

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 March 2nd.

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 March 9th, 2021. 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 1st.**
- 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 1st—8th
- If any renewal contract holder cancels their contract, the remaining roommates have un-til March 30th 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 April 6th**
- 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 23rd** 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 23rd** 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 26th**

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.**