

SPECIAL REQUEST HOUSING RESERVATION FORM

SUBMISSIONS OF THIS FORM WILL RESERVE HOUSING ACCOMODATIONS FOR HOUSING. PROGRAM DIRECTORS MUST ADVISE STUDENTS TO APPLY FOR HOUSING ONLINE AT <https://housing.gsu.edu/myhousing>

(To complete the form, please download the application, save it as a personal file, then type response by clicking once beside the colon sign or in the box where appropriate).

Program Director (PD):
 PD E-mail:
 Alternate Contact Person:
 Alternate E-Mail:
 Student Exchange Program:
 College:

Phone Number:

 Phone Number:

 Country of Exchange:

Please complete the following information for confirmed student. Incomplete request forms will be returned

Last Name	First Name	Gender	Student ID	Class Status	Fall, Spring, or May/Summer
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

You may view virtual tours of select room types at the following website: <http://myhousing.gsu.edu/residence-halls/virtual-and-video-tours/>

Additional information may be found on **University Housing Office** Website <http://myhousing.gsu.edu/>

- Expected Arrival Date:
- Arrival Time if Known:
- Other Pertinent Information and Needs:

Your Contact in the Housing Office:

E-mail your completed form to Mr. Joshua Vance, Sr. Administrative Coordinator-Housing Assignments at jvance8@gsu.edu
 For additional information, call 3-1972.

Housing Deadlines for Exchange Programs:

http://www.gsu.edu/images/UniversityHousing/exchange_program_housing_request.pdf

In order for Housing to accommodate your requests, please send this form on or before the following deadlines by 12 Noon:

- A. May/Summer Semester MARCH 7, 2015
- B. Fall Semester MAY 1, 2015
- C. Spring Semester NOVEMBER 6, 2015

Program Directors must submit a SPECIAL REQUEST HOUSING RESERVATION Form for new and returning students for each semester that the student will require housing. If a student is no longer attending the University, immediately notify the housing office

Housing Contract:

Students that are listed on this form must submit a housing application online, accept the Housing Contract, and make payment for the Room Deposit. A submitted application and accepted contract along with SPECIAL REQUEST FOR HOUSING Form will guarantee housing for your students. **Housing assignments will be made based upon room availability not specific room types or roommate(s) preferences.**

Steps to Apply:

Students must be accepted to Georgia State University before submitting an application.

Step 1: Obtain campus ID and email by visiting <https://campusid.gsu.edu/index.cfm>

Step 2: Go to <https://housing.gsu.edu/myhousing> submit a housing contract, make payment by credit/debit card and, and complete required application questions. Forms of Credit Card accepted: Visa, Master Card, American Express, and Discover Card. *****The University Cashier will accept wire transactions. Please call the Housing office for wire transactions and application instructions*****

Contract Breakage Waiver- Short-term Exchange Students:

When registering for fall semester housing, students would normally have to sign a contract with Housing for one year (Fall and Spring semesters). However, to accommodate short-term exchange students, Housing has agreed to release them out of the Spring Semester without penalty fees. A letter from the Program Director is the only documentation required to cancel the second term without penalty fees. ***If a student is leaving at the end of the Fall term and/or extending their contract for the Spring Term, email jvance8@gsu.edu. This email must be received in the Housing Office by 12 Noon on first business day of November.***

Cancellation by Program Director:

University Housing will cancel reservation requests at no penalty to the student or the Program Director's department. However, after dates listed below the student will be billed according to the cancellation policy written in the Housing Contract (see Cancellation by Student). Please notify University housing prior to the specified dates listed below:

- A. May Semester May 10, 2015 at 12 Noon
- B. Summer Semester May 25, 2015 at 12 Noon
- C. Fall Semester July 1, 2015 at 12 Noon

If a student is no longer attending the University, immediately notify the housing office

Cancellation by Student:

- A. Cancellation before Start of Classes: Students that cancel the Contract after acceptance by the University but prior to the first day of classes will forfeit the Room Reservation Deposit.
- B. After the Start of Class: Students, will forfeit the \$350 Room Reservation Deposit, in addition to the cancellation fees outlined in housing contract under Exhibit B.

Semester Break Residence Hall Closures:

All housing facilities except University Lofts will close between the Fall and Spring Semester (Winter) and at the end of Spring Semester. For fall closing, Residents will not be required to move their belongings from their rooms/apartments. However, at the end of the Spring Semester all students are required to remove all belonging. University Housing will disrupt the card access system and collect the resident's apartment keys as students leave for the break. Both buildings will re-open at 8:00 am the Saturday before spring semester classes' start. International students should schedule their flights with this in mind.

Early Access to Housing for Exchange Students:

For Fall Semester, Housing will grant international student early access to their room assignment. ***Typically the early access date is the day before international orientation.*** This is a complementary offering by University Housing. In cases where students need to arrive earlier than Housing's designated early access period, students will be charged a **nominal fee of \$60 per night.** University Housing will indicate the earliest that a student can access the residence. Please have your exchange students contact you or the Housing Office regarding early access.

For the most up-to-date housing information please go to <http://myhousing.gsu.edu/> or call 404-413-1800.

http://www.gsu.edu/images/UniversityHousing/exchange_program_housing_request.pdf

