

# Graduate Housing Quick Guide: Room Draw

## Pre-Draw Renewal

All **current** G1s and G2s in studio or 1-bedroom apartments, 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 renewal offer through My Housing for Graduates on February 25<sup>th</sup>.

Any G1 or G2 living in a multi-bedroom apartment **OR** the GC/Annexes who would like to renew: **must submit a renewal form to Student Housing by February 18<sup>th</sup>, 2020. Students can only renew fully occupied apartments.** Vacancies can be filled by naming any G1, G2, or G3 on the renewal form. On time renewal requests will be reviewed and contract offers will be sent for signature.

- **All apartment renewal contracts must start July 1<sup>st</sup>.**
- Pre-draw contracts for new roommates must start as soon as the room is ready. Due to the turnover process, this may be between July 1<sup>st</sup>—8<sup>th</sup>
- If any renewal contract holder cancels their contract, the remaining roommates have until March 17<sup>th</sup> to replace them with another eligible student

**For full Room Draw information and forms, visit: [HRES.PRINCETON.EDU](https://hres.princeton.edu)**

## Room Draw Basics

Basic Steps to Room Draw:

- Access Room Draw Application through My Housing for Graduates **by March 24<sup>th</sup>**
- Name roommates (if applicable)
- Rank housing preferences and select whether or not to apply for GC/Annex Room Selection
- Be successful for an apartment (Lakeside, Lawrence)
- **OR** Participate in GC/Annex Room Selection

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
- You may not be successful for your first preference, it is important to list multiple preferences
- Offers are canceled if you do not accept within seven days of receiving it

## Hardship Housing

Students may apply for the Hardship Housing Process, due to financial hardship or special circumstances by submitting the following to Student Housing by **February 18<sup>th</sup>** for review:

- Completed Hardship Application
- Statement explaining the student's situation (financial or personal)
- Copy of latest Federal Income tax return

## Medical Accommodation

Students who require accommodation for a medical reason must submit the following to the Office of Disability Services by **February 18<sup>th</sup>** for evaluation:

- Completed Medical Accommodation Form
- Supporting documents, such as a letter written by a doctor or care provider confirming need for accommodation

## Adding Family Members

Family documentation is due **March 20<sup>th</sup>**

**Domestic Partner:** Application for Domestic Partnership and a supporting document (joint bank statement, insurance beneficiary information, etc.)

**Spouse:** marriage certificate (scan or photocopy)

**Child or Dependent:** Copy of a birth certificate **OR** copy of the most recently filed Federal Income tax return (Form 1040) containing dependent status information.

**\*\* Housing is limited and priority is given to earlier years of study. We advise graduate students, G4 and above, to look for off-campus housing.**