

Millersville University – Commuter Request

All Millersville University full-time undergraduate students may reside in on-campus housing through to the completion of their degree. **However, students who have not completed 60- credit hours are required to live on campus for the full term of their housing agreement.** Students are obligated to the full term of their housing agreement regardless of the credit hours completed. Students residing with a parent or court-appointed legal guardian at that person’s permanent home address who is commuting fewer than 40 miles one way (notarized statement and supplemental statement required) are required to apply for permission to commute daily to campus. **This request needs to be accompanied by a notarized statement.** Only the information you submit in writing will be considered when reviewing your request. You will be notified, by email, regarding the status of your request.

*Name _____ MUID# _____

*Home Address _____
Street City State Zip

*The semester and year I am applying for _____ Semester _____ Year

*I will be living with
Parent/Guardian Name _____

*Cell Phone number _____ One-way distance from home to campus _____

My signature below certifies that I am aware of the Council of Trustees’ Policy and that I will live with a parent or guardian and commute daily to campus. I am aware that making false statements either orally or in writing, to a university employee on a university-related matter is a violation of the Millersville Code of Conduct or will result in disciplinary action. I agree to remain in compliance throughout the semester(s) marked above. I understand that if I move from the above address without the written permission of the Housing and Residential Programs Office that this agreement will be null and void. Violation of the Council of Trustees’ Policy will cause the Department of Housing and Residential Programs to require me to move into the residence hall and for me to be charged from the first day of the period identified above. I understand that if my plans change, I must notify the Director of Housing and Residential Programs to obtain permission for my new plans.

*Student’s Signature _____ Date _____

I have read the information above and I confirm that my son/daughter is residing in our permanent residence and commuting to Millersville University from within a 40-mile one-way distance of Millersville University.

*Parent/Legal Guardian Signature _____ Date _____

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Commonwealth of Pennsylvania
County of _____

On this, the _____ day of _____, 20____, before me _____, the undersigned officer, personally appeared _____, known to me (or satisfactorily proven) to be the person...whose name _____ subscribed to the within instrument, and acknowledged that he executed the same for the purposes therein contained.
In witness whereof, I hereunto set my hand and official seal

Notary Public

(Seal)

Submit this request form by either:

1. Scanning and email to housing@millersville.edu, or
2. Mailing to: Housing & Residential Programs, Millersville University, P.O. Box 1002, Millersville, PA 17551