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.

and fill in your Emergency Contact information:

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):

![Security Deposit Payment Image]

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.