Residence Life & Housing
First Year Commuter Exemption Policy

First-Year students, including students matriculating from the English Language Institute Conditional Admittance and Academic Transitions programs and students admitted as freshman transfers, are required to live in university housing. Exceptions to the residency requirement include:

- **Married** – Students who are married
- **Over 21** – Students who are 21 years of age or older as of the first day of classes
- **Commute from Home** – Students who live at home with parent(s) or legal guardian(s) in their permanent residence that is within a 30-mile commuting distance of the Newark Campus. The address needs to be established prior to the May 1 for fall admits and prior to September 1 for spring admits.

In the event a student is residing and continues to reside in the established primary residence of their parent or legal guardian, that student is eligible to live off-campus. The residence must be within a 30-mile radius of the University of Delaware’s Newark Campus. Legal guardianship must have been established by a court of law at least one year prior to a request for an exemption in order for the request to be considered. Appropriate proof of residence and/or guardianship is required.

For commuters completing the on-campus housing exception request, the below documentation must accompany the request:

- **Married** – a copy of marriage license
- **Over 21** – a copy of birth certificate indicating birthdate
- **Commute from Home** – documentation for the legal parent/guardian's principal address must include two forms from the list below. Any documentation submitted must include first name, surname, and current address. Additionally, if the student’s last name is different than the legal parent/guardian they are residing with, proof of guardianship is required such as birth certificate or guardianship documents. Requests made for this purpose must have the On-Campus Housing Exception Request notarized. A notary is in the Residence Life & Housing office at no charge. Please schedule an appointment by contacting us at (302) 831-4663 or at reslife-housing@udel.edu.
  - Bank statement: may not be older then 2 months, bank balance and transaction details may be blacked out.
  - Tax assessment: Must be from the tax, financial or government authority responsible for your current home address. Must be issued within the last 12 months.
  - Government Issued Photo ID (such as a driver’s license or passport): your current address must be visible and ID must be valid.
  - Vehicle registration: Valid Delaware, Maryland or Pennsylvania (within the 30 mile limit).
  - Mortgage statement or Lease agreement: Must be issued within the last 6 months and list your current home address.
  - Voter registration: Must be issued by the government authority responsible for voter registration in the area that you live. Must have been issued within the last twelve months.
  - Correspondence between you and a government authority regarding the receipt of benefits such as a pension, unemployment benefits, housing benefits, etc. This must be issued within the last six months.
• **Utility Bill:** Gas, Electric, Water, Cable (no satellite service), Landline telephone bill (bills from mobile services such as a cell phone, are not accepted as proof of place of residence).

• **Special Circumstances** – these requests should also complete the attached form and include a detailed summary of the circumstances.

All requests for a commuter exception must complete the On-Campus Housing Exception Request form and attach any and all relevant documentation for exception consideration. Requests can be scanned and emailed to reslife-housing@udel.edu or mailed to

University of Delaware  
Residence Life & Housing  
Attn: Commuter Exception Request  
310 Haines Street  
Newark, DE 19716

All documentation will be destroyed upon verification.
ON-CAMPUS HOUSING EXCEPTION REQUEST

Section 1: Student information (Please print or type)

Name (last, first, middle): ___________________________________________________________

Student ID: __________________________ Date of Birth: ____________________________

Home Address: _________________________________________________________________

City       State      Zip

Phone Number: __________________________ Email: ________________________________

Registering for (check one)  ☐ Fall 2018   ☐ Spring 2019

Section 2: Reason for Request

I am requesting exception because:

☐ I am commuting from the home of a parent or guardian. I understand that commuting distance is defined as being within a 30-mile radius of UD’s Newark campus. (Please complete Section 3.)

☐ I am married and I am declining family housing. A copy of my marriage license is attached.

☐ I have a child and I am declining family housing. A copy of my child’s birth certificate is attached.

☐ Special circumstances. I am requesting a special circumstances exception. (Please submit this form along with a detailed summary of your circumstances. Release from the housing requirement is not guaranteed. Please allow four to six weeks for a response.)

Section 3: Parent/Guardian Information

Complete this section if you are requesting to live at home with a parent or guardian. This section needs to be notarized. There is a notary available in our office at 310 Haines Street, Newark, DE. Please contact us at (302) 831-4663 or reslife-housing@udel.edu to schedule an appointment.

Parent/Guardian Name: __________________________________________________________

Phone number where Parent/Guardian can be reached: ______________________________
Having declared my full knowledge of University of Delaware housing requirements, I now hereby affirm that my student will continue to reside, on a daily basis, with me at my primary residence (listed above) throughout their first full academic year at the University or moves into a university residence hall.

I verify that the information provided here is true and correct, and I understand that false or misleading information provided by me shall be grounds for taking disciplinary action against my student in accordance with the Code of Student Conduct. I also understand that all information provided is subject to verification and that additional information may be required by Residence Life & Housing.

Student Signature: ____________________________

Parent/Guardian Signature: ____________________________

FOR OFFICE USE ONLY:

Date received/initials: ________  Hold date: ________
Date approved/initials: ________  Placed: ________
Date entered into StarRez: ________  Removed: ________
Student notified of decision (date & initials): ________