

“General Transfer” Application Process

This type of transfer is for students in UAH units who are looking to move to another UAH dormitory suite, apartment share, studio, couples housing (studios and one bedrooms), or family housing (one and two bedrooms). Due to limited availability, we are unable to approve all requests. The length of time in housing, the reason for the transfer request, and eligibility requirements must be reviewed and considered.

You must be eligible to transfer. Additional requirements are outlined below.

“General Transfer” Application Guidelines

- General Transfer periods are October, November, and February.
- Applications must be received by the 5th of each transfer period listed above to be considered for that period.
- Applications received *after* the fifth of the month will be considered for the next transfer period. (For example, an application received on November 6 will be reviewed in February during the February transfer process.)
- Students who are current UAH residents at International House are only eligible to transfer at the end of the school year. Instructions on how to transfer will be sent at that time.
- Students 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.)

Notification

- Applicants will be notified by the 15th of the transfer period month whether the transfer request has been approved or denied.
- Applications received after the 5th of any General Transfer Month will be considered for the following General Transfer Period. Notification will be sent by the 15th of that month.

Offer(s) of Accommodation

- If a request can be accommodated, one or two offers of accommodation will be sent via E-mail within two weeks. All offers expire after two business days.
- Housing will be assigned by the UAH leasing office based on availability and the nature of transfer requests.
- In order to see an apartment or room, students must come to the UAH office and request a viewing slip. More information on this will be sent to students who are approved to transfer.

Accepting an Offer of Accommodation and Moving In

- Pay a security deposit to accept an offer. (If the unit is leased, the first month of rent can be billed to you after you transfer. Security deposits are typically refunded within six weeks of returning keys. Security deposits cannot be transferred.)
- Come to UAH and sign a new rental agreement no later than 3:30 PM Monday - Friday. Further instructions will be provided.
- Provide two new passport size photos (of each resident) at the time of lease signing.
- Move-in hours are Monday through Friday between 9 AM and 4 PM only.
- Students who decide not to transfer may reapply the following semester.