Postdoctoral Housing
Policies & Procedures

In accordance with University Apartment Housing (UAH) and Office of Faculty Affairs at The Fu Foundation School of Engineering and Applied Science, the following are the policies and procedures for the Post-Doctoral housing process.

1. **Application (ONLINE):** [https://uah.facilities.columbia.edu/?signup](https://uah.facilities.columbia.edu/?signup)
   a. Completed applications should not be submitted any earlier than three months prior to the position start date. Applications submitted earlier than the aforementioned time may not be accepted.
   b. Use the online link to the Post-Doctoral Housing Application with the login information:
      - Affiliation: “POSTDOC” from the drop-down menu
      - Sign-up Code: uah922779
      - Name:
      - Email: (either your personal email or Columbia UNI/email)

2. **Decision Process**
   a. Allocations are made on a lottery based system.
   b. If the departure guidelines (see below) are violated by a member of a department, then no more allocations will be made to that department until the violation is rectified.
   c. Applicants who are approved for housing but do not accept the assignments may reapply at a later date; however, these applicants will be moved to the end of the priority list regardless of departmental affiliation.

3. **Notification**
   a. The Office of Faculty Affairs will contact the candidate regarding his or her housing status. If housing is granted, the candidate has a maximum of two weeks to accept or decline the housing offer. The candidate will forfeit the offer if he or she does not respond within the designated time frame.
   b. There will be a delay from the time the candidate accepts the offer to the time a housing unit is assigned. Please plan accordingly, as space may not be available immediately.
   c. If housing is NOT granted, the candidate will be placed on the waitlist. The waitlisted candidate must update their status periodically as to whether or not to remain on the waitlist. Failure to maintain status may result in having to reapply.
4. **Departures**
   a. The departure of a post-doctoral fellow from housing does **NOT** guarantee a waitlisted candidate from your department will be the replacement.
   b. The departure of a post-doctoral fellow is verified through UAH prior to the allocation being offered to a waitlisted candidate.
   c. UAH Housing leases end on June 30th (fiscal year) unless otherwise noted by UAH and the terms of your department appointment.

5. **Status**
   a. **Post-Doctoral fellows in UAH housing have a maximum term of three years in housing.** If their position extends beyond the housing assignment, candidates will be required to secure their own housing outside of UAH facilities. At end of the term, they must vacate postdoctoral housing.
   b. **If a Post-Doc is promoted (Staff, Associate Research Scientist, etc.) the academic department or sponsor must notify The Office of Faculty Affairs. They must vacate postdoctoral housing as they are no longer eligible under Postdoc housing.**
   c. **Academic Departments and/or sponsors should maintain regular contact with the Office of Faculty Affairs, as to updates to the current status of their Post-Doctoral fellows in UAH housing.**

I agree to the terms stated above and understand that no exceptions to these policies will be made under any circumstances.

__________________________  __________________________
Applicant Name                  Faculty Mentor Name

__________________________  __________________________
Applicant Signature            Faculty Mentor Signature

__________________________  __________________________
Date                          Date

Please return this form electronically to madeline.ramos@columbia.edu. Housing applications will not be considered until this form has been completed.

**For further information regarding this process, review:**
http://facilities.columbia.edu/housing/overview-0