Transfer Commuter Parking Permit Appeal Guidelines and Eligibility

Before completing this form, please review pages 1 & 2 to see if you are eligible for a parking exemption, if you are eligible for an exemption and it is after the parking application due date please email

Parking@its.ucla.edu

Eligibility Guidelines for Transfer Commuter Parking Permit Appeal

* Student must be a new or current transfer student enrolled at UCLA

* Priority consideration will be given to those who have a carpool partner and/or missed the UCLA Transportation application deadline.

* Priority consideration will be given to students NOT eligible for the standard parking exemption (see page 2)

* Priority consideration will be given to students who live more than 10 miles away from campus. In order for us to consider for priority, proof of residency must be attached.

* Priority consideration will be given to students who work at an off-campus site (Employment Verification letter must be attached)

* Students are eligible to receive the Transfer Commuter Parking Permit for a maximum of two quarters, pending availability.

* The Transfer Commuter Parking Permit payment is due within 3 days of receiving the offer ($243 per quarter for off-campus students, $303 per quarter for students living in the residence halls if considered). If granted a Transfer Commuter Parking Permit you must visit parking services and purchase your permit within a 3-day permit or the permit will be put back in the queue for other applicants. Payments must be made in full.

* Applicants must provide a brief detailed description as to why they need a parking pass this quarter. Please let us know if are in a situation which entails you to drive to work and/or campus. (Max 100 characters)

Please note that the Transfer Commuter Parking Appeal process is for transfer students with extenuating circumstances who need permit access to campus and have been unable to attain a parking permit on campus through the appropriate channels. We encourage students to plan in advance how they might access campus with UCLA Transportation’s Commuter Programs (https://main.transportation.ucla.edu/campus-parking/getting-to-ucla/commute-options), which offers discounted public transit passes and vanpools. To guarantee a parking permit, students can utilize the carpooling option below:

(https://main.transportation.ucla.edu/campus-parking/students/student-parking-prioritization-process/student-carpool-permit-requirements)

UCLA Parking Exemption Eligibility Information

A parking exemption is an online application for students with unique, individual needs or extenuating circumstances who need permit access to campus. Students must submit the online exemption application before the deadline for each quarter, except summer quarter, and upload their driver license as well as any supporting documentation.

Students with documented permanent or temporarily disabilities are eligible to obtain parking with the Center for Accessible Education. Phone: (310) 825-1501
Eligibility for Exemption

Residence hall students with a verifiable, current and continuous off-campus job, paid internship or academic need related to their major or other extenuating circumstances listed below.

Commuter and off-campus students with extenuating circumstances listed below.

Exemption offers are considered on a case-by-case basis dependent upon available student allocations in Parking Structures 3, 4, 7, Lot 11, Dykstra De Neve (DD) and Sunset Village (SV).

<table>
<thead>
<tr>
<th>Exemption Reason</th>
<th>Criteria</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Care</td>
<td>Applicant must be legal parent or guardian. Child must be newborn - 12 years of age and currently attend out-of-home school, day care or have special needs.</td>
<td>Birth certificate, legal documentation or letter of live birth Verification of enrollment in school, day care, etc.</td>
</tr>
<tr>
<td>Illness of Family Member</td>
<td>Applicant must be the primary caregiver of a family member who is locally hospitalized or requires home care.</td>
<td>IHSS program Hospital admission forms Letter of verification from facility or state</td>
</tr>
<tr>
<td>Recent Death</td>
<td>Applicant must have a recent death of a parent, spouse or child within the last year.</td>
<td>Death certificate</td>
</tr>
<tr>
<td>Safety Issues</td>
<td>Applicant must have suffered from a crime-related incident (e.g., stalking or threats).</td>
<td>Police reports Restraining orders</td>
</tr>
<tr>
<td>Academic Need/Professional School</td>
<td>Applicant must provide original documentation of unpaid work study or internship required as part of a curriculum.</td>
<td>Proof of enrollment in work study/employment verification Course Code Contract Program/internship verification</td>
</tr>
<tr>
<td>Accepted Late to University</td>
<td>Applicant must have been accepted late by the University of professional school graduates after the application deadline.</td>
<td>Letter of acceptance</td>
</tr>
<tr>
<td>Job Commute (Residence Hall Students Only)</td>
<td>Applicant must have a verifiable, current, continuous and off-campus paid job or paid internship.</td>
<td>Two pay stubs or two company-canceled checks (front and back copy is required)</td>
</tr>
</tbody>
</table>

How to File for the Online Parking Exemption Application

Review and agree to the Parking Terms and Conditions.

1. Click on Exemption Application to start the process.
2. Select your lot assignment. If lot is not available, Parking Services will assign you the next available lot.
3. Indicate exemption reason and summarize the need for parking access.
4. Upload driver license and supporting documentation by the application deadline.

Note: Parking exemption remains confidential and all supporting documentation is destroyed at the end of each quarter.

Parking Services
Phone: (310) 825-6918
555 Westwood Plaza, Suite 100
Los Angeles, CA 90095

Transfer Parking Application
2017-2018

Please fill out the form below. Attach supporting documents such as proof of residency and employment verification (if applicable) along with your application. Feel free to scan a copy of this document and send it to transfers@saonet.ucla.edu

Student First Name: _____________________________  Student Last Name: _____________________________

UCLA Student ID#: _____________________________

Telephone Number: (______) ______-

Email Address: _____________________________

Residence Address: _____________________________

Status at UCLA (please check one of the following):  □ Junior  □ Senior  □ Other

Please provide us with a brief detailed description as to why you need a parking pass this quarter. Explain if you are in a situation which entails you to drive to campus. (Max 100 characters)

________________________________________________________

I, __________________________________________, acknowledge that all the information I have provided on this application is true and that I will notify the UCLA BRC Transfer Center if there are any changes that affect my status as a parking permit recipient if approved for the Transfer Parking Application.

Signature: _____________________________  Date: _____________________________

Dept. Parking Coordinator Use Only

Transfer Student: □  Denied: □  Commuter: □

Eligible for Standard Parking Exemption: □  Job Off Campus: □  Distance from Campus: ________