



Stanford Student Housing Application Worksheet

Groups

Before you and your group apply

- Review housing policies and procedures. When you apply, you will be asked to agree to the terms.
- With other members of your group, decide on a group name and password that cannot easily be duplicated. The name and password are case sensitive, must be different and should contain at least five characters with no symbols. One group member will create the group in Axess and the others will join it.
- Carefully consider the housing options for which you and your group are eligible.
- Review the rates and fees for residences that interest you.
- List your residence choices in order of preference. (*You will have a better chance of being assigned together if everyone in the group lists the same residence choices in the same order.*)
- Select the group retention option if you want to keep your group together and your top choices aren't available. Specify how many choices you want to include.
- Determine your move-in date.
- Determine your estimated move-out quarter. This is for planning purposes only and has no effect on your contract.
- Remember that each member of the group must submit a separate application.

To apply

- Go to <https://axess.stanford.edu>. Your browser must have cookies and javascript enabled.
- Select "R&DE Application."
- Select "Submit application or renew contract" and follow the prompts.

When you and your group apply

- Carefully read each section of the application before you enter information.
- Be sure to complete all appropriate sections of the application; we cannot process incomplete applications.
- Be sure that your name, student ID, academic department, contact information, and degree program are listed correctly. If you are a new student, look for your "Tentative Student ID" on your Response to Offer of Admission form.
- List the exact group name and password on your application. If your entry is different, you won't be assigned with your friends.
- Don't use your Returning Resident Priority if members of your group live in different residences or off campus during spring term. If you do, your group is likely to be assigned different residences.
- When you enter your residence preferences, list specific choices (*for instance, "four-bedroom apartment in Rains"*) before general (*"Any Rains"*).
- When deciding between full-year or academic-year choices please note that academic year residences are closed for the summer and do not allow you to renew your contract for the following year. You can, however, cancel the summer term of the full-year contract.
- Don't list a choice where you don't want to live—you might get it—including a general choice (*"any Escondido Village"*) which includes one-bedroom, double-occupancy apartments.
- Be sure to check your estimated move-out term; this is for planning purposes only.
- Complete the Roommate Preferences section of the application. If we cannot assign you to a residence with your group, we will try to provide you with a potentially-compatible match.
- If you cannot be assigned to any of the residences you have listed, your final choice is honored. Select "Assign me to any residence for which I am eligible" only if you are willing to live in any graduate residence, including shared occupancy apartments and residence halls. If you select "Assign me only to the residences I have listed" as a final choice, you will not receive a housing assignment in the first Lottery round and must apply for the Waiting List and, possibly, a walk-in assignment.
- Carefully review your choices before you submit your application.
- If you have trouble submitting your application, contact Housing Assignments at (650) 725-2810 or email housingassignments@lists.stanford.edu.
- If you have successfully submitted an application, you will see a confirmation page.

After you apply

- To verify that Housing Assignments has received your application, or to see who in your group has applied for housing, select the "View housing application" option in Axess.
- You may update your application until the final deadline.

Housing application information is confidential and provided only to residence staff who make room and apartment assignments.

Note: Stanford University may ask you to provide certifiable documents of facts detailed in your housing application or on your signed Residence Agreement. Any misrepresentation of facts for housing purposes is considered a violation of the Stanford University Residence Agreement and the Fundamental Standard of student conduct and may result in the loss of housing privileges and/or possible University disciplinary action.

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