to the Office of Student Services. All supporting information must be on file in the Office of Student Services. For more details on how to submit documentation, please contact the Office of Student Services at (202) 238-2420.
  - The Office of Residence Life & University Housing will consult directly with the Office of Student Services and receive a determination of a student's status.
  
- Other:** Any student that does not meet the above criteria should provide a detailed explanation for their reason to request an exemption from on-campus housing.



\_\_\_\_\_  
ACADEMIC YEAR

\_\_\_\_\_  
STUDENT NAME

\_\_\_\_\_  
STUDENT ID:

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP CODE

\_\_\_\_\_  
STUDENT CONTACT NUMBER

\_\_\_\_\_  
STUDENT E-MAIL ADDRESS

I am requesting exemption from the Howard University housing residency requirement for the following reason (select the appropriate response):

Reason for Exemption: All documentation required to support your exemption request should be submitted as indicated below for each request category.

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  - Copy of a valid marriage license or valid birth certificate(s) for minor children.
  
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*Excellence in Truth and Service*

**Office of Residence Life & University Housing  
Division of Student Affairs**

By signing this form, you understand that the Office of Residence Life & University Housing must receive your exemption form and all supporting documentation no later than July 1<sup>st</sup>. It also indicates that you understand that failure to complete the on-campus housing requirement or providing false or misleading information to the Department of Housing and Residence Life to receive an exemption from the on-campus housing requirement may result in Disciplinary Action that could affect your enrollment.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE (under 18)

\_\_\_\_\_  
DATE

**ADMINISTRATIVE USE ONLY**

\_\_\_\_\_  
DATE RECEIVED

\_\_\_\_\_  
APPROVED/DENIED

\_\_\_\_\_  
NOTIFICATION DATE

\_\_\_\_\_  
REVIEWER'S SIGNATURE

\_\_\_\_\_  
DATE