Stanford R&DE Student Housing Application Checklist

Groups

Before you and your group apply

☐ If you have housing priority years remaining and want to renew your contract in place, you should file a renewal application instead of a new housing application. In Axess, the Renewal Application is located with the other Housing Applications under Housing and Dining in the Student section of Axess.

☐ 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.

☐ With other members of your group, decide on a group name and password that cannot easily be duplicated. The name and password must be different and should contain five to eight characters. You must use at least one alpha and one numeric character with no symbols. Elect one group member to be the group leader. He/she will create the group in Axess and the others will join it.

☐ Carefully consider the housing options for which you and your group are eligible.

☐ Review the rates and fees for residences that interest you.

☐ List your residence choices in order of preference. (You will have a better chance of being assigned together if everyone in the group lists the same residence choices in the same order.)

☐ Select the group retention option if you want to keep your group together and your top choices aren't available. Specify how many choices you want to include. The group retention feature will not work for students who have different priority levels (e.g. first year and continuing students who are applying as a group).

☐ Determine your move-in date.

☐ Remember that each member of the group must submit a separate application. Group members can automatically copy the group leaders choices onto their application.

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 and your group apply

☐ 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.

☐ 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.

☐ Select your move-in date. Your housing charges will be prorated based on the move-in date you select.

☐ List the exact group name and password on your application. If your entry is different, you won't be assigned with your friends.

☐ If you are a law student with assignment priority to Munger Graduate Residence or a GSB students with priority to the GSB Residences, you may be split from your group if you are applying with students without priority or with students in your program who have a different priority level. If you use group retention to stay with your group, the assignment program will disregard your priorities.

☐ When deciding between full-year, academic-year, or autumn-only choices please note that academic-year and autumn-only residences would require you to move to continue in housing. You can, however, cancel the summer term of the full-year contract.

☐ Don't list a choice where you don't want to live—you might get it.

☐ Complete the Roommate Preferences section of the application. If we cannot assign you to a residence with your group, we will try to provide you with a potentially-compatible match.

☐ 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" only if you are willing to live in any graduate residence, including shared occupancy apartments. If you select "Assign me only to the residences I have listed" as a final choice, you will not receive a housing assignment in the first-round Lottery and must apply for the second-round Waiting List and, possibly, a third-round Continuous Assignment. If you are a guaranteed first-year student your priority will be changed to a high priority 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.

☐ Carefully review your choices before you submit your application. If your group leader has made changes to his/her application, you will need to recopy the choices to update 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.

☐ If you have men and women in your group and want to be assigned to the same apartment, you will need to make a special request to live in a coed apartment. Our default is to assign you to a single sex apartment. If you are all assigned to the same type of apartment, submit a gender-inclusive request form on Axess listing the names of your requested roommates. Your Housing Front Desk will attempt to assign you to the same apartment. All group members must submit a request and the gender balance of the residence must work out before the assignment to the specific apartment can be confirmed.

☐ If you are living in gender-neutral housing and one of your roommates leaves in the middle of the year, you may be required to move in order to return the space to single-gender. No students will be assigned to a mixed-gender apartment without requesting it.

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.

Updated: MARCH 2019