POLICY SUMMARY: Emporia State University requires all full-time (12 credit hours), first-year students to live in the residence halls.

In November 1970, the State Board of Regents approved the following regulation, “effective with the fall semester of 1971, all freshmen students will be required to live in Emporia State University residence halls, with the understanding exemptions may be made in the event of extenuating circumstances.” The freshman residency requirement serves important educational and developmental purposes. The group living experience provides a valuable part of the total higher education program, and, therefore, assists the individual with adaptation to university life. The on-campus experience affords each student a structured living environment, proximity to academic resources, convenient access to organized student activities, social interactions, supervision and counseling as needed. In short, the on-campus experience provides a unique climate for personal growth opportunities, which are an integral and intentional component of the university education.

First-year international students are able to request a waiver from this on-campus living requirement if they meet the criteria outlined in one of the following waiver categories.

POLICY WAIVER CATEGORIES:

A) DEGREE-SEEKING – AGE OF STUDENT WAIVER: The student is degree-seeking, has graduated from high school at least one year prior to entering Emporia State University, and is 19 years of age or older on or before the first day of fall classes.

Documentation required:
1) Completed Residential Life First-Year International Student Housing Waiver Request Form.
2) A letter from the student requesting waiver.

B) EXCHANGE PROGRAM – AGE OF STUDENT WAIVER: The student is in the exchange program and is 21 years of age or older on or before the first day of fall classes.

Documentation required:
1) Completed Residential Life First-Year International Student Housing Waiver Request Form.
2) A letter from the student requesting waiver.

C) OTHER

Documentation required:
1) Completed Residential Life First-Year International Student Housing Waiver Request Form.
2) A letter from the student requesting waiver that explains the student’s circumstances.
RESIDENTIAL LIFE FIRST-YEAR INTERNATIONAL STUDENT HOUSING WAIVER REQUEST FORM

FILING PROCEDURES: Complete the form below and compile all documentation necessary for your category of waiver request. Submit all materials for the waiver request to the Department of Residential Life. Waiver requests will not be reviewed until all necessary documentation is received.

RECEIVING NOTIFICATION: Please note that you are not approved for a waiver until you receive written notification from the Department of Residential Life. This notification will be in the form of an email sent to the email address you provide below. Until the student has received written notification of an approved waiver, the expectation is that the first-year student will live on campus. Enrollment, final registration, official records, and other University services may be suspended until either a room/food service application or an approved waiver is on file with the Department of Residential Life. Periodic checks will be made of approved waivers, and any student found to have filed inaccurate information, or living under circumstances which have changed since filing for a waiver, will be required to move to on-campus facilities and/or be subject to University sanctions as well as the possibility of further disciplinary action.

Family Name: ____________________________ First Name:________________________________

Date of Birth: __________________ Age: ______ Date Received H.S. Diploma/GED: ____________

Gender: __________________ Email:________________________ ______________________________

Permanent Address: ________________________________________________________________

Address at which you will reside if granted a waiver:

________________________________________________________________________________

I am applying for a waiver under the category of:

[ ] Degree-Seeking – Age of Student   [ ] Exchange Program – Age of Student   [ ] Other

The information provided in association with this waiver request is accurate, and I understand that this petition will not be processed until this form and all related materials are received. I also understand that Emporia State University reserves the right to rescind any approved waiver of the freshman housing policy if (a) circumstances described in the waiver request or accompanying materials are changed without approval, or (b) false information is provided and later discovered.

Student Signature ___________________________________________ Date ____________________

This form and accompanying letter can be mailed, faxed, or scanned and e-mailed to.
Department of Residential Life, Campus Box 4009, Emporia State University, 1200 Commercial St, Emporia, KS 66801
Fax: 620-341-6228
Contact us with questions: Phone: 620-341-5264 • Email: reslife@emporia.edu

Office Use Only [ ] Approved   [ ] Denied   Staff Initials: ___________ Date: ________________

[ ] Notification sent   Notes:__________________________________________________________________________

Revised 4/19/2011