

# YALE HOUSING

## **IMPORTANT: New Application Procedure for Dormitories:**

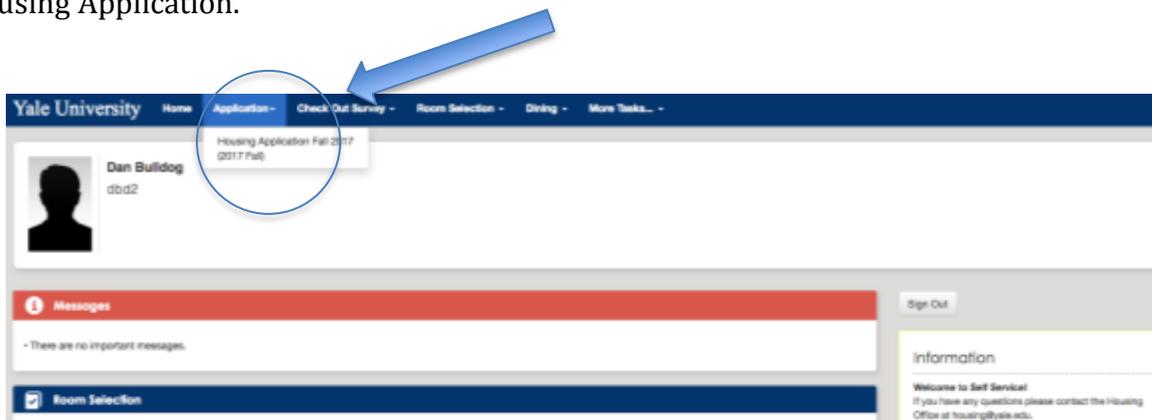
For those students applying for dormitory living in 254 Prospect Street, 276 Prospect Street, ES Harkness Hall, Hall of Graduate Studies or Helen Hadley Hall, you will be able to choose the Hall and the Room you'd like to live in after we have received your application.

### **1. Apply for Housing**

Starting Monday, April 17, 2017, go to your Self Service page (select [Self Service](#) or go to <http://housing.yale.edu/graduate-housing>) and log into Self Service with your Yale NetID and Password.



Under the "Application" drop down menu, select "Housing Application." Complete the Housing Application.

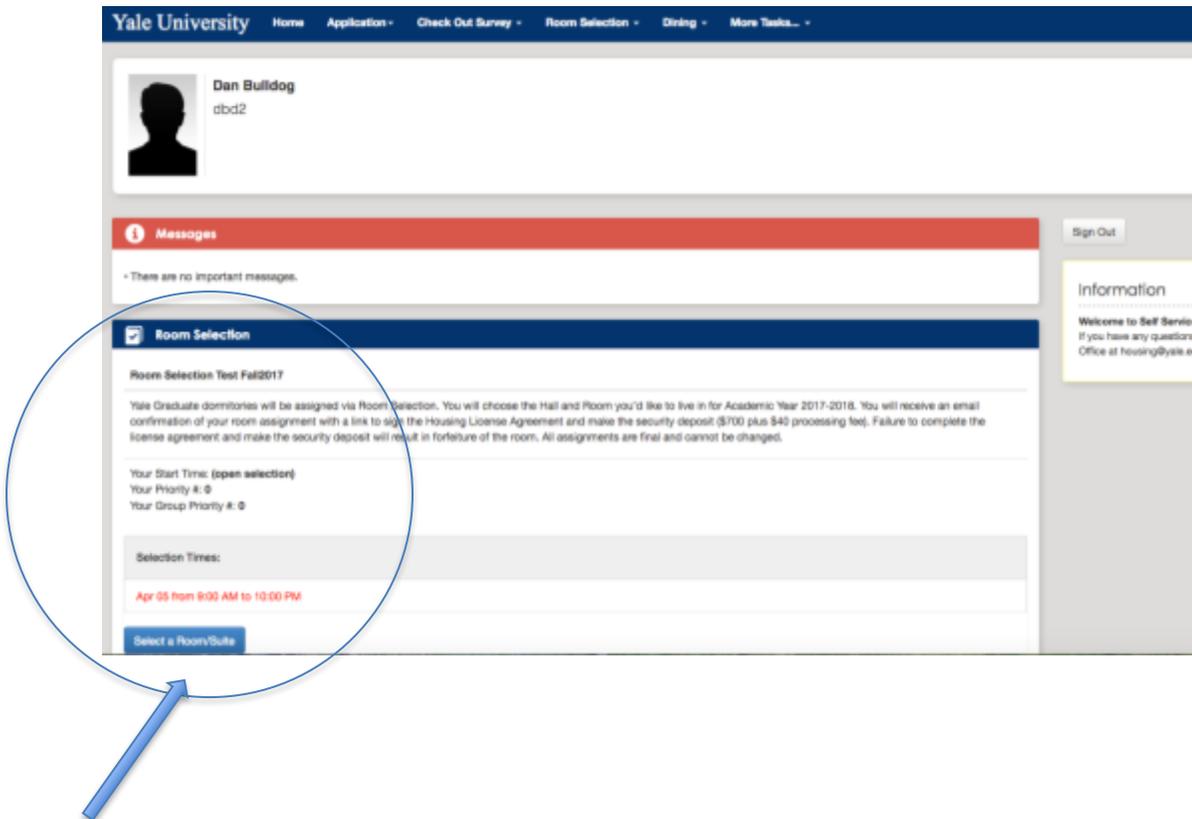


## 2. Room Selection

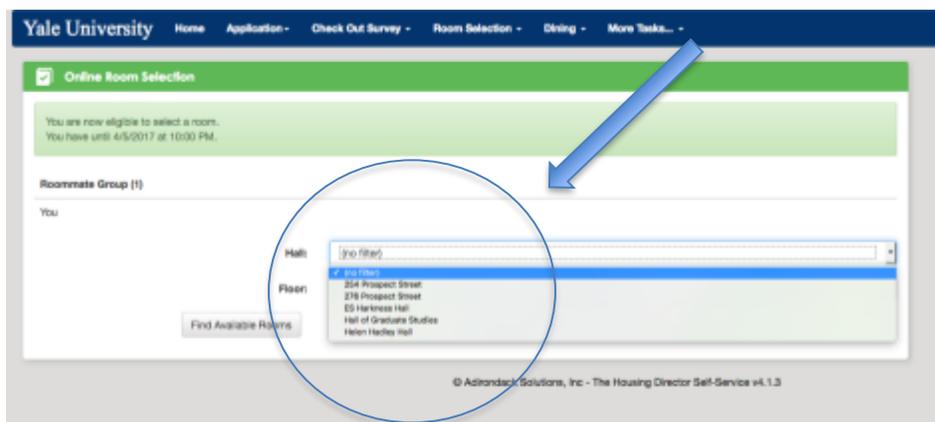
On the following business day, you will be notified by email of the day and time to go back into your Self Service portal to pick your Hall and Room.

### Instructions for picking your room for 2017-2018 Academic Year:

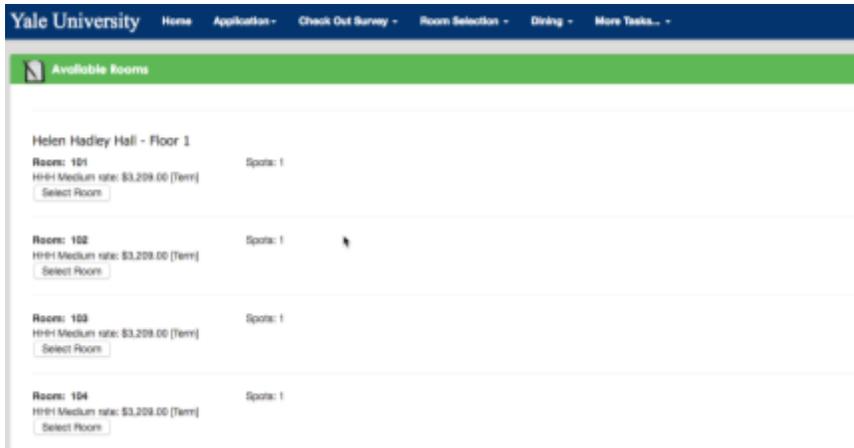
1. From your Self Service page, go to the Room Selection Bar.
  - Click on the blue button “Select a Room/Suite.”



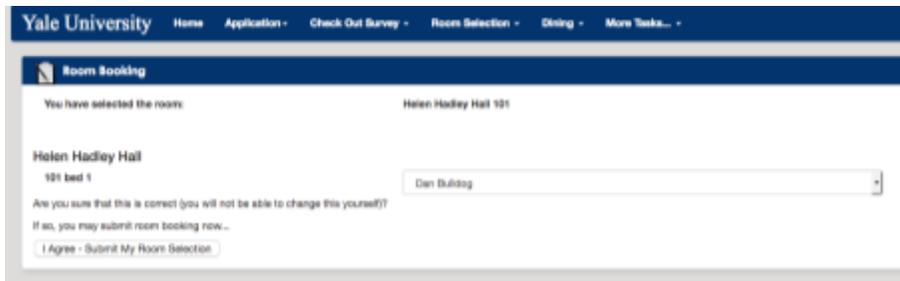
2. Choose the Hall (and floor number if that's important to you).



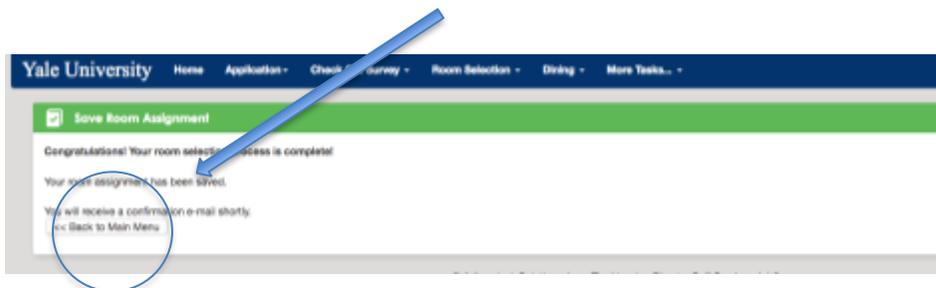
- Click on the button “Find Available Rooms.” All available rooms that you are eligible for in that Hall (and floor if chosen) will display. The room number, room type and semester rate will be displayed.



3. Once you’ve decided on a room, click the “Select Room” button. You’ll get this screen:



4. To choose this room, click “I Agree – Submit My Room Selection.” You’ll get this screen. Click “Back to Main Menu.”



5. Under the Applications tab, choose “New Housing License Agreement (2017 Fall)”

6. To finalize your room, you'll need to read and sign the Housing License Agreement.

7. Click continue and fill out this screen if you'll have a vehicle on campus.

The screenshot shows the 'Personal Information' section of a web application. At the top, there is a navigation bar with 'Yale University' and links for 'Home', 'Application', 'Check Out Survey', 'Room Selection', 'Dining', and 'More Tasks...'. Below the navigation bar is a green header with a house icon and the text 'Personal Information'. A red note states: 'Questions marked with an asterisk (\*) are required.' The form contains three input fields: '01. Vehicle Make/Model', '02. Vehicle License Plate and State', and '03. Vehicle Color'. A 'Continue >>' button is located at the bottom left. At the bottom of the page, there is a small copyright notice: '© Adirondack Solutions, Inc - The Housing Director Self-Service v4.1.3'.

and fill in your Emergency Contact information:

The screenshot shows the 'Addresses/Emergency Contacts' section of the web application. It features a green header with a house icon and the text 'Addresses/Emergency Contacts'. A note reads: 'Please save one address/emergency contact at a time and click the Continue button when you are done.' The form is titled 'Emergency Contact Type: Emergency Contact (REQUIRED)'. It includes several input fields: 'Contact Name\*', 'Relationship\*' (a dropdown menu with 'Spouse/Partner' selected), 'Street Address 1\*', 'Street Address 2', 'City\*', 'State\*' (a dropdown menu with 'Select a State' selected), 'Zip Code\*', 'Home Phone Number\*', 'Work Phone Number', 'Mobile Phone Number\*', and 'Email Address\*'. A 'Save This Contact' button is positioned at the bottom left.

Click "Save This Contact" and then click "Continue"

8. Security Deposit Payment – to finalize your room assignment, you need to make your security deposit (\$700 + \$40 processing fee):

The screenshot shows the Yale University Housing Security Deposit payment page. At the top, the Yale University logo is displayed. Below the logo, there is a progress bar with three stages: ACCOUNT INFO, PAYMENT DETAILS, and COMPLETE. The current stage is PAYMENT DETAILS, which is highlighted in blue. The title of the page is "Housing Security Deposit".

The ACCOUNT INFO section contains the following fields:

- First Name\*
- Last Name\*
- Day\*
- Building
- Email Address\*
- Yale Student ID
- Phone Number
- DOB (MM/DD/YYYY)\*

The PAYMENT DETAILS section shows a table with the following information:

Select	Payment Options	Am
<input type="checkbox"/>	Security Deposit	\$

At the bottom right of the table, it says "Total Amount \$". Below the table, there is a "CONTINUE" button.

9. You'll receive a confirmation message that you have secured your Yale Housing dormitory room for the 2017 – 2018 Academic Year!

### **What you need to know:**

- All chosen assignments are final. If you want to cancel your room, you need to contact the Housing Office ([housing@yale.edu](mailto:housing@yale.edu)).
- If you cancel your assignment, you will forfeit the \$700 security deposit.
- Housing assignments that do not have a signed housing license agreement or security deposit will be withdrawn and put back into the pool.
- Hall of Graduate Studies
  - This hall is limited to those students in the Graduate School of Arts & Sciences. Students in other disciplines will not be eligible to live here.
- Medical Students – Harkness Hall
  - If you are a medical student interested in living in ES Harkness Hall, we will be reserving rooms for medical students and you will follow a similar housing selection process.