

The following instructions indicate the information and documentation required for each type of housing exemption 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. Students are only required to submit the documentation listed for the exemption for which they are applying for.

OPTIONS FOR VERIFICATION & SUBMISSION REQUIREMENTS

- A. **Student will be commuting from the home of a parent or legal guardian.** Students must live with a parent or guardian within a 50-mile driving distance 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 (water, electric or gas)
- A current tax statement
- Most recent copy of parent's tax return (Social Security Number and income may be blocked out) that corresponds with the parent's and student's residence.

Please note: The form must be notarized with a parent/guardian signature and the requesting student signature, stating the student will reside with the parent(s)/guardian(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)/guardian(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. **Student is a parent with custodial care responsibilities.** A copy of a custody order or a copy of child's birth certificate must be included with form.
- C. **Student is married.** A copy of a marriage certificate must be included with form.
- D. **Student is considered an Independent.** Verification with the Office of Student Financial Aid will be required.
- E. **Student has completed 12 months of consecutive military service.** A copy of the DD-214 discharge documentation must be included with form.
- F. **Student is transferring to BGSU, has been out of high school for a minimum of two years, and has completed at least 12 credit hours at an accredited institution post-graduation.** A copy of the high school diploma must be included with the form.

RESIDENTIAL VERIFICATION FORM

Name (Last, First, MI) _____

BGSU ID Number _____ Request for Fall, Spring or Both? _____ Academic Year _____

Permanent Street Address _____

City _____ State _____ ZIP Code _____

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

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

PART ONE | REASON FOR EXEMPTION REQUEST

I am requesting an exemption from Bowling Green State University’s residency requirement for students.

PART TWO | SIGNATURES & DOCUMENTATION

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 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 12 months of consecutive active military service.
- _____ F. I am a transfer student who has been out of high school for two years and has completed 12 hours at an accredited institution of higher education post high school.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

REQUIRED FOR OPTION A | Notary Signature _____ Date _____

NOTARY SEAL:

For Office Use Only

Committee Decision: _____ Approved _____ Denied _____ Date _____ Date Notified _____