Stanford R&DE Student Housing Application Checklist

Couples without Children

Before you apply
- Review housing policies and procedures - detailed in the Stanford R&DE Student Housing Residence Agreement and R&DE Student Housing web pages: http://studenthousing.stanford.edu. During the application process, you will be asked to agree to the terms of the Residence Agreement.
- If you have housing priority years remaining, and want to renew your contract, file a renewal application in Axess - do not reapply for housing.
- Carefully consider the housing options for which you are eligible.
- Review the rates and fees for residences that interest you.
- If your spouse/partner also is a Stanford student, write down his or her ID number.
- Determine your move-in date.

To apply
- Go to https://axess.stanford.edu after you have accepted your offer of admission.
- Select “Housing and Dining” under the Student menu.
- Select “Apply for Housing” under the Housing Applications section and follow the prompts.

When you apply
- Carefully read each section of the application before you enter information.
- Be sure to complete all appropriate sections of the application; we cannot process incomplete applications.
- Be sure that your name, student ID, gender, academic department, contact information, and degree program are listed correctly.
- Review your application type and priority information to make sure you are applying for the correct term and are receiving the proper priority level.
- Select your move-in date. Your housing charges will be prorated based on the move-in date you select.
- Confirm the additional residents living in your apartment.
- List your residence choices, in order of preference.
  Please note that the five one-bedroom plus den apartments are only for couples who are both enrolled, matriculated Stanford students.
- When deciding between full-year or academic-year choices, please note that academic-year residences are closed for the summer and would require you to move to continue in housing. You can, however, cancel the summer term of the full-year contract. If you are assigned to the academic-year choice and are eligible to renew, you would be guaranteed housing for summer and autumn if you apply by the deadline and are willing to live in any option.
- If you cannot be assigned to any of the residences you have listed, your final choice is honored. Select “Assign me to any residence for which I am eligible” or “I am willing to accept any other assignment.” If you are indicating that you would be willing to be assigned anywhere, it is very important to list as many housing options as possible. Don’t just list a few choices and then say you are willing to live anywhere or other student with more specific choices may be assigned ahead of you. Munger Graduate Residence and the GSB Residences will not be automatically assigned through the final choice of “I am willing to accept any other assignment” due to their higher rate. You must specifically list the those options if you are interested in assignment there. Guaranteed students, who must select this final choice, are not required to additionally list Munger or the GSB Residences in order to maintain their guarantee. If you select “Assign me only to the residences I have listed” as a final choice, and cannot be assigned to any of the residences you have listed, you will not receive a housing assignment in the first Lottery round and must apply for the Waiting List and, possibly, a Continuous Assignment. If you are a guaranteed first-year student, your priority will be changed to a high priority after the first round and you will need to wait until all the other guaranteed students who were willing to live anywhere are offered housing before you are assigned. If you would refuse an assignment, it is better to restrict your preferences.
- Carefully review your choices before you submit your application.
- If you have trouble submitting your application, contact Housing Assignments by filing a Service Now request at services.stanford.edu or by phone at (650) 725-2810.
- If you have successfully submitted an application, you will see a confirmation page and receive a confirmation email.

After you apply
- Verify that your application has been properly submitted by selecting the “Review” option under the Housing Applications section in Axess.
- You may update your application until the final deadline by selecting “Edit” under the Housing Applications section.
- You may withdraw your application without penalty until the final deadline by selecting “Withdraw” under the Housing Applications section. After the deadline cancellation fees will apply.

Housing application information is confidential and provided only to residence staff who make room and apartment assignments.
Note: Stanford University may ask you to provide certifiable documents of facts detailed in your housing application or on your signed Residence Agreement. Any misrepresentation of facts for housing purposes is considered a violation of the Stanford University Residence Agreement and the Fundamental Standard of student conduct and may result in the loss of housing privileges and/or possible University disciplinary action.
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