

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 **Erased copy** and **Knight Express** section of the information booklet for information.

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

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.

HOUSING COMPLEX CODE LIST

RUTGERS COLLEGE

First-year students	Tinsley Clothier Campbell Stonier** Barr Allen Mattia Metzger Davidson	TNSLY CLTHR CMPBL STNR BARR ALLEN MATTI MTZGR DVDSN	College Avenue campus College Avenue campus College Avenue campus College Avenue campus Busch campus Busch campus Busch campus Busch campus Busch campus
First-year & Transfer students	Quad II	QUAD	Livingston campus

DOUGLASS COLLEGE

First-year students	Lippincott Katzenbach Woodbury	LIPP KATZ WPPDC	All Douglass College buildings are on Douglass campus
Transfer students	New Gibbons	NGIB	
Special Interest Housing First-year	Bunting Cobb Scholars	BUNT BUNT	

LIVINGSTON COLLEGE

First-year & Transfer students	Ernst Lynton North Tower Ernst Lynton South Tower Quads	NTLC STLC QUAD	Livingston campus Livingston campus Livingston campus
Transfer students	Nichols Apartments	NICHS	Busch campus

COOK COLLEGE

First-year students	Nicholas Voorhees Perry Helyar House	NICHC VOOR PERRY HELY	All Cook College buildings are on Cook campus
Transfer students	Nicholas Newell** Starkey** Corwin	NEW STARK CORW	NICHC

* 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.