

# 2018-2019 GRADUATE HOUSING CONTRACTS IMPORTANT DATES & PROCESSES



## **February 28 – March 28, 2018**

### ONLINE GRADUATE HOUSING INTENTION (GINT)

**Between February 28 and March 28, 2018,**

ALL Graduate and Family Housing contract holders **MUST** submit their housing plans for the lease term of July 1, 2018 through June 30, 2019 **ON-LINE**.

- Link to the online form will be sent to your UCI email on February 28, 2018.
- Submission deadline: **March 28, 2018, 11:59 pm**.



## **April 9, 2018**

### FOLLOW-UP CONFIRMATION AND NOTIFICATION

Check your UCI email for notification from your community. It will:

- Advise you of the status of your request/submission.
- Inform you of follow-up action you must take and the associated deadlines.
- Identify your assigned window of days to complete required paperwork.



## **April 9 - 12 or May 7 – May 10, 2018**

### LEASE COMPLETION

- Complete required paperwork (e.g., lease, lease extension, closeout form, vacate notice) during the assigned window.
- Spouses/Domestic Partners and any other person who is 18 years of age or older must be available to sign the required documents.
- Documents will be e-mailed. They can be printed, signed, scanned and returned or they can be printed and returned to your community Housing Office.

### Questions about the renewal process?

- Read the FAQs sent to your UCI E-mail
- Attend a Housing Renewal FAQ Drop-In:
  - 3/6/18, PV Lounge: 5pm – 7pm
  - 3/7/18, VP Commons 4:30pm – 6:30pm
  - 3/22/18, PV Lounge: 5pm – 7pm
  - 3/23/18, VP Commons: 2pm – 4pm
- Contact your housing Office
- E-mail [Gradstatus@housing.hsg.uci.edu](mailto:Gradstatus@housing.hsg.uci.edu)



# Graduate Housing Intention (GINT) and Lease Renewal Process

## Frequently Asked Questions

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### What is GINT?

In order to facilitate placement of incoming student with guaranteed housing, Student Housing must identify the number, type, and location of spaces that will open up this summer. Therefore, all current contract holders must go online to indicate their intent to vacate or continue their residency in Graduate and Family Housing during the 2018-2019 lease year. The survey will be open to all lease/contract holders between: February 28 (9:00am) through Wednesday March 28, 2018 (11:59pm).

### Important Deadlines:

- **GINT Survey:** The last day to complete your survey and declare residency intention is March 28, 2018, 11:59pm
- **Confirmation to all Students Regarding GINT Survey:** April 9, 2018
- **Lease Renewal for all Graduate Guarantee Students, Veterans and other Guarantee Students who are within their Length of Stay:** April 9 – April 12, 2018
- **Notification Regarding Approved Extensions:** April 19, 2018
- **Lease Renewals for Waitlist students:** May 7-10, 2018
- **Housing Bills Post to ZOT Account for July:** May 15, 2018
- **2017-2018 Lease End:** June 30, 2018
- **Extensions will not be approved beyond:** August 31, 2018

### Why is GINT required to be returned so early?

GINT is a key tool in helping us understand what current residents' intend to do during the upcoming year. This allows us to try and best meet the needs of current residents, along with those of incoming students.

### What if I believe there is an error in my program or Graduate Status information?

The email you received regarding the GINT Survey outlined a summary of the degree type, program, admit year, guarantee status, and your length-of-stay expiration year on file in Student Housing records. If you believe the information we have on file related to your program data and guarantee status is incorrect, you need to send an e-mail to [gradstatus@housing.hsg.uci.edu](mailto:gradstatus@housing.hsg.uci.edu) detailing the information that you believe is incorrect by **Friday, March 9, 2018**.

Below is a brief summary of each of these categories.

- **Degree Type:** This field will indicate the degree you will receive upon graduation.
- **Admit Year:** This field will indicate the year you were admitted to your program.
- **Guarantee Status:** This field will indicate whether you were initially placed in Student Housing with guarantee student status, or if you were placed as a non-guaranteed housing placement.
- **Length of Stay Parameters:** This field will indicate the length of stay parameters associated with your housing guarantee set by your degree program. For graduate students, your length of stay is equal to the normative time to degree for your program.
  - **Graduate Guaranteed Housing residents on leases who moved in 2011 – 2017:** Any student placed through the graduate guaranteed housing program will be eligible to remain in residency until he/she has reached the published *normal time to degree* for Ph.D. and Prime-LC students; three years for JD students; and two or three years for MFA students depending upon their program.
  - **Graduate Guaranteed Housing residents on leases who move in 2018:** Any student placed through the graduate guaranteed housing program will be eligible to remain in residency until he/she has reached the published *normal time to degree minus 1* for Ph.D. and Prime-LC students; three years for JD students; and two or three years for MFA students depending upon their program.
  - **Non-Guaranteed residents placed through Waitlist Placement on leases:** Housing leases expire on June 30th of each year and are not guaranteed/assured for renewal. Housing eligibility limit is the published normal time to degree (NTTD -1 for Fall 2018) for Ph.D., M.D. and Ed.D students; two years for terminal masters; and two or three years for MFA students depending upon their program. Residents may submit a request for lease renewal if he/she is within his/her housing eligibility limit. *Requests for renewal are subject to review and approval and based on space availability.*
  - **Veteran, Reservist (Includes National Guard) and Active Duty Service Member:** Normative Time to Degree or 4 Years, whichever is greater.
- **Length of Stay Expiration:** This year indicates the year that eligibility to live in Graduate and Family Housing expires, based on Academic Normative Time To Degree or your placement type, i.e. Veteran.) Due to growing enrollment, students are not able to remain past their Length of Stay Expiration. Length of Stay Expiration does not indicate a Guarantee Status or Guarantee Renewals.

### What if I'm undecided right now?

There may be many factors still up in the air, making it difficult to make this decision by the due date. Nonetheless, to meet the needs of each Graduate and Family Housing Community, all residents are asked to declare their residency intent by March 28, 2018, for the 2018-2019 lease term. This is essential because it allows us to have a more accurate picture of who is planning to remain and vacate Graduate and Family Housing. If you fail to submit a GINT survey or request an option you are not eligible for, we have no choice but to assume you plan to vacate on June 30, 2018. In this case, we will move forward with lease expiration and offer your apartment to another resident starting in early July.

### What if I'm a transfer student living in housing?

Transfer students are guaranteed one (1) year of on-campus housing. As a resident living in graduate and family housing, you may request a renewal, but are not given an assured renewal.

### What if I'm traveling, away from campus, or working during the day during my lease signing window?

This should not impact your ability to complete the lease. Leases will be sent out electronically. They can be printed, scanned and returned via email. The important thing is to check your UCI email during your lease renewal period. If you

don't get an email from us at the start of the lease period, check your junk mail. If you don't see it in either place email your community housing office and we would be happy to resend it to you.

### Will my housing rental rate change?

Rental rates for 2018-2019 will be posted on the Student Housing website when they are approved by the University. This will occur prior to any student being asked to return a lease for the 2018-2019 Academic Year. You will also receive individual notification of the new rental rates no later than May 15, 2018.

### Am I guaranteed a lease renewal?

The answer depends on your placement status when you entered Student Housing. **Graduate Guaranteed students who met all deadlines and are within their length of stay (normative time to degree) are assured a renewal in the same apartment and with the same domestic status.** Additionally, they are eligible to be placed on a waitlist to transfer apartments or change domestic status. When Student Housing reaches their position on the waitlist they can transfer and keep their housing guarantee.

Students who were Non-Guaranteed were placed as waitlist placements are not assured a renewal. Non-guarantee student renewals will be made starting May 7 2018, and if you are approved to stay your lease renewal period will be May 7-10, 2018. We appreciate and value all of our residents and do everything possible to accommodate incoming students without denying students a renewal. Nonetheless, until we see how many incoming Graduate Guarantee students applied for Student Housing we cannot offer a renewal to students placed from the waitlist.

### What happens if I do not receive a lease renewal?

Students who do not receive an extension will be required to vacate their assignment by June 30<sup>th</sup>, 2018. Students who do not receive a renewal will also have the option to request a summer extension. Graduate and Family Housing wants to support all students with their housing, whether on or off-campus. To this effort, housing workshops and a housing resource fair will be offered in May.

Housing Renewal FAQ Drop-In Sessions:

- 3/6/18, PV Lounge: 5pm – 7pm
- 3/7/18, VP Commons 4:30pm – 6:30pm
- 3/22/18, PV Lounge: 5pm – 7pm
- 3/23/18, VP Commons: 2pm – 4pm
- Housing Resource Fair: May 8 (tentative date), 5pm – 7pm

During the Housing Renewal FAQ Drop-in Sessions, questions will be answered, housing resources provided and appointments for in-person meetings will be scheduled. During the Housing Resource Fair: on-campus resources will be available as well as off-campus local housing options will be on-site and available to answer questions.

### What if I am graduating and starting a new academic program at UCI?

Congratulations! If you are graduating please come in to the Housing Office and speak with an assignments staff member who will be able to provide you with instructions to fit your specific situation.

### What do I need to do if I want to renew my lease and stay in the same apartment?

- You need to be a full time student in Fall Quarter 2018 in order to renew your lease. You are not eligible for a lease renewal at this time if you are graduating in the Spring or Summer Quarters of 2018 and not starting another UCI academic program that qualifies you to live in Graduate and Family Housing.
- On your survey choose the option: *to renew your housing lease for the lease term of July 1, 2018, to June 30, 2019, and remain in my current apartment.*
- The Week of April 9-13, 2018, you will receive a notice to:
  - Renew your lease, which will be attached to the email or
  - Pending enrollment, in May you may be offered renewal based on available space.
- When you receive your lease, return your **signed** lease by the deadline stated in the email. Failure to return a completed lease could result in lease termination being initiated and your apartment being offered to someone else.

- If we are unable to renew your lease, you will receive a notice to vacate. Your 2017-2018 lease will expire on June 30, 2018. If you would like to request a summer extension, you will need to contact your community housing office within seven days of receiving the signed attachment.

### What do I need to do if I want to transfer to a new apartment?

You must renew your lease for your current apartment, while concurrently requesting to move to a different apartment in the future. You will need to complete a new housing application.

**PLEASE NOTE:** *Immediate transfers are NOT guaranteed; placements are made according to availability and GFH application date.*

- You need to be a full time student in Fall Quarter 2018 in order to renew your lease or sign a lease to transfer. You are not eligible for a lease renewal/transfer at this time if you are graduating in the Spring or Summer Quarters of 2018 and not starting another UCI academic program that qualifies you to live in Graduate and Family Housing.
- On your survey choose the option: *that you want to renew your housing lease for the lease term of July 1, 2018 to June 30, 2019 and that you are interested in transferring to another apartment in Campus Village, Palo Verde, or Verano Place.*
- Complete a new Housing Application. The 2018 GFH application, opening March 1, 2018. You need to complete a 2018 GFH Application to be eligible for a transfer. To apply, follow the link below, log-in using your UCInetID, and complete the application, <https://my.housing.uci.edu/gateway>
- During the week of April 9, 2018, you will receive a notice to:
  - Renew your lease, which will be attached to the email or
  - Pending enrollment, in **May**, students without assured renewals may be offered a renewal based on available space.
- When you receive your lease, return your **signed** lease by the deadline stated in the email. Failure to return a completed lease could result in lease termination being initiated and your apartment being offered to someone else.
- If we are unable to renew your lease, you will receive a notice to vacate. Your 2017-2018 lease will expire on June 30, 2018. If you would like to request a summer extension, you will need to contact your community housing office within seven days of receiving the notice.
- Once an apartment becomes available and we get to your place on the waitlist you will be offered a transfer. We will accommodate as many of these transfers as possible before June 2018. We will not be offering any new internal transfers from June 2018 - September 2018. Starting October 1<sup>st</sup>, 2018, we will begin offering internal transfers again based off of waitlist order.

### What is the policy for transferring apartments?

Residents wishing to move between the Campus Village Grad, Palo Verde and Verano Place communities must submit an application to the GFH waiting list (<https://my.housing.uci.edu/gateway>). In addition to the standard eligibility criteria, resident applicants must have been in their current assignment for at least 12 months and have no outstanding balances on their housing account before they are eligible to relocate. Placements from the waitlist are made as spaces become available. The community in which the student resides will be given at least 45-days notice of intent to vacate. If the space in the future community is available in less than 45 days, the lease start date in the new assignment may begin as early as 30 days after the offer was extended. The resident will be financially responsible for both apartments during any overlap period. This policy also applies if you are requesting to change from a shared apartment to a family apartment or a family apartment to a shared apartment. Residents are given a maximum of two housing offers, if both offers are declined, your application will be deactivated and you must reapply.

### What do I need to do if I want to transfer from a single to a family (full) apartment or vice versa?

You must renew your lease for your current apartment, while concurrently requesting to move to a different apartment or change the designation of your apartment in the future. You will need to submit a new housing application with your requested preferences listed (<https://my.housing.uci.edu/gateway>). The application opens March 1, 2018.

**PLEASE NOTE:** *Immediate transfers are NOT guaranteed; placements are made according to availability and GFH application date.*

- You need to be a full time student in Fall Quarter 2018 in order to renew your lease or sign a lease to transfer. You are not eligible for a lease renewal/transfer at this time if you are graduating in the Spring or Summer Quarters of 2018 and not starting another UCI academic program.
- On your survey choose the option: *that you want to renew your housing lease for the lease term of July 1, 2018 to June 30, 2019 and that you are interested in transferring to another apartment in Campus Village, Palo Verde, or Verano Place.*
- The 2018 GFH application opens March 1, 2018. You need to complete a 2018 GFH Application. To apply, follow the link below, log-in using your UCInetID, and complete the application, <https://my.housing.uci.edu/gateway>.
- **Even if your roommate is moving out, do not assume we will be able to convert your apartment from a single apartment to a full apartment.** Changes will be based on availability and your current place on the housing waitlist.
- Students who have a change in their family situation and want to change from a full apartment to a single apartment should visit their community housing office and speak with the assignments team.

#### What do I need to do if I want to request a summer extension?

- On your survey choose the option: *that you do not want to renew your lease, but would like to extend your stay for some portion of the summer.*
  - Please include the vacate date you would like to request for your extension. **Extensions will not be approved beyond August 31, 2018.**
  - On April 19, 2018, you will receive an email confirming your request and notifying you of the final decision. We take all requests into consideration, then look at what we are able to accommodate. The confirmation email will include one of the following decisions:
    - Extension approval for the date requested. Along with this you will receive a lease renewal for the 2018-2019 lease term and a Lease Termination Close-Out form which will be dated with your approved extension. Both the signed lease and Lease Termination Close-Out form need to be returned by April 23, 2018, for your lease extension to be finalized.
- OR
- The best date we can offer based on your request and our availability. Along with this you will receive a lease renewal for the 2018-2019 lease term and a Lease Termination Close-Out form which will be dated with your approved extension. Both the signed lease and Lease Termination Close-Out form need to be returned by April 23, 2018, for your lease extension to be finalized.
  - Once the extension is approved, **we will not modify the extension date.** This is the best date we could provide you.
  - Completion of the Lease Termination Close-Out form serves as a formal acknowledgement of your intent to vacate the apartment on the approved date and cannot be revised at a later date.

#### What do I need to do if I want to vacate June 30, 2018?

- On the survey choose the option: *you do not want to renew your lease and you plan to vacate by June 30, 2018.*
- Your Community Housing Office will send you a letter via email confirming your vacate date. You will also receive a letter via USPS.
- **Once lease expiration is sent and paperwork is confirmed, you cannot modify your request.** If your plans change later, you will need to apply for housing through the housing waitlist.
- You will receive instructions via email for cleaning, key return, and a request for your forwarding address.

#### What if I have been notified that I am at my Maximum Time to Degree and I plan to appeal to Graduate Division for an increase in my time to degree completion beyond the 2017-2018 academic year?

- If you plan to appeal, you should follow the instructions in the letter sent to you by Graduate Division. If your appeal is granted, Graduate Division will contact Student Housing. We will assess your ability to renew at that

time. Until that time, you should assume you are vacating and identify your transition preferences in the survey. If we do not receive preferences for you, we have no choice but to assume you plan to vacate on June 30, 2018. In this case, we will move forward with lease expiration and offer your apartment to another resident starting in early July.