

2013-2014

Designated Roommate Form Room Reservation Process



Name: _____ UIN: _____

Your Designated Roommates:

UIN:	NAME	Designated Room	Office Use

Cut Along the Dotted Line

Designated Roommate Form Instructions:

- 1) Fill in your Name and UIN
- 2) Obtain the UIN of your Designated Roommate(s)/Clustermate(s)
- 3) Bring this form to the Room Reservation Process when you select your room. You will need to turn this completed form in.
- 4) Designated Room: DO NOT FILL THIS OUT UNTIL YOU ARE AT THE ASSIGNMENT STATION: When you are assigned a room you will be asked to designate specific spaces in clusters, suites or apartments for your designations. (i.e. you want to live with Jim, Matt, Tom and Will. This will list which specific room they will be assigned)

Roommate or cluster-mate designations will be honored provided that:

- (a) they do not conflict with other students' rights to reserve their own rooms,
 - (b) the designated roommate is eligible for residency in that particular area, and
 - (c) the roommate is either a current resident or a new student who submits a Housing Application & pays a deposit by April 1st.
 - (d) the Designated Roommate Form (DRF) housing.uic.edu/drfs.pdf is printed and completed.
- (Please Note: entering freshmen applicants may not be designated as roommates in South Campus apartments.)

Students selecting spaces in clusters (CTY, CMN or PSR) or JST suites may designate any resident or applicant for available spaces in double rooms—or any resident or applicant in their same academic class for available spaces in single rooms. A roommate designation for a current resident will be confirmed only if that student takes part personally in the Room Reservation Process by selecting that designated space and signing a Residence Hall Contract for that space.

REMINDERS:

**YOU MUST KNOW THE UIN OF YOUR DESIRED ROOMMATES
NEW APPLICANTS MUST HAVE APPLIED &
PAID THEIR APPLICATION FEE & DEPOSIT BY APRIL 1st!
RRP Website <http://www.housing.uic.edu/liveoncampusagain>**

