

# COLLEGE HOUSE

UNIVERSITY OF PENNSYLVANIA

# ROOM APPLICATION

## Information for Transfer Students 2012 > 13

DEPARTMENT OF RESIDENTIAL SERVICES  
STOUFFER COMMONS  
3702 SPRUCE STREET  
PHILADELPHIA, PA 19104-6027  
PHONE 215.898.8271  
FAX 215.573.2061  
URL WWW.UPENN.EDU/HOUSING

### **Congratulations on your acceptance and welcome to Penn's College House experience.**

For your convenience Penn has an online application available at [www.admissions.upenn.edu/decisions](http://www.admissions.upenn.edu/decisions)

If you have lost your Admission's pin and password, please contact Admissions by email to [eapps@admissions.upenn.edu](mailto:eapps@admissions.upenn.edu). Before completing your application, please familiarize yourself with the choices available to you in our College Houses and Residential Programs and review the rent schedule to learn the room types and associated rates.

### **The Occupancy Agreement**

When you apply for housing you will be signing an occupancy agreement, a legally binding commitment to live in campus housing. You are agreeing to pay rent and College House fees for the entire academic year and abide by all University policies. The agreement is available on our website at [www.upenn.edu/housing](http://www.upenn.edu/housing) Please review it paying particular attention to the cancellation section. There are cancellation fees applicable to everyone once the agreement is submitted.

### **Special Housing Needs**

Students with special housing needs because of a serious medical condition or disability must indicate this when applying. You must also complete the "Request for Housing Accommodation" form and return it within 5 days of submitting your housing application. This form is available at [www.upenn.edu/housing](http://www.upenn.edu/housing) and is required for consideration. If it is determined that special consideration will be granted, we will try to respond to the medical need to the extent possible. We may not necessarily respond to additional preferences not required by the condition.

Students with disabilities are invited to self-identify and are encouraged to do so early to ensure that there is sufficient time to accommodate needs. If you wish to self-identify or have questions regarding accessible housing, please contact the Office of Student Disability Services, Weingarten Learning Resources Center, 3702 Spruce Street, Suite 300, Philadelphia, PA 19104-6027, 215-573-9235 (Voice), 215-746-6320 (TDD), 215-746-6326 (Fax.)

### **Roommates**

You may request one incoming transfer roommate. Follow these steps:

1. You and your roommate must start your housing applications and create your user names (screen name) for the housing portal.
2. Share your user name with your roommate and discuss your housing preferences as all room choices must match.
3. One roommate may then request the other by entering the roommate's first and last name and user name on the application. It must match exactly as it appears on their housing application ("Details" step).

4. The requested roommate then returns to the housing application and must accept the request. If the requested roommate decides to decline for any reason, it is their responsibility to share this information with the requestor.
5. Neither roommate should submit their application without confirming that the other roommate has applied and completed the roommate step. You cannot change or add information once you submit your application.

Please be aware that because of limited availability at this time, roommate requests may not be accommodated.

### **Room Selection and Assignment**

While housing is not guaranteed, we make every effort to accommodate students who wish to live on campus. At this time in the assignments cycle, room type availability is limited because current students have already selected rooms. You are encouraged to apply early, list up to eight House and Program choices, and vary your selections. If living on campus in any room is important to you, then you should indicate this in the appropriate section. Otherwise, you will only be considered for the preferences you've listed. If you are interested in gender neutral housing, please select this option. (Review gender neutral housing policy available at [www.upenn.edu/housing](http://www.upenn.edu/housing) before applying.) Be aware that once you are assigned a room, there is a cancellation fee if you decide not to live in University housing for any reason.

### **Housing Notification**

Your housing assignment confirmation will be posted at [campusexpress.upenn.edu](http://campusexpress.upenn.edu). Log in using your PennKey and password.

\*Please note: you must confirm or cancel your housing online at [campusexpress.upenn.edu](http://campusexpress.upenn.edu) or in writing via e-mail ([living@exchange.upenn.edu](mailto:living@exchange.upenn.edu)) or fax (215-573-2061) by the deadline provided or within five business days.

