

STEPHEN F. AUSTIN STATE UNIVERSITY



Residence Life Department

DOCUMENTATION FOR RELATIVE'S PERMANENT RESIDENCE CHANGE

All the following documentation is required if:

- *The student is planning on living with parents and the permanent address on file at the time the off-campus application is received is outside the 60 driving/highway miles; or*
 - *The family member with whom the student will reside has a temporary driver's license; or*
 - *The driver's license of the relative shows an address outside the 60 driving/highway miles; or*
 - *The family member moved to this residence within the past 6 months*
1. Submit a copy of the temporary driver's license showing the address within 60 driving/highway miles.
 2. Complete a [Change of Address Form](#) for the United States Postal Service. If submitted online, a copy must be provided to the Residence Life Office. If printed out, fill out and return the form to the Residence Life Office and we will mail the form.
 3. Complete the [Housing Questionnaire and Information Release Form](#). This form must be completed in full with the telephone and electric utility name, address and connection date. An off-campus permit will not be issued until these utilities have been connected.
 4. A copy of the relative's lease of new residence or a copy of the deed of trust if the relative is buying the residence.
 5. Provide a copy of relative's vehicle registration showing the new local address.
 6. Complete the [Change of Address Request Form](#) for the IRS and return it to the Residence Life Office. We will mail this form.
 7. Letter from most recent past employer or current local employer stating that relative has relocated within 60 driving/highway miles of Stephen F. Austin State University, including last or first date worked. This letter must be signed by an officer of the company and be on company letterhead which includes street address and telephone number.

All documentation is subject to verification and denial. An off-campus permit will not be issued until the move to the new residence has been completed. If you have any questions you may contact the Residence Life Office at (936) 468-2601.

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