Stanford R&DE Student Housing Application Checklist

Single Graduate Students

Before you apply
☐ Review the Residence Agreement and R&DE Student Housing policies and procedures. When you apply, you will be asked to agree to the terms of the Residence Agreement.
☐ If you currently live on campus and want to renew your contract, you should file a separate renewal application in Axess.
☐ Carefully consider the housing options for which you are eligible.
☐ Review the rates and fees for residences that interest you.
☐ List your residence choices in order of preference.
☐ 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
☐ 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.
☐ Complete the Preferences section of the application. If you do not apply with a group or if we cannot assign you to a residence with your group, we will try to provide you with a potentially-compatible match.
☐ List your residence choices, in order of preference.
☐ 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.
☐ You should list all the specific choices that you would be willing to live. Don’t list a choice where you don’t want to live—you might get it.
☐ If you cannot be assigned to any of the residences you have listed, your final choice is honored. Select “Assign me to any residence” only if you are willing to live in any graduate residence, including every shared occupancy apartments either on or off campus. 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 these choices 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-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 guaranteed 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.
☐ If you have housing priority years remaining and would rather renew your contract, then withdraw the Lottery application and submit the separate renewal form.

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

http://studenthousing.stanford.edu