



# SUNY DOWNSTATE Medical Center

## HOUSING APPLICATION SHORT-TERM STUDENT HOUSING

**Office of Residential Life and Services**  
**811 New York Avenue**  
**Brooklyn, New York 11203**  
**(718) 270-1466**  
**(718) 270-1467 (fax)**

### **Biographical Information:**

Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_

Sex: \_\_\_ M \_\_\_ F      Student ID #: \_\_\_\_\_

Mailing Address:      Street: \_\_\_\_\_  
   Apt: \_\_\_\_\_  
   City: \_\_\_\_\_  
   State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone:      Home: (    ) \_\_\_\_\_ - \_\_\_\_\_ Bus: (    ) \_\_\_\_\_ - \_\_\_\_\_

Downstate Email Address: \_\_\_\_\_

### **Requested Dates:**

FROM:      \_\_\_/\_\_\_/\_\_\_      TO:      \_\_\_/\_\_\_/\_\_\_

### **Occupancy Type Requested:**

\_\_\_\_\_ Studio-Single Occupancy      \_\_\_\_\_ Studio-Double Occupancy  
\_\_\_\_\_ Standard-Single Occupancy      \_\_\_\_\_ Standard-Double Occupancy

Please be advised that the office may not be able to accommodate your preferred occupancy type request. The office will offer you the best availability at the time notification.

Our office receives a large number of requests for short-term guest housing. It is important that you review this application to ensure that all the information you provided is accurate, legible and complete. In addition, please be certain that you have written the exact dates for which you are requesting housing. Unless all the information requested above is provided, our office will not be able to process your request.

Upon approval and acceptance of your assignment, your Downstate Medical Center Bursar's account will be charged for the full amount of your expected stay.

# RESIDENCE HALL HOUSING INFORMATION FOR SHORT-TERM STUDENT GUESTS 2007-08

## THE RESIDENCE HALLS

SUNY Downstate Medical Center maintains two residential facilities for full-time students in the Colleges of Medicine, Nursing, Health Related Professions (CHRP), and the Graduate School. The Office of Residential Life and Services may provide **short-term** housing for students.

These facilities, located on the Downstate Medical Center Campus, have traditional residence hall and apartment style units available for student occupancy. There are rooms available for use by transient guests. Professional managers, Resident Directors, Resident Assistants and Public Safety personnel staff the facilities.

## HOUSING OPTIONS:

**Studio Apartments:** Either single/double occupancy. Each apartment contains a bathroom and kitchenette unit.

**Standard Rooms:** Either single/double occupancy. This room does not have a kitchenette. A toilet/vanity is shared with the adjoining room. A common shower room is located on the same floor and is shared with other residents on the floor.

All rooms and apartments are furnished with a bed, desk, dresser and closet per occupant. Each residence hall has a laundry room in the basement.

## RESIDENCE HALL RATES

Listed below are the residence hall rates for transient guests. These rates are in effect from July 1 and are based on a daily rate.

<u>Occupancy Level</u>	<u>Daily</u>	<u>Weekly</u>
Studio/Single	\$41.43	\$290.01
Studio/Double	\$21.55	\$150.85
Standard Single	\$31.88	\$223.16
Standard Double	\$16.58	\$116.06
Linens	N/A	\$ 7.00

**Residence Hall Council Activity Fee:** Any guest staying one month will be required to pay the Residence Hall Council Activity Fee for one

semester (\$10). Any guest staying more than three months will be assessed the academic year charge (\$20). Because this is a Student Activity Fee, this fee must be paid separately from the room charge. It can only be paid for with cash, check or credit card. Checks should be made payable to SAF 6821.

## REQUESTS FOR ACCOMMODATIONS

Eligible students must complete and submit a Short-term Student Housing Application to the Office of Residential Life and Services. If you do not have an application, you may obtain one by calling the Office of Residential Life and Services at (718) 270-1466 or by consulting our web site.

Housing is not guaranteed to all applicants. Assignments will be made on a space available basis in the order of the date the application was received.

**Payment:** Full payment for your requested period of stay will be charge to your student account.

## GENERAL HOUSING INFORMATION

1. Pets are not permitted.
2. Guests are not permitted to install air conditioners in their rooms or apartments. Residence hall apartments are not air-conditioned.
3. Upon your arrival you will receive a resident student handbook which outlines the polices and procedures for residence hall living. All guests are expected to abide by the polices and procedures of the residence halls and Downstate Medical Center. Violations of police and procedure may result in the removal of the guest from the residence hall.

If you have any further questions, you may contact our office at the following:

**Office of Residential Life and Services**  
450 Clarkson Ave, Box 115  
Brooklyn, NY 11203-2098  
Phone: (718) 270-1466 Fax: (718) 270-1467  
Email: ResidentialLife@Downstate.edu