**Graduate Room Draw Quick Guide**

### Pre-Draw Retention

**Apartments**

All current 1st or 2nd year students living in a studio or 1-bedroom AND families (with children) regardless of class year living in an apartment will receive an automatic retention offer through My Housing for Graduates. Any current single 1st or 2nd year student living in a multi-bedroom apartment 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. If there are vacancies in an apartment, students can pull-in any current 1st, 2nd, or 3rd year student. Housing will review retention requests and contracts will be sent for student signature.

- All retention offers must have a July 1 start date
- Due to the room turnover process, all pull-in contracts will begin on July 6, unless the room is ready for a July 1 start date
- If any pre-draw contract holder cancels their retention offer, students have until March 20 to replace that student with another pre-draw eligible student to fill the room

**Graduate College and Annexes**

If a student living in the Graduate College or Annexes would like to retain their room for the following year, they should complete and submit a Pre-Draw Pull-in Form to Student Housing by February 15.

### Room Draw Steps

Students wanting housing for the 2018-2019 academic year should use the following steps:

- Access Room Draw Application through My Housing for Graduates by March 27
- List and rank housing preferences
- Participate in Room Selection Process (GC/Annex)
- Name roommates (if applicable)
- Become successful for an apartment (Lakeside, Lawrence, or Edwards)
- Accept a housing contract

**Important**

- *** Room Preferences should match among roommates in order and type EXACTLY.
- Students are successful for a room type, NOT a room location
- Students who live in the Graduate College, must carry a meal plan for the academic year
- Students may not be successful for their first preference, so it is extremely 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 (You may replace students who reject the offer until March 20)

### 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 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 condition that warrants special accommodation, please complete the following and return to the Graduate Housing Office by February 15 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
  - 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.

For full Room Draw information and forms, please visit: [HRES.PRINCETON.EDU](http://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.**