FORM COMPLETION INSTRUCTIONS

VERY IMPORTANT
Before you do anything, read me first!

Please read ALL the instructions in this booklet before completing the Housing, Dining, Knight Express Agreement. If your contract is not filled out completely and properly and accompanied by your deposit check, it will be returned to you (you will lose your priority) and you will have to resubmit it. This will delay your opportunity to receive the housing options you prefer.

• Do not fold or crease the form. Folding will prohibit processing.
• Complete both sides of the form.
• Use #2 pencil only. Do NOT use ink, felt tip, or ballpoint pens. Press firmly.
• Print one letter or number per square. You must blacken the corresponding box in the column beneath the square.
• Make marks that fill the appropriate box completely as shown, do NOT use check marks.
• Completely erase any marks you wish to change. Do not make stray marks.
• Complete ALL items (Questions 1 - 15) on the front page before separating the form.
• Refer to the Housing Information and Application Booklet for information you need to complete the form.
• Check the second (Dining) copy to make sure any erasure is complete and circle the correct choice on the second (Dining) copy to make your choice clear.
• Read the Agreement on the back of the Student Copy. This is your contract for housing.
• Sign the Agreement where indicated.
• Do not staple anything to this agreement.
• Enclose your deposit check and all other materials in the same envelope.
• Put your Student Name and Social Security number on your deposit check.
• Remove the perforations from the forms.
• Return both the Housing and Dining copies.
• Keep the Student Copy for your records.
• Do NOT send any information that is not directly housing-related or include any additional payments.
• The *Housing Complex Code List* which you will need to select your residence preferences appears on the back cover of this booklet.

Fill out your application form this way:

1. **NAME**: Print one letter per box. Start with your last (family) name leaving extra spaces blank. Then print your first name and middle initial.

2. **STUDENT STATUS**: Fill in the box that applies to you - Incoming, Returning, Transfer, Graduate, or Readmit.

3. **SOCIAL SECURITY NUMBER**: Print your social security number in the boxes, using the dashes provided. Blacken the corresponding box below each digit of your social security number.

4. **COLLEGE/AFFILIATION**: Fill in the box next to the college you will be attending. If you are enrolled in the College of Engineering, College of Pharmacy, Mason Gross School of the Arts, or College of Nursing, you must choose a college with which to affiliate.

5. **ARE YOU ENROLLED IN**: Students enrolled in the College of Engineering, College of Pharmacy, Mason Gross School of the Arts, or College of Nursing must indicate their enrollment in this section. Fill in only one.

6. **ADDITIONAL INFORMATION**: Print your home telephone number, home address, and e-mail address (es). If you do not have some of this information please leave the appropriate space blank.

7. **MEAL PLAN SELECTION**: All first-year residence hall students MUST select a meal plan from the 285, 255, or 210 block plans. Blacken the box next to the meal plan you prefer. Other options are available ONLY to off-campus students, students living in an on-campus apartment, or commuters.

   **Note**: If you made any erasures to Question 7, please page to the second (Dining) copy after answering Question 15 and circle the appropriate responses on the Dining copy to ensure your choices are clear on both copies.

8. **DEBIT POINT SELECTION**: Blacken the box corresponding to the number of debit points you wish to select in addition to your meal plan. Refer to the Knight Express brochure and Knight Express section of the information booklet for information.

   **Note**: If you made any erasures to Question 8, please page to the second (Dining) copy after answering Question 15 and circle the appropriate responses on the Dining copy to ensure your choices are clear on both copies.

9. Blacken the box that corresponds to your **type of application**.

10. **ASSIGNMENT PREFERENCES**: To help us assign you on-campus housing, please answer all questions in this section, although only numbers 1 and 2 are required (M=Male, F=Female). Blacken the box that best represents your preference. **Preferences for campus and building are honored if space is available when your completed agreement is received.**

   **Note**: Non-coed housing is only available in certain residence halls on certain campuses. Please read the Housing Information booklet “Residence Hall Accommodations” section for details on non-coed housing. If you only want non-coed housing, please indicate this in Section 22 “Comments” on the back of your Agreement.

11. **BIRTH DATE**: Print your birth date in the boxes: month, day, year. Blacken the corresponding box below each digit of your birth date. For example, April 9, 1976 should be written and blackened 04 09 76.

12. **INTENDED YEAR OF GRADUATION**: Print the year you will be graduating from college. Blacken the corresponding box below each digit. For example: 2005.

13. **NAME SECTION**: Print your last name, then first name, in the space provided along the right side of the page.

14. **INCOMING FIRST YEAR/TRANSFER STUDENTS ONLY**: Returning students should disregard this question. If you are an EOF or full financial aid or scholarship recipient, blacken Y (Deposit waived). All other incoming first-year or transfer students should blacken N (No) and enclose a $100 deposit check or money order payable to Rutgers, The State University of New Jersey. Write your student name and social security number on your deposit check. Deposits are not covered by partial-payment plans such as AMS. You must enclose a payment with your agreement.
15. **TERMS AND CONDITIONS OF THE HOUSING AND DINING AGREEMENT**: Your Agreement is your contract for housing. Please read it carefully. After reading the terms and conditions of the agreement, which are located on the back of the student copy of the Agreement, be sure to SIGN your name in blue or black ink and date the Agreement. Anyone failing to sign the Agreement will have it returned without an assignment. Parents may sign the contract for the student if they initial their signature.

The back of the housing copy of the Agreement must also be completed. To accomplish this, please separate the ENTIRE first copy of the agreement from the bottom two copies.

16. **SPECIAL INTEREST HOUSING SECTIONS**: (Optional - leave blank if not interested.) If you are interested in any of the Special Interest Housing Sections offered by your College of Affiliation, please blacken the box with a “1” next to your first preference, the box with a “2” in it next to your second choice, and the box with a “3” in it next to your third choice. Use “Other” for housing that may be described in college literature but is not listed on the form. Helyar House is available to Cook College MALE and FEMALE students.

17. **SPECIAL PROGRAMS**: Please blacken the appropriate box (es) if you will be residing with the Honors Program, are an athlete (indicate which sport), if you have special physical housing needs, or if you would like the Extended Break Housing Option.

18. **ROOM TYPES**: Blacken the box (es) of your choice. Select only three (3) choices.

19. **RETURNING STUDENTS ONLY**: Incoming and transfer students should disregard this question.

20. **INCOMING/TRANSFER STUDENTS ONLY**: (Optional - leave blank if you have no preference). For Rutgers College students only - enter campus preference.

21. **INCOMING/TRANSFER STUDENTS ONLY**: (Optional - leave blank if you have no preference). For all students, enter complex codes from the list provided on the back of this sheet to indicate an assignment preference. Continuing students should disregard this question.

Students who chose special interest housing in Question #16 or special programs in Question #17 do not have to fill in a complex preference. If you are assigned to one of those sections, your assignment will be in the building designated for that program.

22. **COMMENTS**: Please make any additional comments in the space provided.

23. Indicate by ranking **which is more important to you**: campus, roommate, building. For example, Roommate (1), Campus (2), Building (3). This ranking does not guarantee you will receive your first choice. **Preferences are honored only if space is available when your agreement is received.**

24. **ROOMMATE PREFERENCE**: (Optional - leave blank if not interested). To request a roommate, please be sure to fill in the name and the nine digits of the roommate’s social security number. Your applications should be submitted together. Although every effort is made to accommodate your requests, we cannot guarantee that you will be assigned together since this is done as space allows. Early requests are more likely to be able to be granted.

Complex code list appears on back >>>>>>>>>>>>>>>>>>>>>>>>>>>>
HOUSING COMPLEX CODE LIST

RUTGERS COLLEGE

First-year students
- Tinsley: TNSLY
- Clothier: CLTHR
- Campbell: CMPBL
- Stonier**: STNR
- Barr: BARR
- Allen: ALLEN
- Mattia: MATTI
- Metzger: MTZGR
- Davidson: DVDSN

First-year & Transfer students
- Quad II: QUAD

DOUGLASS COLLEGE

First-year students
- Lippincott: LIPP
- Katzenbach: KATZ
- Woodbury: WPPDC

Transfer students
- New Gibbons: NGIB

Special Interest Housing
- Bunting Cobb: BUNT

LIVINGSTON COLLEGE

First-year & Transfer students
- Ernst Lynton North Tower: NTLC
- Ernst Lynton South Tower: STLC
- Quads: QUAD

Transfer students
- Nichols Apartments: NICHS

COOK COLLEGE

First-year students
- Nicholas: NICHC
- Voorhees: VOOR
- Perry: PERRY
- Helyar House: HELY

Transfer students
- Newell**: NEW
- Starkey**: STARK
- Corwin: CORW

* All buildings listed here require students to have a major meal plan except Helyar House; Nichols, Newell & Starkey Apartments.
**Currently designated as extended break housing.