



**Housing & Residential Life**

MSC 3BB, Box 30001  
Las Cruces, NM 88003-8001  
Phone: 575-646-3202  
Fax: 575-646-7811

**First-Year Residency Requirement (FRR)  
Request for Exemption**

First-time, full-time undergraduate students admitted to the NMSU Las Cruces campus are required to live in a university residence hall for the first academic year. Students must apply for campus housing or submit a Request for Exemption. Exemption requests are reviewed once this form is submitted along with all required supporting documentation.

Requests for Exemption must be received by August 1 (Fall Semester) or January 1 (Spring Semester). Students admitted after these dates have 14 days from their admission date to apply for campus housing or submit a Request for Exemption. Submission of a Request for Exemption after the applicable deadlines is grounds for denial. Students failing to submit a housing application or Request for Exemption by the deadlines will automatically be assessed a room charge (Garcia Double rate) on their account.

Name: \_\_\_\_\_ Aggie ID#: \_\_\_\_\_  
(Last) (First) (M.I.)

Term of Exemption Request (semester/year): Fall 23 \_\_\_\_\_ Spring 24 \_\_\_\_\_ Summer 24 \_\_\_\_\_

**Directions:**

**Step One:** Check the applicable exemption below.

**Step Two:** Print out and complete additional documentation form associated with your chosen exemption.

**Step Three:** Fax or mail your completed Exemption Request form and completed documentation to Housing and Residential Life. Additional information may be requested by NMSU to complete your exemption request.

**Exemption**

**Documentation**

- |                          |   |  |
|--------------------------|---|--|
| <input type="checkbox"/> | Student living with immediate family (limited to parent(s), legal guardian, grandparent(s) or aunt/uncle) | Parent/Legal Guardian Affidavit certifying the student will reside with immediate family member  |
| <input type="checkbox"/> | Student residing with spouse/domestic partner or dependent child(ren)                                     | Marriage license, domestic partner certification, tax returns, or court order  |
| <input type="checkbox"/> | Student 21 years or older   | None, unless requested   |
| <input type="checkbox"/> | Student enrolled full time in distance education  | None, unless requested   |
| <input type="checkbox"/> | Active military or veteran status   | None, unless requested   |
| <input type="checkbox"/> | Medical Hardship  | Disability Access Services (DAS) Housing Accommodation and Housing Verification forms at <a href="https://studentlife.nmsu.edu/disability-access-services1/housing-accomodations.html">https://studentlife.nmsu.edu/disability-access-services1/housing-accomodations.html</a> |
| <input type="checkbox"/> | Other extenuating circumstances (including financial hardship)  | Provide detailed explanation of the special circumstance along with any supporting documentation. If filing for financial hardship, the Financial Hardship Worksheet is required.  |

Submit supporting documentation, except medical accommodation, via one of the following methods:

MAIL: Housing & Residential Life, MSC 3BB/P.O. Box 30001, Las Cruces, NM 88003-8001  
FAX: 575-646-7811

Your NMSU email will be used for all communication related to this exemption request.

I certify and understand my responsibility to comply with NMSU’s residency requirement and submission of this form does not guarantee approval of my requested exemption. I understand all information provided is subject to verification and additional information may be required. I also understand any misrepresentation on this form may violate University policy.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR OFFICIAL USE ONLY:</b>			
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Referred to Committee	<input type="checkbox"/> Approved by Committee Initial: _____ Date: _____