The following instructions indicate the information and documentation required when completing the Residential Verification Form. This form is due to the Office of Residence Life at least 30 days prior to the beginning of the semester.

**Options for Verification:**

A. Students must live with a parent or guardian within a 50 mile driving radius of Bowling Green State University on a full time basis during the academic year in order to be eligible. Owning or purchasing a secondary property within the 50 mile driving radius does not satisfy the requirement. The parent’s or guardian’s address listed on the original application for admission will be considered the primary residence.

Please attach one of the following to your form:
   - A current utility bill
   - A current tax statement
   - Most recent copy of parent’s tax return (Social Security Number and income may be blocked out) that corresponds to the parent’s and student’s residence.

*Note that the form must be notarized with both the parent’s and student’s signatures stating that the student will reside with the parent(s) at the address noted on the form.*

Permission is not granted for students to live with older siblings, aunts, uncles, or grandparents unless they have legal guardianship. Providing false information to Bowling Green State University violates the Student Code of Conduct and may subject the student to disciplinary sanctions. Students who indicate they are living with their parent(s) but are found not to be doing so will be required to move into an on-campus residence and will no longer be allowed to commute.

B. A copy of a custody order or a copy of child’s birth certificate must be included with form.

C. A copy of a marriage certificate must be included with form.

D. Verification with the Office of Student Financial Aid will be required.

E. A copy of the DD-214 discharge documentation must be included with form.
Residential Verification Form

Name (Last, First, MI) _________________________________________________

BGSU ID Number _________________________________ For Fall/Spring_______ (circle one and indicate year)

Permanent Street Address _______________________________________________________________________

City _________________________________________ State ________________ ZIP Code ________________

Phone Number (_____ ) ___________________________ BGSU E-Mail Address __________________________

Part One: Reason for Exemption Request
I am requesting an exemption from Bowling Green State University’s residency requirement for students.

I have obtained the appropriate signatures verifying the authenticity of my request and have submitted required documentation that supports my qualifying factor.

Please select one of the following:

_____ A. I affirm that I will be living with my parent(s) or legal guardian(s) full-time in their primary residence that is within a 50-mile driving distance of Bowling Green State University.

_____ B. I have primary custody of dependent child(ren).

_____ C. I am in a marriage recognized by the State of Ohio.

_____ D. I am classified as an independent student as determined by the Office of Student Financial Aid.

_____ E. I have completed 30 month of consecutive active military service.

Student Signature _______________________________________________________ Date ___________________

Parent Signature ________________________________________________________ Date ___________________

Notary Signature _______________________________________________________ Date ___________________

Notary Seal

This form must be submitted at least 30 days prior to the beginning of the student’s first term of enrollment.

For Office Use Only

Committee Decision: _______ Approved _______ Denied Date _________________ Date Notified _________________

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Bowling Green, Ohio 43403 fax 419-372-0477 reslife@bgsu.edu