

Eligibility Information for Transfer Applicants

Applying to transfer does not guarantee that your request can be accommodated. Additionally, residents are only eligible to apply for transfer to UAH units if they received a UAH allocation. (For example, students in school-specific housing such as Law School Housing, General Studies Leased Housing, or GSAS Leased Housing are not eligible to transfer into other types of housing. Our tenants at International House are only eligible to transfer at the end of their contracts. Bayit residents are also not eligible to transfer.)

Please note: No more than one transfer request per semester can be approved.

To be eligible to apply to transfer, you must:

- Be a current UAH tenant in a UAH allocated unit.
- Be a full-time student.
- Up-to-date on rent payments for your current UAH unit.
- Pay a new security deposit. (If you have previously paid a security deposit for your current housing, this will be refunded by check once your keys are returned and your apartment inspected. Refunds take approximately eight weeks.)
- Provide documentation of couples' status if applying to transfer to couples' housing. (Please note that due to the limited availability of studio and one bedroom units, we must prioritize this housing for those that have been waiting to transfer to couples' housing the longest. Generally, we are unable to approve requests from students who have lived in housing for less than one year.)

If you are applying for a "Room to Room" Transfer, please also note that:

- A **notice of vacancy form** for the room in question has been submitted to UAH by the current tenant of record for that room.
- At least one tenant will remain in the apartment. (We are unable to approve requests to transfer into specific rooms within a completely vacant or soon to be vacant apartment share.)
- You are of the same gender of the current occupants. If not, the current occupant(s) must submit a letter to UAH requesting you as their roommate.
- Priority is given to applicants who are already living in the apartment.
- Rooms are taken "as is." Any necessary repairs will be made however no cosmetic work such as painting will be done. No furniture will be removed from or added to the requested room.
- You must retain your housing eligibility. For example, it is not possible to vacate a unit in May or June and move into another unit in August.

If you are requesting a "Group" Transfer, please also note that:

- While only one application must be submitted per group, each member will be notified and will need to confirm.

If you have questions regarding your eligibility, please email uah@columbia.edu.