Application to Commute for Exemption Request

University Residency Requirement – General Information

The University Residency Requirement stipulates that all single students classified as freshmen (fewer than 24 hours of NIU accepted college credit, and enrolling directly after graduation from high school) and has not reached their 21st birthday by September 1, and not residing with their parents or legal guardians (within 50 miles of the DeKalb campus), must live in a Northern Illinois University residence hall for a full academic year (August – May) or the following full academic year, if admitted in Spring semester.

- To be actionable, a request for an exemption must be submitted before a contract for housing and meal plan has been signed. If a contract has already been submitted, the student will need to use the general Contract Release Request process, as the exemption option is no longer available.
- Authorized commuting distance is defined as no further than 50 miles from the NIU DeKalb campus.
- Living with siblings, friends, or in family-owned subsidiary housing in which the parent/guardian does not permanently reside does not meet the standards for a freshmen residency exemption.
- A student completing 24 or more hours at another institution (while not concurrently enrolled in high school) prior to the beginning of their first semester at NIU may support their exemption application by supplying an institutional copy of those transcripts.
- Authorization to commute has not been granted until this request has been processed and a letter granting approval has been returned to the requesting student.
- Students who do not submit an exemption request by the end of the first week of classes their first semester (or within 30 days of a late admission date) will be billed a $100 contract service charge if their exemption is granted.
- Students who are seeking an exemption to the University Residency Requirement to commute, for reasons other than commuting from the permanent home of their parent/guardian, or students who do not submit an exemption request and have been billed through the Freshmen Residency Requirement, will only be considered for a refund if they submit the University Residency Requirement Exemption Request and all required documentation within the first semester they are enrolled. Requests for contract billing changes submitted after the last class day of the first semester enrolled will not be considered for a refund.

Applicable academic year or semester:

☐ Academic year ________  ☐ Fall Semester Only ________ (year)
☐ Spring Semester Only ________ (year)

Student Information:

_________________________________________________________ NIU Z ID # ________________
First Name ________________ Middle Initial ________________ Last Name ________________
Student’s signature _________________________________________ Date ____________________

Commuting Residence Clarification

☐ Parent or ☐ Guardian ____________________________________________ First Name ________________
Middle Initial ________________ Last Name ________________
Relationship to the student ____________________________________________
Street Address ________________ City ________________ State _______ Zip Code __________
Approximate distance from DeKalb ___________ Approximate travel time each way ___________

Primary Contact Phone # ________________ Alternate Contact Phone # ________________

Revised 02/23/2021
* Court documentation clarifying legal guardianship may be request.

This section needs to be completed by the parent or guardian and notarized.

I hereby certify that my student, ____________________________________________,
_________________________________________ (Student’s Name)
will be living at our home residence at_____________________________________,
_______________________________________ (Parent’s or Guardian’s Address)
for the entire academic year and will commute directly from this residence to Northern Illinois University on each
of class day. My student will not maintain a subsidiary residence away from our home at any time during the
current academic year.

I agree to notify Housing and Residential Services in writing within five days of any change in my student’s
residence status as specified in this document. I understand that within five days after such a notification, my
student will be required to move into a university residence hall. I further understand if it is discovered, without
such notification, that my student has not been following the commuting residence definition, as indicated in
paragraph one, that the student will be subject to appropriate university disciplinary and/or administrative action
and will have charges for a residence hall contract sent immediately to their NIU Bursar’s account.

______________________________________  ____________________________
Signature of Parent or Legal Guardian          Date

__________________________  ____________________________
Street address              City             State             Zip Code

ACKNOWLEDGEMENT:
STATE OF ILLINOIS, COUNTY OF __________________________
I, ____________________________________________ a Notary Public in and for said County, in the State aforesaid, do
hereby certify that ____________________________________ whom is known to me,
appeared before me this day in person and acknowledge that this person signed the foregoing instrument. Given
under my hand and Notary Seal, this __________day of ________________, 20 ______.

Return this form to:
Housing and Residential Services
101 East Neptune Hall
Northern Illinois University
DeKalb, Illinois 60115
Attention: Freshman Request to Commute
Fax (815)753-9669
Email attachment (pdf): housing@niu.edu