

# STANFORD STUDENT HOUSING APPLICATION WORKSHEET

## Summer housing

### Before you apply

- Review summer housing policies and procedures detailed in the Student Housing Residence Agreement. During the application process, you will be asked to agree to the terms.
- Carefully consider the housing options, rates and fees, for which you are eligible. See “Summer contract dates and rates.”
- If you are applying in a group: With other members of your group, decide on a group name and password that cannot easily be duplicated—for instance, gr8music and play4us. The name and password must be different and include five to eight characters, at least one alpha and one numeric character, and no symbols. Each member of the group must submit a separate application using the same group name and password.

### To apply

- Go to <https://axess.stanford.edu>. Your browser must have cookies and javascript enabled.
- Select “Links and Contacts” from the Axess menu bar.
- Select “R&DE Application.”
- Select “Submit application or renew contract” and follow the prompts.

### When you apply

- Carefully read each section of the application before you enter information.
- Be sure that your name, student ID, academic department, contact information, and degree program are listed correctly
- Complete *all* appropriate sections of the application; we cannot process incomplete applications.
- Select your contract length—eight weeks, 10 weeks, English for Foreign Students (EFS) program length, or other.
- List your residence choices, in order of preference. Do not list a residence you don’t want to live in; you might get it.
- Single students including those applying in groups: 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.
- Couples and Students with Children: If your spouse/partner also is a Stanford student, include his or her ID number.
- Students with children: Complete the Students with children information form.
- Carefully review your choices before you submit your application.
- If you have trouble submitting your application, contact Housing Assignments at (650) 725-2810 or [housingassignments@lists.stanford.edu](mailto: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, select the “View housing application” option in Axess.
- You may update your application until the final deadline.

**All housing application information is confidential and provided only to members of the residence staff who make room/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.**