

# Summer Hall Application

## Summer 2019 guide

### BEFORE APPLYING

- **UA username and password**
  - In order to complete a housing application you must be admitted to the university and have set up your [UA username and password](#) and have access to [UAOnline](#).
  - Contact UA OIT for assistance with your [UA username](#).
- **Review halls and rates**
  - Building preferences are not guaranteed and are subject to availability.
  - First-year students will be able to select from the following buildings:
    - [Nerland Hall](#)
  - **Room types**
    - DOUBLE - A room built for two and occupied by two
    - SINGLE - A room built for one and occupied by one; limited availability
  - [Rates for the Summer 2019](#)
- **Meal plan**
  - Meal plans are not available over the Summer months. Some on-campus dining locations will be open with limited hours. All dining location accept cash and credit payment options.
  - Please direct all meal plan questions to [Dining Services](#) at 907-474-6661 or email [uaf-dining@alaska.edu](mailto:uaf-dining@alaska.edu).
- **Communication between housing and students**
  - All communication is through your preferred email account as designated on [UAOnline](#)!
  - We may also need to call you, please make sure you have your mobile phone designated on UAOnline. Please make sure you set up your voicemail to receive important messages.
  - We can also text you important dates and package notifications. Please provide us with your mobile carrier on your housing application if you want to receive this notices.

### New for Summer 2019:

- 1) If you are staying with us for less than 30 days, you do not need to pay a housing deposit and a \$40.00 processing fee will be placed on your university account along with your summer room changes.

## HOUSING APPLICATION

**Read all the instructions before applying.**

- 1) If you are under 18 please enter your parent or email address in the emergency contact section of the housing application to ensure your housing application is emailed to them for their signature.
- 1) We have two options to apply for Summer Housing.
  - a. Those who will be staying with us for **less than 30 days** should fill out the *UAF Summer 2019 Housing Application - Stay Under 30 Days or Deposit on File*.
  - b. Those who will be staying with us for **more than 30 days and have a housing deposit on file** should fill out the *UAF Summer 2019 Housing Application - Stay Under 30 Days or Deposit on File*.
  - c. Those who will be staying with us for **more than 30 days and do not have a housing deposit on file** should fill out the *UAF Summer 2019 Housing Application - Stay Over 30 Days and No Deposit on File*. This application will ask you to pay your \$40.00 application fee and \$315.00 housing deposit with credit card.

To access our applications, follow the path of logging into UAOnline > Student Services & Account Information > Campus Housing, Dining and Post Office Link > UAF Link > Applications and Forms > Complete the Summer Housing Application and Submit.

- Summer Application Steps:
  - Sign Housing Agreement
  - Answer Housing Questions
  - Hall/Room Type Preferences
  - Pay \$355.00 Housing Deposit and Application Fee
  - Next Steps and Receipt

### Roommate preference

- Roommate Preferences
  - Do you have a preferred roommate? After you submit a housing application, you will be able to match yourself to a preferred roommate.
    - Ensure your requested roommate has submitted a housing application.
  - Follow the path of logging into UAOnline > Student Services & Account Information > Campus Housing, Dining, and Post Office Link > UAF Link > Room Selection > Roommate/Suitemate and request your intended roommate (they will be sent an email that they have been requested as a roommate). Your intended roommate will confirm your request. You are now matched.
    - Only matched requests will be considered
    - Roommate preferences are not guaranteed and are subject to room availability.

Please contact the Residence Life Central Office for roommate request or charges after you receive an assignment letter.

### **Updating application, hall/room preferences, roommates or canceling your housing application**

- Do not wait for friends to apply together, go ahead and submit your application as soon as you are admitted to the university.
- If you would like to cancel your housing application, please submit a [housing cancellation form](#). You may forfeit your deposit and may be subject to room fees. Please see your housing agreement for details.
- After submitting your housing application, please contact the Residence Life Central to update your application preference.

### **Assignment process**

- Assignments are made based upon the student's application complete date (earliest first).
- If you are matched with a roommate, assignments will be based on application complete date and hall preferences of the group creator.
- Hall preferences will be reviewed in the order listed on a student's application. Assignments will be made based on room availability.
- Assignment letters with check-in instructions will be emailed to your preferred email address as designated on [UAOnline](#).
- Housing assignments and roommate contact information can be found on my MyHousing home page.
- Room floor plans can be found on the [Residence Life website](#).

### **Room changes**

- Please be aware that while we do our best not to move residents after we assign them, situation outside of our control may result in your assignment changing. Rooms with vacancies may be consolidated to ensure we use our housing space efficiently.
- If you did not get assigned your preferred room type, please contact the Central Office at 907-474-7247 or [uaf-housing@alaska.edu](mailto:uaf-housing@alaska.edu) to discuss your options.

### **Monthly rent or semester room charges, check-out charges, ect.:**

- All Summer 2019 fees are within seven (7) days of your first night of stay.
- How do you pay your fees?
  - **In person**
    - The cashier's windows of the [Office of the Bursar](#) on the 1st floor of Signers' Hall, Mon.-Fri., 8 a.m.-4:30 p.m., or Weds., 10 a.m.-4:30 p.m. (please specify that your payment is for Housing).
  - **By mail**
    - Send checks payable to "UAF", clearly marked to ensure it is credited to the proper student account, to:  
UAF Office of the Bursar  
P.O. Box 757640

Fairbanks, AK 99775-7640

**Note:** A \$30 charge and a hold will be placed on your account for returned checks. This will prevent you from registering, viewing grades, receiving transcripts and from graduation activity.

- **Online**
  - Students can make payments 24 hours a day, seven days a week, online. Log into [UAOnline](#) to pay with all major credit cards or a checking account. Please note that a 2.75% (\$3 minimum) transaction fee will be applied to all credit and debit card transactions. If you are paying with a debit card or have a daily limit on your credit card, contact your bank to tell them you are paying university tuition and fees to ensure your card won't be declined.
- **Wire transfer**
  - Contact the [Office of the Bursar](#) for UAF banking information at 907-474-7384. Ensure the financial institution references the student name and ID number so we can apply the payment to the right person. Please allow at least two weeks for the wire transfers to post to your student account.