



Studying Abroad for Spring 2010 or Fall 2010?

Important information on how studying abroad affects your university housing

You will be guaranteed university housing upon your return provided that you:

- Are participating in a Carnegie Mellon affiliated study abroad
- Live in university housing the semester prior to your semester abroad
- Plan to return to university housing for the semester immediately following your program
- Submit an application for housing to Housing and Dining Services during the semester *before* leaving for your program, based on the deadlines listed here.

All information contained here also applies to residents who are participating in a Carnegie Mellon sponsored co-op program.

If you do not submit a housing application before your departure, you will not be contacted about university housing and your guarantee of housing will be forfeited.

Residents studying abroad for the Spring 2010 semester

Important dates and information

Returning to Housing for Fall 2010	
By December 16, 2009 at 12 p.m. (noon)	Visit Housing and Dining Services to cancel university housing assignment for Spring 2010 in order to receive a full refund*
By December 16, 2009 at 12 p.m. (noon)	Complete and submit housing application for Fall 2010 housing (<i>this makes you eligible for Room Selection 2010</i>)
Within 2 weeks of receipt of application	Receive email confirming receipt of application (please contact us if you do not receive this confirmation)
By January 29, 2010 *	Final application deadline for Fall 2010 housing guarantee; submitting your application before this date will make you eligible to participate in Room Selection 2010. Applications submitted after this date will be put on the housing waitlist which is assigned during the summer and housing is not guaranteed.
Early February	Email regarding Room Selection that includes deadlines and information about room selection numbers, selection, and cancellation.

Residents who are abroad during the spring semester will participate in room selection via the internet (if you will not have internet access while you are abroad please notify the Room Assignments staff at the time that you submit your housing application and/or cancellation form to receive further instruction.)

You will be asked to:

- Go online to sign your 2010-2011 Housing License Agreement and confirm your intentions to participate in Room Selection.
- Designate a proxy who will select a space for you based on your random room selection lottery number.
- Cancel your housing assignment for Fall 2010 before the published deadlines if you decide to move off-campus.

Failure to submit a housing application before the January 30, 2010 deadline or failure to successfully participate in Room Selection forfeits your guarantee for your university housing for the Fall 2010 semester. During the Room Selection process we will send regular e-mail updates to notify you about what you need to do and to walk you through the process.

Residents studying abroad for the Fall 2010 semester

Important dates and information

Note: Residents who know that they are studying abroad during the Fall 2010 semester should not participate in Room Selection. Residents who are still unclear about their study abroad status can participate in Room Selection to secure a room for Fall 2010 housing but must cancel their housing assignment before the published cancellation deadlines in order to receive a full refund.

Returning to Housing for Spring 2011	
Wednesday, May 12, 2010	Submit application for housing for Spring 2011 semester before leaving for the summer *; Confirm that your fall housing assignment has been cancelled if you signed up for housing during room selection
Within 2 weeks of receipt of application	Receive email confirming receipt of application (please contact us if you do not receive this confirmation)
By November 11, 2010	Respond to e-mail to confirm your interest in returning to university housing for spring 2011; final deadline to submit application for guaranteed spring housing
By January 7, 2011	E-mail offering assignment for Spring 2011 housing
Within 48 hours of assignment offer	Accept or decline Spring 2011 room assignment offer and submit Housing License Agreement to confirm and secure assignment

Assignments for the spring semester are made in order of application date. The sooner you submit your application, the more likely you will be to get one of your preferred living areas.

*** Note regarding housing cancellations:** Housing License Agreements will only be cancelled after Housing and Dining Services is able to verify that you are enrolled in a CMU sponsored or affiliated study abroad or co-op program. However, residents can still fill out the form, and it will be processed once the enrollment is verified.

Remember, if you have any questions regarding housing as you are departing from or returning to campus, please feel free to contact the Housing & Dining Services Office at 412-268-2139 or via email rmassign@andrew.cmu.edu. We are located on the ground level of Morewood Gardens E-tower.

Keep this form for future reference!

Building Preferences

Please rank your preferred buildings in numerical order and check the boxes next to the building if you would prefer a specific room type within that building. Do not rank a building if you are not interested in living there.

If you do not have any building preferences and are willing to accept the first available assignment, please check this box.

Buildings for all residents:

___ Doherty Apartments	<input type="checkbox"/> Efficiency – double	<input type="checkbox"/> 1BR – triple		
___ Fairfax Apartments	<input type="checkbox"/> Efficiency – double	<input type="checkbox"/> 1BR – double	<input type="checkbox"/> 2BR – double rm	<input type="checkbox"/> 2BR – single rm
___ Henderson House	<input type="checkbox"/> Prime single	<input type="checkbox"/> Prime double		
___ Marg. Morr. Apts.	<input type="checkbox"/> Double room			
___ McGill House (female)	<input type="checkbox"/> Prime single	<input type="checkbox"/> Prime double		
___ Morewood Gardens	<input type="checkbox"/> Prime single	<input type="checkbox"/> Prime double	<input type="checkbox"/> Prime triple	
___ Mudge House	<input type="checkbox"/> Standard single	<input type="checkbox"/> Standard double	<input type="checkbox"/> Standard triple	
	<input type="checkbox"/> Prime single	<input type="checkbox"/> Prime double	<input type="checkbox"/> Prime triple	<input type="checkbox"/> Prime quad
___ Resnik/West Wing	<input type="checkbox"/> Prime single	<input type="checkbox"/> Suite single	<input type="checkbox"/> Prime double	<input type="checkbox"/> Suite double
___ Roselawn Houses (5 occ)	<input type="checkbox"/> House – single rm	<input type="checkbox"/> House – double rm		
___ Shady Oak Apartments	<input type="checkbox"/> Efficiency – double	<input type="checkbox"/> 2BR suite – double rm	<input type="checkbox"/> 2BR suite – single rm	
	<input type="checkbox"/> 3BR suite – single rm	<input type="checkbox"/> 2BR apt. – double rm	<input type="checkbox"/> 2BR apt. – single rm	
___ Veronica Apartments	<input type="checkbox"/> Efficiency - double			
___ Webster Hall	<input type="checkbox"/> 1BR apt. – double	<input type="checkbox"/> 2BR apt. – double rm	<input type="checkbox"/> 2BR apt. – single rm	
___ Welch House	<input type="checkbox"/> Prime single	<input type="checkbox"/> Prime double		
___ Woodlawn Apartments	<input type="checkbox"/> 1BR apt. – triple	<input type="checkbox"/> 2BR apt. – single		
	<input type="checkbox"/> 2BR apt. – double	<input type="checkbox"/> 7 occ. apt.		

Buildings for first-year residents only:

___ Boss House	<input type="checkbox"/> Prime single	<input type="checkbox"/> Prime double		
___ Donner House	<input type="checkbox"/> Standard single	<input type="checkbox"/> Standard double	<input type="checkbox"/> Standard triple	
___ Hamerschlag House (male)	<input type="checkbox"/> Standard single	<input type="checkbox"/> Standard double		
___ London Terrace Apartments	<input type="checkbox"/> Efficiency Apt. (2 occ)	<input type="checkbox"/> 1 BR Apt. (2 occ)		
___ Morewood E-tower	<input type="checkbox"/> Standard single	<input type="checkbox"/> Standard double		
___ Shirley Apartments	<input type="checkbox"/> Efficiency – single rm	<input type="checkbox"/> 1BR – double rm		
___ Stever House	<input type="checkbox"/> Stever House double			
___ Scobell House (male)	<input type="checkbox"/> Standard single	<input type="checkbox"/> Standard double		

If you have a special request, please write it here: _____

Additional Assignment Information

1. Housing assignment offers are typically sent out via e-mail. If you will not have regular access to e-mail, please notify us when you submit your application.
2. Applications are accepted on a first-come, first-served basis, and are processed in the order that they are received.
3. Due to the limited availability of spaces, we are typically not able to honor requests for requested roommates or single rooms.
4. Assignments for the Spring semesters are typically not determined until the end of the fall semester (usually in mid to late December.)