



Office of Residence Life
Living with Family Confirmation 2020–21
International Student - Freshman or Sophomore

The University of Evansville Residency Requirement All students who attend the University of Evansville are required to live on campus for a designated period of time as described under the University Residency Requirement Policy (see back of this form).

International students are allowed to commute if they will be living at in a shared local residence with close relatives such as parents, grandparents, uncles or aunts who are siblings of the parent, brothers or sisters who are 21 years of age or older, or legal guardians.

Students who provide proof of living with a close family member, who does not reside at the home of this person, are not considered a commuter. A student enrolled at the University who is living off-campus in violation of this policy will be held financially responsible for the room and meal charges for that period and will be required to move on campus for the remainder of their time under the requirement.

- This form is for international students who will be living with a close family member such as parents, grandparents, uncles or aunts who are siblings of the parent, brothers or sisters who are 21 years of age or older, or a legal guardian during the 2020-21 academic year. A new form must be completed for each academic year.
- Before submitting this form, both student and family member must appear before the notary together with photo ID. The University of Evansville has campus notaries available free of charge, but any Indiana State licensed notary may be used.
- This notarized form must be returned to the Office of Residence Life one day prior to the residence hall opening for the corresponding semester to avoid non-refundable housing and meal plan charges. Additional supporting documents must be provided at the time of submission of this form:
 - 1) Proof of family relationship such as birth certificates showing family relationship,
 - 2) If the family member is not a US citizen, evidence that the individual has been granted temporary residence in the United States must be provided such as H1B visas, TN visas, L1 visas. Please note that tourist or business B1/B2 visas are not accepted.
 - 3) Proof of legal guardianship if applicable such as court records and certificates.

Student Name: _____ **Student ID #:** _____
Last First MI

Family Member Name: _____ **Relationship:** _____
Last First MI (Mother, father, aunt, uncle, sibling, etc.)

Home Address: _____
Number & Street City State Zip County
 Address may not be a P.O. Box.

Student:

I verify that I will be living with the family member below at least five (5) days per week at our local primary residence during the 2020-21 Academic Year. If I intend to change this arrangement, I understand that I must obtain prior approval from the Office of Residence Life or move on-campus.

Student Signature: _____ Date: _____

Family Member:

I verify that the above-mentioned student will be living with me at least five (5) days per week at our local primary residence during the 2020-21 Academic Year. If s/he intends to move change this arrangement, I understand that s/he must obtain prior approval from the Office of Residence Life or move on-campus.

Family Member Signature: _____ Date: _____

Indiana State Notary:

On _____, 20____ before me, _____, personally
(notary)

appeared _____, who proved to me, on the basis of satisfactory evidence, to be the
(family member name)

person who signed this instrument. S/He acknowledged to me that s/he executed the same in support of the statements above in relation to the living arrangement between her/him and the indicated student:

_____. Witness my hand and official seal.
(student's name)

Notary Signature: _____

Printed Name of Notary: _____

<p>Office of Residence Life Use: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved</p> <p>Completed by: _____ Date: _____</p>
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International Student - Residency Requirement Policy

The University of Evansville requires students entering as Freshmen or Freshmen Transfers to reside on campus for a minimum of two academic years or the equivalent of four full term semesters. *Students who have participated in the Intensive English Program may count their full term semester(s) in residence toward this requirement.*

Transfer students with less than 60 academic credit hours earned at previous institutions (excluding bridge, early-college, dual-credit, and advanced placement credit) are required to live on campus or in university-sponsored housing. Transfer students who have achieved 60 academic credit hours prior to the start of the academic year are exempt from the Residency Requirement.

International students who meet one of the following criteria may request an exemption from the Residency Requirement:

1. The student's local residence is with parents or legal guardians in Vanderburgh or contiguous counties.
 - For International students, consideration is expanded to close relatives such as grandparents, uncles or aunts who are siblings of the parent, or brothers or sisters who are 21 years of age or older. Proof of family relationship may be requested such as birth certificates showing family relationship. *We would want to see both the student's parent and the uncle/aunt's birth certificates to see that they shared a parent. Please note that the University of Evansville does not consider cousins or close friends of the family as an approved substitute for the parent.*
 - Legal guardians are individuals who have attained legal guardianship within the United States for a person under the age of 18. Proof of legal guardianship may be requested such as court records and certificates.
 - Local residency must be verified showing an established residence in the local area.
 - Parents, close relatives, or legal guardians who are not U.S. Citizens or legal permanent residents must provide evidence that they are granted temporary residence in the United States for the academic year. If not a US citizen, evidence that the individual has been granted temporary residence in the United States must be provided. Examples of such evidence are H1B visas, TN visas, L1 visas. *Please note that the University of Evansville does not consider students to be permanently residing off-campus with parents, close relatives, or legal guardians on tourist or business B1/B2 visas.*
2. The student has attained the age of 21 prior to the start of the academic year.
3. The student is married and/or must live with a dependent.
4. The student is participating in a government sponsored program that has an exemption agreement with the University of Evansville.

Students who are not granted an exemption but choose to live off campus remain financially responsible for the terms of their Housing and Food Service Contract.

Contract Cancellation Requests The Housing and Food Service Contract is binding for the balance of the academic year. Specific guidelines for requesting a cancellation of this contract are available on our Website:

<https://www.evansville.edu/residencelife/housingapplynew/cancellationsAndRefunds.cfm>

Housing contracts will not be cancelled because a student has found an off-campus property or has entered into another housing agreement or lease with a private landlord. *Students who are not approved to cancel their contract remain financially responsible for the terms of their Housing and Food Service Contract.*

A student enrolled at the University who is living off-campus in violation of this policy will be held financially responsible for the room and meal charges for that period and will be required to move on campus for the remainder of their time under the requirement.