

Move-out Extension Application Form
Deadline: 12 Noon on Wednesday, November 30th, 2016.



Note: extensions will **not** be granted to accommodate lease or sublet agreements, employment or storage needs.

Please see below for details and complete the necessary steps. **Late applications will be charged a \$50 Late Documents Fee.**

Extension applications will only be considered for the following:

- Section 1: **International/Out of Province Students** with Travel Requirement
- Section 2a, 2b & 2c: **Academic Requirement** with Professor/Faculty verification in Section 2b.
- **Exceptional Circumstance** (i.e., International student with no travel requirement, medical, family): Provide a written letter outlining the nature of the situation and provide supporting documentation (i.e., Visa/Passport, attesting professional). Scan and upload to the Residence Portal (see above).

Section 1: International/Out-Of-Province Students - Travel Requirement

Please upload your flight itinerary to the Residence Portal.

1. Log-in to the Residence Portal (<https://residence.mcmaster.ca>) using your MacID and password.
2. Proceed to the Upload Documents section, attach your flight itinerary and then log-out.

Section 2a: Academic Requirement: This section is to be completed and signed by the student.

Please complete and sign the appropriate section. *By signing this form, you understand, if granted an extension, you will continue to abide by the Residence Agreement/Contract and the Code of Student Rights and Responsibilities.*

First Name (please print)	<input type="text"/>	Last Name (please print)	<input type="text"/>
Student ID #	<input type="text"/>	Original Move Out Date	<input type="text"/>
Course Name & Code (i.e., Psych 1G03)	Reason for request	Date of Academic Requirement/Exam	
Course Code <input type="text"/>	<input type="radio"/> New Exam	<input type="text"/>	(dd/MM/yy)
	<input type="radio"/> Lab/Thesis/Inquiry		
	<input type="radio"/> Other: <input type="text"/>		
Student Signature	<input type="text"/>	Date	<input type="text"/>

Section 2b: This section MUST be completed and signed by your Professor or Faculty Advisor to verify your academic requirement/exam.

Professor's First & Last Name (please print)	<input type="text"/>	Date & Time of Academic Requirement/Exam	<input type="text"/>
Ext.	<input type="text"/>		(dd/MM/yy)
Professor/Faculty Advisor Signature	<input type="text"/>	Time: _____	PM or AM (circle one)
		Date	<input type="text"/>

Section 2c: Scan & Upload Documents

Please scan and upload this form to the Residence Portal.

1. Log-in to the Residence Portal (<https://residence.mcmaster.ca>) using your MacID and password.
2. Proceed to the Upload Documents section, attach your completed form and then log-out.

If you are unable to scan and upload your documents, you may drop it off by the deadline in the Residence Admissions Office (Commons Building, Room 101) during business hours.

Residence Admissions| Commons Building, Room 101| resadmissions@mcmaster.ca | 905-525-9140 ext.24342