Widener University

One University Place, Chester, PA 19013

Address Change Form

PLEASE NOTE: By completing this form, only your address will be changed, not your eligibility to reside off campus or change to commuter status. Information on residency status changes can be found on the second page of this form, in the Student Handbook, or by contacting the Office of Residence Life. **International Students must contact the International Student Services offices to make address changes. Employees of Widener University must contact Human Resources to make address changes.**

Student Name: _____ Student ID Number: _____

LOCAL address change:
This is the address where you live while attending Widener University. Students who live in the Residence Halls will have a university room assignment and box number as their local address**.**

LINE 1: _____

LINE 2: _____

CITY/STATE/ZIP:_____

HOME address change:
A home address is defined as where you live when school is not in session, and/or where you consider your permanent home to be. You may be required to provide proof of this address.
*Undergraduate students who do not meet the criteria of an independent student (a student who is either married, the custodial parent of a child, veteran with at least two years of active military service, or 24 years of age or older) are considered dependent and must have a home address on file. This is also the address of a parent/guardian.

LINE 1: _____

LINE 2: _____

CITY/STATE/ZIP:_____

Which address do you prefer your mail sent to? LOCAL ◯ HOME ◯

ON CAMPUS RESIDENCY REQUIREMENT: Freshman and sophomore full-time undergraduate students must reside on campus or until they reach junior status (i.e. 57 credits) unless they qualify for commuter status. Please note that students in the Coop program may be released from housing to complete their assignment after review and approval from the Co-op Office and Office of Residence Life. *Students who violate University housing policies regarding required on campus status will be assigned campus housing and billed for room and board.*

Student signature: _____ Date: _____

CHANGE OF RESIDENCE STATUS
FOR FULL-TIME UNDERGRADUATE DAY STUDENTS

If an undergraduate student meets the criteria for a change of residency status and chooses to live off campus for the academic year, the student must submit the appropriate documents to the Office of Residence Life. A list of these documents can be found in the Student Handbook or by contacting the Office of Residence Life. Information on changing to Commuter or Off-Campus Status can be found below or in the Student Handbook.

ASSUMPTION OF ON-CAMPUS STATUS
If an undergraduate day student does not have approved commuter or off-campus residence status, it will be assumed that the student is living on campus and will be assigned campus housing and meal plan and will receive a bill.

COMMUTER STATUS
To qualify for commuter status, an undergraduate day student must live at home with parent(s) or legal guardian(s) and within 25 miles from the university or from his/her co-op, internship, or student teaching location. If a student wishes to change from resident to commuter status, they must complete the appropriate form found in the Office of Residence Life.

OFF-CAMPUS STATUS
All full-time undergraduate day students who are either married, are the custodial parents of a child, veterans with at least two years of active military service, or 24 years of age or older may reside off campus (no married student housing is available on campus). Undergraduate day students falling into this category must complete the appropriate form available in the Office of Residence Life. Students with junior/senior-class standing may live on campus or reside off campus. Students with junior/senior status who wish to live off campus, but do not plan to commute from their permanent address are considered off campus students. See information on the Residence Life website or contact the Office of Residence Life for information.

**Students and parents are advised not to sign a lease or rental agreement for off-campus housing until the off-campus registration process is completed. Students should be aware that a change in residence status might affect their financial aid.*