If you are a student assigned to an NIU residence hall, special arrangements for Residential Housing may be requested.

**If you need a special request for housing:**
Contact NIU Housing and Residential Services, Neptune Hall East 101 at 815-753-1525 to request change/s in your housing arrangement or to be released from all or part of your housing contract.

**If you need a special request for dining which requires a special diet:**
You must consult Residential Dining Services (815-753-9534 or resnutrition@niu.edu). If they are able to accommodate your dietary needs, it is not necessary to complete a medical request form.

**If review of your health information is required:**
The student is to complete the Student Application and Authorization – Residential Housing (page 2). As you complete this paperwork, please keep the following in mind:

1. A licensed attending physician, Advanced Practice Provider (APN) or Certified Physician’s Assistant (PAC) must fully complete and sign the Licensed Provider Medical Documentation Form (page 3).

2. The documents (page 2 and 3) must be fully completed and received in its entirety by NIU Immunization and Compliance Office before a medical review begins. We will accept fax documents. **We will also accept email:** immunizationrecords@niu.edu. You may also submit all completed forms to:
   - NIU
   - Immunization Compliance and Records Office
   - Health Services Building, Room 209
   - DeKalb, IL 60115-2828

3. This document or information form will not be disclosed to anyone outside of our department without authorization for Release of Information signed by you.

4. We will review your submitted information. This review is typically completed in approximately 3 to 5 working days after the fully completed and appropriately signed information is received.

5. Housing and Residential Services will be notified as to whether your documentation “supports” or “does not support” your request. **The Housing and Residential Services office will make the final decision concerning contract changes.**

6. If the medical information provided from your physician / provider is not sufficient, our office will notify you of this determination. You may submit additional, new medical information for the administrative provider to review.

7. Falsification of any of these documents will be reported to the Office of Student Conduct for further action.

If you have questions, please contact us at 815-753-9578, Monday – Friday, 8 a.m. – 4:30 p.m.
Residential Housing Special Request for Medical Reasons

Student Application and Authorization

Medical Documentation

This form is to be submitted if you are seeking a special housing accommodation due to medical reasons during the semester indicated below.

Name _______________________________________________ Z-ID # __________________

Address_________________________________________________________________________________________

City ____________________________________ State ___________ Zip Code ___________

Current daytime telephone number_________________________ Date of birth:_________________________________

Current E Mail Address:____________________________________________________________

Beginning (circle one):  Fall/Spring    Summer    Interim    Year _______________

Specific request:
___ Single room
___ Release from residence hall contract (room and board)
___ Other:

I HEREBY REQUEST AND AUTHORIZE the appropriate designees of Northern Illinois University, DeKalb, IL 60115:

1. To verify the presence of a medical condition that warrants a special housing arrangement with Housing and Residential Services at NIU.

2. (Optional) The person/s listed below has my permission to discuss the status of my appeal (e.g., parent, spouse, etc.):

_______________________________________________________________________

(Name of person and relationship to applicant)

I understand that I have the right to inspect and/or obtain a copy of the information prior to disclosure and that my refusal to authorize disclosure of this information will result in the following consequences: Denial of my request for a special housing and/or dining arrangement.

I may revoke this authorization at any time by written notification to Northern Illinois University, Immunization Compliance and Records Office. However, I understand revocation cannot be retroactive. I absolve and agree to hold harmless the individual or agency identified above, and the NIU Board of Trustees, together with its officers and employees, from any legal liability, claims or damages which may arise from the disclosure of this information. Unless revoked, this consent is valid until the request is completely processed.
Signature of applicant:______________________________________

Date:____________________________________

Student’s Full Name ____________________________________________ Z-ID#___________________

Semester and Year of Request____________________________________ DOB ___________________

Please type or print the requested information in the space provided below and return this form with original signature to the address above.

1. **Diagnosis and ICD – 10 Code** of the severe medical condition that requires a special housing and/or dining arrangement.

2. For the above condition, indicate the:
   - Date(s) of evaluation and f/u treatment during the past 6 months;
   - Location of evaluation and f/u treatments (e.g., office, hospital OP, hospital IP, etc.);
   - Nature/purpose of each evaluation and/or treatment provided;
   - Date of initial onset

3. Provide the specific medical findings, restrictions and/or other objective data that requires special housing arrangements for the above student.

_____________________________________________________ ___________________

Signature of Attending Physician, Advanced Practice Nurse or Physicians Assistant - Certified

__________________________________________________________________________________________________

Printed Name, Business Address, Telephone Number

__________________________________________

Date