

"Group" Transfer Application Process

This type of transfer is for students in UAH dormitory units or apartment share units who would like to transfer with other UAH tenants into a new apartment. Please note that completely vacant apartments are extremely limited.

When completing the "Group" Transfer Request, use the drop down menu to select "Group" as the reason for transfer.

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

"Group" Transfer Request Guidelines

- One application must be submitted. Each member of the group will be contacted by email and asked to confirm their interest in transferring as a group.
- Group Transfer periods are October, November, and February.
- The application 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 of Accommodation

- If your request can be approved, you will be made an offer of accommodation by E-mail within two weeks. The offer will expire after two business days.
- Housing will be assigned based on the availability and the nature of the transfer request.
- 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 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.