Important information about applying for on-campus housing for 2010-2011. All resident graduate students are responsible for this information.
The following information outlines the housing application process for single graduate students interested in on-campus housing for 2010-2011. It does not apply to graduate students seeking family housing. If you have any questions after reviewing these instructions, please call the Graduate Housing Assignment Office at 732-445-2215 or 732-445-5717. All students must come in person to the Graduate Housing Assignment Office to complete the necessary documents. Please bring a valid photo identification card.

Please Note: Graduate residences are to be occupied by the student only. No other person is permitted to live in the residence.

To simplify the process, we have broken down the instructions into 3 categories of students. Find the category that best describes you and follow the process for that category. Be sure to comply with the specific deadlines.

**Category A:** Students currently living on-campus with either an annual or academic Housing Contract that wish to remain in the same room/apartment where they are currently residing for 2010-2011.

**Category B:** Students living on-campus with either an annual or an academic Housing Contract that wish to move to a different room/apartment on-campus for 2010-2011.

**Category C:** Current graduate students not living on-campus at this time but who wish to live on campus for 2010-2011.

**Category A:**
Students currently living on-campus that want to stay in their current housing assignment for 2010-2011 must apply in person at the Graduate Housing Assignment Office in the Buell Apartments located at 55 Bevier Road on Busch Campus between February 22 and March 4, 2010. You will be required to complete and sign a housing contract. The deadline is 4:00 on March 4, 2010. If you do not comply with the deadline, you will not have priority to stay in your current on-campus housing assignment.

Please consider this carefully, once your application has been submitted and accepted, you will not be able to request to transfer to a different on-campus housing accommodation until after June 1, 2010. There are no exceptions to this policy.

**Category B**
Students currently living in graduate on-campus housing who wish to move to a different room/apartment for 2010-2011, must submit a Transfer Request Form in person to the Graduate Housing Assignment Office in the Buell Apartments located at 55 Bevier Road on Busch Campus before 4:00 pm on March 4, 2010. For your convenience, A Transfer Request Form is included in this package. Requests to Transfer are based on availability and are processed on a first-come, first-serve basis. Please note: If you have already submitted a Transfer Request Form and your name is currently listed in the transfer book, you do not have to submit another form.
In addition to completing the Transfer Request Form and submitting it by the deadline, students who fall into category B must appear in person at the Graduate Housing Assignment Office between March 8 and March 12, 2010 to submit a housing contract. Only those students that complete the Request to Transfer and the Housing Contract in person at the Graduate Housing Assignment Office by the deadline will be assigned a space.

Students who wish to reside together must come to the Graduate Housing Assignment Office together to choose their assignment and complete their Housing Contracts.

**Category C**
Current graduate students not currently living on-campus that wish to live on-campus for 2010-2011. These students should come to the Graduate Housing Assignment Office in the Buell Apartments at 55 Bevier Road on the Busch Campus beginning on March 15, 2010 to submit a Housing Contract.

Assignments for on-campus housing are done on a *first come, first serve* basis, therefore the sooner you apply, the better your chances are to receive a space. Housing spaces are assigned according to availability.

You must sign a housing contract and accept an available assignment to be eligible for a transfer. You can immediately request a transfer and we will try to accommodate your transfer request based on availability. However, we cannot guarantee that you will get a specific space or building at a specific time. You will be required to move into the space specified in the Housing Contract until the time that you are offered and accept a transfer to your requested building/space.

**Housing Contract Periods**
Students can apply for one of two contract periods for on-campus housing for 2010-2011.

**Annual contract**
July 30, 2010, 1:00 pm to July 29, 2011, 10:00 am

**Academic contract**
August 16, 2010, 1:00 pm to May 20, 2011, 10:00 am

Please give careful consideration when selecting the contract period because you will not be permitted to change the contract period once you have selected it and signed a Housing Contract. This includes students who have requested and have been given transfers from one building to another. There will be no exceptions to this policy.

Students with academic contracts that are enrolled in summer session may apply for summer housing accommodations.
IMPORTANT DATES:

February 22 to March 4, 2010
   CATEGORY A: students living on-campus with *annual or academic contracts* who wish to remain in the same room/apartment:
   Students in category A should submit the appropriate forms to the Graduate Housing Assignment Office in person. The deadline is 4:00 pm on March 4, 2010.

March 8 to March 12, 2010
   CATEGORY B: students living on campus with *annual or academic contracts* who wish to change their room/apartment.
   Students in category B should come to the Graduate Housing Assignment Office beginning at 8:30am March 8, 2010, for a room assignment.

Starting on March 15, 2010
   CATEGORY C: continuing graduate students living off-campus.
   Students in category C should come to the Graduate Housing Assignment Office to submit a contract for the 2010/2011 school year as soon as possible beginning on March 15.**
   PLEASE NOTE: Students in Category C are assigned on a FIRST COME, FIRST SERVE BASIS based on availability. If you sign a contract and your first choice is not available, you may submit a Transfer Request at the same time you sign a Housing Contract. Your transfer request will be processed in the order in which it was received, based on availability of space in your requested accommodation.

IMPORTANT INFORMATION:

- Students are permitted to live in graduate housing for a maximum of five (5) years.
- **All students should familiarize themselves with the cancellation procedures.**
- All applications must be submitted in person. No application will be accepted by mail.
- All students must bring photo identification when submitting their applications.
GRADUATE HOUSING POLICIES

In addition to reviewing the important policies below, all students are responsible for reviewing the policies in the Guidelines for Living on Campus available on our website at: http://housing.rutgers.edu/pdfs/gradguide06.pdf

GUEST POLICY
Guests are allowed for short visits. Guests requiring an overnight stay must be registered with a Graduate Residence Life staff member. Occupants/guests found in the residence who are not registered will be considered unauthorized residents. Violations of this policy may result in the immediate loss of your space and you will be held responsible for the housing fee until the end of your housing contract period. Any resident that violates the guest policy will not be allowed to apply for on-campus housing in the future.

CANCELLATION POLICY
A graduate Housing Contract may be cancelled without cause provided the student gives the Graduate Housing Assignment Office at least 60 days written notice of the intent to vacate. The effective date of the cancellation shall be on the earliest available Vacate Date that occurs after the 60-day notice period has elapsed. Vacate Dates occur on the last day of each calendar month. Students understand and acknowledge that they are responsible for all payments under the contract through the approved vacate date.
Graduate Housing Transfer Request 2010-2011

Please print:

Student Name:_______________________ RU ID #: ______________ Current Room #:__________

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male___</td>
<td>Female___</td>
</tr>
</tbody>
</table>
Smoker___ Willing to live with smoker___ Nonsmoker___

Email Address :________________________________ Telephone #:_________________________

Academic Department:_________________________ Department Telephone #:_______________

I request a transfer to (Campus)____________________ (Building)__________________________

Only students who have signed a Graduate Housing Contract and accepted an assignment are eligible to request a transfer. You will not be permitted to change the type of contract (academic or annual) once you have signed a Housing Contract. There will be no exceptions to this policy.

This is a request for a room/campus transfer and does not guarantee immediate approval for the requested move. When a vacancy in the requested building becomes available, you will be notified. Once you receive notification, you will have 24 hours to accept the offer and may be required to move into the requested transfer within 48 hours.

If you do not accept or respond to the transfer request offer within 24 hours, you will lose the opportunity to accept the transfer and your name will be removed from the transfer request list. You will need to complete a new Transfer Request Form that will be processed in the order in which it was received.

I have read and understand the above:

________________________________________________________
Student Signature

Office Use Only:
Date and Time Received:_______________________ Date Transfer Offered:_______________________
Graduate Summer Housing

On-campus summer housing will be available for graduate students provided they meet these eligibility requirements:

- You must be a fully-enrolled graduate student during the spring 2010 semester and be enrolled for summer courses or must be actively working on a graduate project at the university which requires residency on campus, or

Persons falling into a category other than the preceding must request housing on an exception basis. This exception must be stated clearly on the housing application, with documentation where possible. Requests for exception status must be submitted to the Graduate Housing Assignment Office in the Buell Apartments at 55 Bevier Road on Busch Campus.

Students who have annual housing contracts do not need to apply for summer housing.

Availability of Summer Housing
Spaces will be available from May 21, 2010 at 1:00 pm until July 30, 2010 at 10:00 am at the rates below.

On Busch Campus spaces will be available in:
- Buell Apartments $1,700
- Johnson Apartments $1,720 (air-conditioning permitted*)
  *the apartment has a space for an air condition that the resident will provide.

On Cook/Douglass campus spaces will be available in:
- Starkey Apartments $1,700
- Old Gibbons Houses $1,632 (no air-conditioning)

On College Avenue campus spaces will be available in:
- Ford Hall $1,632 (no air-conditioning)

Students that currently have academic contracts will be given priority for the space they currently reside in for graduate summer housing.

Payment
For continuing students, the Graduate Housing Assignment Office will add the summer housing fee to your Student Account for the spring 2010 term. Payment will be made to the Cashier’s Office. Incoming students who are not registered for the spring 2010 term will receive a separate bill when you submit your application. A receipt for the housing payment is required to obtain keys on move-in day.

Cancellations
Summer graduate housing contracts may not be cancelled and are not covered by the cancellation policy. No refunds will be issued. Please give this serious consideration before applying for summer housing.

If you are a student currently holding an academic contract and wish to remain in your current room for the summer contract period you must submit the Summer Housing Application along with your contract for next year. Your charges will be placed on your spring student account with Student Accounting.
Graduate Summer Housing Application 2010

Please print legibly.

Name________________________________________________________________________ Male___ Female___
(Last Name)     (First Name)

RU ID. #:_______________________________Department:________________________________

Current Room
Assignment:________________________________________________________________

Off-campus
Address:_____________________________________________________________________
(Street)  (City)   (State) (Zip Code)

Email Address:_____________________________ Telephone #:____________________________

Fall 2010 Housing Assignment: ______________________________________________________

Building Request:    ___Buell        ___Starkey        ___Ford        ___Johnson        ___Gibbons

Housing Rental Agreement - Summer 2010

I understand the rental amount is due for the entire summer term stated above. The rental amount will be added to my spring 2010 student account and is payable at the Cashier’s Office or is due prior to the time that I pick up my keys. I have received, read, and agree to the Terms and Conditions of Occupancy. I understand that housing is not guaranteed until my assignment has been made.

I ______________________________________hereby accept from Rutgers University the space
(Student Signature)

assigned to me in __________________________________ for the rental period from May 21, 2010 through July 30, 2010.

Office Use Only
Assignment: ___________________________  Date Received: ________