

# Graduate Housing Department

## *GUEST HOUSING INFORMATION*

Please read this information before completing and submitting your application. **THIS APPLICATION IS FOR NON-ENROLLED GRADUATE STUDENTS.** Guest Housing is only available at the Graduate College. We do not offer apartment housing for guests.

### **Eligibility**

Guest Housing can be approved only for persons with current or past University affiliation, or who have been specifically invited by University departments. Your application will not be processed unless you provide the specific name of your Princeton University contact person and phone number. We will send your completed application to your stated contact person for approval. Once we have received all completed paperwork we can begin the assignment process, if space permits.

There is a *two-week minimum* for Guest Housing and renewal contracts may be made only once per academic year. Renewal is subject to review and space availability and is not guaranteed.

### **Availability**

Guest Housing is offered on a space available basis and therefore no guarantee can be provided until one week before arrival. Once you are in Guest Housing, if we need to provide a room for an enrolled Graduate Student, we reserve the right to ask you to vacate your space. In the event that this becomes necessary, we will notify you one week in advance. Guest Housing is only provided between the beginning of October and mid-May, if space allows. **ALL GUEST CONTRACTS CANNOT GO BEYOND MID-MAY – NO EXCEPTIONS CAN BE MADE.**

### **Accommodations**

The Graduate College is a student dormitory and based on single occupancy. Basic furnishings are provided, such as a twin bed, dresser, desk and chair. **PILLOWS, SHEETS AND BLANKETS ARE NOT PROVIDED.** Rooms do not have private bathrooms. Guests share bathrooms with other residents on their floor or entryway.

### **Rates**

The weekly rate is \$146 per person. Weeks begin on Sunday and end on Saturday. House Dues (social fees) are \$25 per semester.

### **How to Make Payments**

Guests must **PAY IN ADVANCE** by month at the time the contract is signed. Payment must be made at the Graduate Housing Office, MacMillan Building. We accept *checks or money orders only* made payable to “Princeton University.” **NO CASH OR CREDIT CARDS ARE ACCEPTED.**

## **Meals**

Most Guests are not eligible for Princeton ID cards and therefore cannot purchase a meal plan. Without a Princeton ID card, Guests cannot eat at the Graduate College dining hall as it does not accept cash or credit cards.

If you have a Princeton ID card, you may purchase meal points online. See the Dining Services website ([http://www.princeton.edu/facilities/dining\\_services/](http://www.princeton.edu/facilities/dining_services/)) for more information.

Frist Campus Center has a large food court where you may purchase food with cash or credit. Please check the website ([http://www.princeton.edu/facilities/dining\\_services/dining\\_at\\_frist/](http://www.princeton.edu/facilities/dining_services/dining_at_frist/)) for their hours of operation.

## **Cancellation/Check-out**

To cancel a Guest Housing Contract, please email Donna Pavlis at [dpavlis@princeton.edu](mailto:dpavlis@princeton.edu) one week in advance of your vacate date. Please note that there are no refunds of monies paid if you terminate your Guest Housing contract early.

Guests must vacate their room no later than 9:30 PM on the date stated on the Guest Housing contract. Please return the key and/or Loaner's Badge to the Porter's Lodge or the Housing Office immediately after you vacate your room. If it is after business hours or the Porter's Lodge is closed, please deposit the key/Loaner's Badge in the drop box located in the alcove across from the Porter's Lodge or to the Housing Office drop box located in the courtyard of the MacMillan Building. Do not leave the key and/or Loaner's Badge in your room.

## **Housing Department**

If you have any questions or concerns, please contact Donna Pavlis at [dpavlis@princeton.edu](mailto:dpavlis@princeton.edu) or by phone at 609-258-3460. The Housing Office business hours are Monday – Friday, 8:45am – 5:00pm.

**See Next Page for Application**



Graduate Housing ▪ MacMillan Building  
Princeton University ▪ Princeton, NJ 08544  
Telephone: 609-258-3460 ▪ Fax: 609-258-5898

## Guest Housing Application

**PLEASE NOTE:** Guest Housing space is limited. Guests must be affiliated with Princeton University and can be accommodated only when space permits and is not guaranteed. Space is provided for one person only.

NAME \_\_\_\_\_ GENDER \_\_\_\_\_  
*Last First MI*

PERMANENT MAILING ADDRESS \_\_\_\_\_  
*Street*

\_\_\_\_\_  
*City State/Province Zip Country*

TELEPHONE # \_\_\_\_\_ EMAIL \_\_\_\_\_

**DATES NEEDING HOUSING:** (*Guest housing CANNOT go past mid-May.*) *Guest rate is \$146 per week – Sunday through Saturday.*

FROM \_\_\_\_\_ UNTIL \_\_\_\_\_

AFFILIATION/REASON FOR STAY \_\_\_\_\_

**Please provide your Princeton University contact information below.  
Applications will not be processed without a contact person’s signature.**

DEPARTMENT \_\_\_\_\_

UNIVERSITY CONTACT’S NAME \_\_\_\_\_ EXTENSION \_\_\_\_\_

UNIVERSITY CONTACT’S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

The information that I have provided is accurate to the best of my knowledge. If any information changes, I will contact the Graduate Housing Office to update my records.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

No guarantee of Guest Housing can be provided.  
**Guests will not be notified until one week prior to their arrival date if housing can be provided.**

