## Graduate Room Draw Quick Guide

### Room Draw Steps

- **Basic Step to Room Draw:**
  - Access Room Draw Application through My Housing for Graduates by March 26th
  - Name roommates (if applicable)
  - List and rank housing preferences
  - Become successful for an apartment (Lakeside, Lawrence, or Edwards)
  - OR Participate in Room Selection Process (GC/Annex)
  - Accept a housing contract

**Please keep in mind:**
- The order of room type preferences should exactly match among roommates
- Students are successful for a room type (ex: 1, 2, 3 bedroom), NOT a location (ex: Lakeside, Lawrence)
- If you are successful for your current unit type, you will be offered your current apartment
- Meal plans are required at the Graduate College
- Students may not be successful for their first preference, it is important to list more than one preference
- If you do not accept your contract within 7 days of receiving an offer, your contract will be canceled

### Pre-Draw Retention

All **current** G1s and G2s living in a studio or 1-bedroom, G1s and G2s living with a spouse or partner in a 2-bedroom apartment, and families with children (regardless of class year) will receive an automatic retention offer through My Housing for Graduates.

Any single 1st or 2nd year student living in a multi-bedroom apartment OR the GC/Annexes who would like to retain must submit a pre-draw Pull-In Form to the Housing Office by February 15. **Students can only retain fully occupied apartments.** Vacancies can be filled by pulling in G1, G2, or G3 students. Housing will review retention requests and contracts will be sent for student signature.

- All apartment retention contracts must start July 1st.
- Pre-draw pull in contracts must start when the room is ready. Due to the turnover process, this may be between July 1st—8th
- If any pre-draw contract holder cancels their retention, their roommates have until March 19th to replace them with another eligible student

### Hardship Housing

Students may qualify for housing through the Hardship Housing Process due to special circumstances, financial hardship or some other type of hardship. The following must be submitted to the Graduate Housing Office by February 15, 2019 for consideration:

- A completed Hardship Application
- A statement explaining the student’s situation (financial or personal)
- A copy of the latest Federal Income tax return

### Medical Accommodation

If a student has a disability or medical condition that warrants special accommodation, please submit the following and return to the Office of Disability Services by February 15, 2019 for consideration:

- A completed medical accommodation form
- Supporting documentation, such as a letter written by a doctor or care provider confirming need for special accommodation

### Add Family Members: Documents

**Adding A Spouse or Domestic Partner**
- Application for Domestic Partnership-Multiple Occupancy Housing
- Copy of marriage certificate OR other proof of relationship (joint bank account statement, beneficiary information, etc.)

**Adding A Child or Other Dependent**
- A copy of a birth certificate for a dependent child
  - AND/OR
  - A copy of the most recently filed Federal Income tax return (Form 1040) containing dependent status information.

All family documentation should be submitted to the Housing Office by March 15, 2019

**For full Room Draw information and forms, please visit:**

HRES.PRINCETON.EDU

**As housing is limited and priority is given to 1st and 2nd year students, we advise all graduate students in their 4th year and above to look for off-campus housing.**