



# UIS APPLICATION FOR STUDENT HOUSING

Housing Office | University of Illinois Springfield | One University Plaza, MS HBC 1 | Springfield, Illinois 62703-5407

Phone: (217) 206-6190 | Fax: (217) 206-7821 | [www.uis.edu/housing](http://www.uis.edu/housing)

(Please print or type)

NAME \_\_\_\_\_ GENDER IDENTIFICATION  Female  Male  
Last First MI

HOME ADDRESS \_\_\_\_\_  
Street City State/Province/County Zip

BIRTH DATE \_\_\_\_\_ HOME TELEPHONE (\_\_\_\_\_) \_\_\_\_\_

CELL PHONE (\_\_\_\_\_) \_\_\_\_\_ EMAIL \_\_\_\_\_

SOCIAL SECURITY NUMBER\* \_\_\_\_\_ UIN (if known) \_\_\_\_\_

\*Social Security Disclosure: We re requesting your Social Security Number pursuant to Public Law 93-579 for the university's system of student records as well as for compliance with federal and state reporting requirements. A Social Security Number is not required to apply for housing. However, by providing your SSN you ensure the accuracy of university related transactions and speed up the processing of your application and any future inquiries by eliminating time spent investigating information not associated with you. The University has a strong commitment to ensuring the privacy and confidentiality of student records and will not disclose your Social Security Number without your consent for any purpose except as allowed by law.

UIS Status (check all that will apply at time of occupancy):  Freshman  Freshman (Honors)  Sophomore  Junior  Senior  Transfer  Graduate  
 LLCC Student  UIS Faculty or Staff  Other (Specify) \_\_\_\_\_  
 Intern (Specify home campus) \_\_\_\_\_

I need housing for:  myself (single student)  my family  Check all that apply:  Fall 20\_\_\_\_  Spring 20\_\_\_\_  Summer 20\_\_\_\_  **Summer only** 20\_\_\_\_

I require ADA accommodations or equipment for the mobility and/or hearing-impaired:  No  Yes Please specify accommodation(s) requested, special physical needs, medical conditions or prescriptions, or other pertinent information which you would like to disclose and make Housing staff aware of in order to better serve you: \_\_\_\_\_

## EMERGENCY CONTACT INFORMATION:

The person you list below will be contacted in the event you should become injured, incapacitated, or declared a "missing person."

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

ADDRESS \_\_\_\_\_  
Street City State/Province/Country Zip

TELEPHONE Day (\_\_\_\_\_) \_\_\_\_\_ Evening (\_\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_

EMAIL \_\_\_\_\_

## SINGLE STUDENT HOUSING

**A deposit of \$200 must accompany this application in order to be processed and reserve a space in one of your preferred choices below.** The deposit is your personal responsibility and cannot be paid via financial aid award. For current rates, please see [www.uis.edu/housing](http://www.uis.edu/housing).

Please indicate your assignment preferences below by making a "1" by your first choice, "2" by your second choice, "3" by your third choice, etc. **Do not make mark by an accommodation you would not be willing to accept!**

RESIDENCE HALL HOUSING:  Lincoln Residence Hall / shared bedroom & bathroom in 4-person suite (All accepted Honors Program participants primarily)  
(all freshmen/most sophomores)  Founders Hall / shared bedroom & bathroom in 4-person suite  Founders Hall / Green Room  
 Founders Hall / private bedroom/shared bathroom

APARTMENT HOUSING:  4 bedroom Flat / 4 person / private bedroom  2 bedroom Flat / 4 person / shared bedroom  
(upper division, graduate students)  renovated Townhouse/ 4-5 person/shared bedroom  renovated Townhouse/ 3-4-5 person/ private bedroom  
 4 bedroom Townhouse / 4 person / private bedroom

LIVING/LEARNING HOUSING (offered as demand exists; separate themed communities for residence hall wings/floors and apartment housing units or buildings).

Lincoln Residence Hall:  "Leadership for Life" Volunteer / Service wing  "Healthy Lifestyles" wing  Quiet / Study  STARS: Students Transitioning for Academic Retention and Success

Founders Residence Hall:  "Necessary Steps" wing  Business Leadership Connection  H.O.M.E.: Housing Offering Multicultural Environments

Apartment Housing:  Graduate/Faculty  Volunteer / Service Learning  International House / Global Village  
 Healthy Lifestyles  Major Specific: \_\_\_\_\_

### MEAL PLAN REQUEST

Residence Hall residents must purchase either Meal Plan A or Meal Plan B each semester; Apartment/Townhouse residents may purchase Meal Plan D.

**For more information and to sign up for dining plans contact the I-CARD Office at (217) 206-7718, or via e-mail at: [uisidcenter@uis.edu](mailto:uisidcenter@uis.edu)**



## SINGLE STUDENT HOUSING *continued*

### ROOMMATE ASSIGNMENT QUESTIONS

Your candid and honest responses to the following questions will aid Housing staff in assigning roommates. While we cannot match roommates' interests in all cases, strong consideration is given to the preferences indicated. While we encourage discussion between you and your parent(s), **YOU** should complete this section yourself.

- UIS Housing is a designated smoke-free environment. By Illinois State Law, all smoking must be conducted exterior to the building, at least 15 feet from all entrances, exits, windows, air intakes, etc.  
I smoke tobacco products.  No  Yes I would have difficulty if a roommate smoked.  No  Yes
- I am generally a.)  a quiet & reserved person; b.)  outgoing & talkative; c.)  somewhere in between.
- I normally keep my living space a.)  very neat & orderly; b.)  casual & cluttered; c.)  casual but neat.
- I normally clean my living space a.)  daily; b.)  weekly; c.)  twice weekly; d.)  only when forced to.
- I like to entertain friends in my living space a.)  often; b.)  occasionally; c.)  rarely.
- My possessions are a.)  for my use only; b.)  for roommate's use with permission; c.)  for roommate's use anytime.
- For study I like a.)  absolute quiet; b.)  moderate quiet; c.)  I don't need quiet.
- For studying each night, I will need a.)  1-3 hours; b.)  3-5 hours; c.)  over 5 hours.
- The time I generally go to bed on school week nights is: \_\_\_\_\_ ; on weekends: \_\_\_\_\_ .
- My major is or will be: \_\_\_\_\_
- Please list below a few of your hobbies / interests / leisure activities which you enjoy (e.g. sports, music, reading, etc.) or other pertinent information which you would like to disclose and make Housing staff aware of in order to better serve you: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Name(s) of preferred roommate(s) – **each request must be mutually expressed in writing and on each individual's Housing application:** \_\_\_\_\_  
\_\_\_\_\_

## FAMILY HOUSING

**A deposit of \$300 must accompany this application in order to be processed and reserve a space.** Official copies of your marriage certificate or domestic partnership agreement, and each child's birth certificate/proof of guardianship must also accompany this application if your spouse/partner/children will be occupying your apartment. Due to the size of the units, no more than 2 adults and 1 child may occupy 1 bedroom units; no more than 2 adults and 2 children or 1 adult and 3 children may occupy 2 bedroom units. All children must be under 18 during term of residency. Family Housing option is only provided in 1 or 2 bedroom units.

Please indicate your apartment preferences below by placing a "1" by your first choice, a "2" by your second choice, etc. Do not place a mark by an accommodation you would be unwilling to accept. Please check website for current rates for the academic year.

\_\_\_\_ One-Bedroom Furnished    \_\_\_\_ One-Bedroom Unfurnished    \_\_\_\_ Two-Bedroom Unfurnished

List below the spouse/domestic partner and /or dependents (under age 18) who will actually live with you on a daily, full-time basis. Criminal background checks will be conducted on all potential adult residents (at Housing's expense).

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Birth date \_\_\_\_\_  
Name \_\_\_\_\_ Relationship \_\_\_\_\_ Birth date \_\_\_\_\_  
Name \_\_\_\_\_ Relationship \_\_\_\_\_ Birth date \_\_\_\_\_

## Credit Card Authorization for Deposit

I authorize UIS Housing to charge my credit card for the non-refundable processing fee and appropriate deposit:

Deposit Amount:  \$ 200 / Residence Hall or Single Apartment Housing  
 \$ 300 / Family Housing Apts.

Card Type:  MasterCard  Visa  Discover CVN# \_\_\_\_\_  
(3-digit code on back of card)

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Print Name on Card: \_\_\_\_\_

## Criminal History Disclosure

The Department of Housing and Residential Life at the University of Illinois Springfield is committed to maintaining a safe environment for all members of the campus community. As such, the campus requires applicants who are currently charged with a crime or who have been convicted of a crime (other than a routine traffic offense or juvenile proceeding) to disclose this information as a mandatory step in the housing application process. A previous conviction or current indictment does not automatically bar residency at UIS, but does require review prior to granting housing. Complete information pertaining to criminal history should be disclosed and reported to the Director of Housing and sent via certified mail at the time of application for housing to the Director's attention: Office of Housing & Residential Life; One University Plaza, MS HBC 1; University of Illinois Springfield; Springfield, IL 62703-5407. Applicants are responsible for verifying receipt by UIS and for maintaining a copy of the receipt of submission. Applicants hereby grant permission to UIS for complete access to criminal records, if any are disclosed. All potential residents listed on this application will be subsequently compared against the statewide registered sex offender database. For further information on these requirements, call (217) 206-6190. It is the responsibility of the applicant to update any subsequent criminal history status not disclosed at the time of application.

## Acceptance

**By signing this form, I certify that all information submitted on this application is true and accurate. I further agree to thoroughly read and familiarize myself with the Housing Terms and Conditions, the Guide to Residential Life, and the current edition of the UIS Student Handbook. I understand that financial implications will arise for early termination or cancellation of my Housing Contract according to web-based, printed or published deadlines, formats, or established criteria.**

**Applicant's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Signature of Parent/Guardian\* \_\_\_\_\_

*\*(ONLY required if applicant is under 18 years of age at time of application)*

Date \_\_\_\_\_