

Housing• Dining• Hospitality Graduate and Family Housing Policy Document

Mission

UC San Diego's, Housing• Dining• Hospitality Graduate and Family Housing Division, is committed to supporting the academic mission of the university by providing customer focused housing. As a self-supporting operation, we recognize the importance of fiscal responsibility in order to maintain below-market rates. We continuously strive for open communication, consistent operating practices, and respect for diversity and individual needs. In support of the environment, we engage in sustainable practices and partner with vendors who share in our common goals. We embrace customer choice by providing flexible options and value-added amenities with a forward-looking approach and openness to new opportunities.

Two-Year Housing Program

In support of the academic mission of the University, Housing• Dining• Hospitality (HDH) Graduate and Family Housing offers campus housing to graduate and professional students and undergraduate couples and families. In response to the Graduate and Professional Student Experience and Satisfaction Committee Report and at the direction of academic administration, housing will be offered to new incoming single students and couples for a two-year term.

Eligibility

Graduate and Professional students are eligible to live in Graduate and Family Housing if:

- They have formally accepted the UC San Diego Offer of Admission or have submitted their intent to matriculate in courses leading to a degree granted by UC San Diego; and
- Maintain full-time status enrolled in at least twelve units each academic quarter (with the exception of their final quarter in which they may enroll part-time)
- Or they are on an approved leave of absence.
- Partners and spouses are eligible upon submitting documentation in compliance with the University of California's Definitions and Required Documents for partner/family member eligibility, which includes, but not limited to:
 - Provide a valid marriage certificate, registered domestic partnership; and
 - Schedule an appointment with the Graduate and Family Housing Office (Housing Office) to document couple status.
- If a student's partner plans to reside away from the apartment for more than one quarter, then the student must find an eligible roommate during the partner's absence.

Undergraduate students are eligible to live in Graduate and Family Housing if:

- They are in a committed relationship or have children, and
- They have formally accepted the UC San Diego Offer of Admission or have submitted their intent to matriculate in courses leading to a degree granted by UC San Diego; and
- Maintain full-time status enrolled in at least twelve units each academic quarter (with the exception of their final quarter in which they may enroll part-time).
- Partners and spouses are eligible upon submitting documentation in compliance with the University of California's Definitions and Required Documents for partner/family member eligibility, which includes, but not limited to:
 - Provide a valid marriage certificate, registered domestic partnership; and
 - Schedule an appointment with the Graduate and Family Housing Office (Housing Office) to document couple status.
- If a student's partner plans to reside away from the apartment for more than one quarter, then the student must find an eligible roommate during the partner's absence.

Students are not eligible if:

- They are working toward their second Bachelor's degree, second Master's degree, post-doctorate degree; or
- They are enrolled in the Extension or Limited Status Programs.

Application

Eligible students interested in residing in Graduate and Family Housing must submit an application online at hdh.ucsd.edu. Students must have their Single Sign-On (SSO) credentials in order to complete an application online. In cases where a student does not yet have their SSO credentials, they can request a temporary username and password in the link provided above, after which they can login to complete an application. Once the applicant has applied, they will receive an email confirmation of receipt of the application.

If an apartment is not immediately available, the applicant will be placed on the Graduate and Family Housing waiting list.

- Each academic quarter, while the applicant is on the waiting list they will receive an email, which requires the applicant to update his/her information in order to stay on the waitlist.
- If the applicant does not update their information, the application will be removed from the waitlist and the applicant will receive an email notification.
- If the applicant has missed the update request once, is still interested in housing, and contacts the Housing Office before the next quarterly update to request reinstatement of the application, the office will reinstate the application as of the original application date. Applicants will only have one opportunity to have their applications reinstated.

Offers

Offers are made in the following priority order:

1. Students referred by the Office of Students with Disabilities (OSD) to receive priority housing
2. New incoming students nominated by their department/school for priority status
3. Students with children
4. All other students based on application date

Offers are made based on the following factors:

1. Priority status
2. Application date
3. Need housing by date
4. Housing preferences
5. Roommate and Gender

Offer Communication process:

- Once an apartment becomes available that meets the applicant's requests, the Housing Office will send an email message to the applicant.
- In addition, a reminder email will be sent to the applicant if a response is not received within 24 hours of the original email message.

Offer Response

If the applicant wishes to accept the offer for housing:

- The applicant will receive email instructions to accept the offer via HDH's on-line system.
- Once accepted, the applicant will receive another email confirming their accepted offer.
- Within 24-48 hours of accepting the housing offer, an electronic Rental Agreement will arrive via email. This email will include a link to read and sign the agreement. The applicant must sign this Agreement within 24 hours of receipt unless other arrangements are made with the Housing Office.
- Once the incoming student signs the electronic Rental Agreement, the Housing Office will send an email to all roommates providing the contact information of the incoming and current applicants (if applicable).
- The applicant will also receive an email that includes a link to access the online community orientation.
 - Residents must complete the online orientation prior to move-in day. The online orientation provides helpful information to prepare for arrival, access to valuable resources during residency and other important information.
- The applicant must pay the first month's rent on or before the Rental Agreement start date. If the first month's rent is not received on or before the Rental Agreement start date, the applicant forfeits the apartment, and it will be offered to another student.
- Once accepted the application is removed from the waitlist

Applicants are not eligible to re-apply, unless:

- They would like to relocate during their two-year term; or
- They vacate prior to their two-year term and want to fulfill their two-year housing allocation at another time.

If the applicant refuses the offer:

- And this is the first offer, the applicant will maintain the original application date and position on the waitlist and will receive one additional offer.
- And this is the second offer, the application will be archived; and the applicant will receive an email notification. The applicant may submit a new application, which will be added to the end of the waitlist.

If the applicant does not respond to the offer:

- And this is the first offer, the application will be archived; and the applicant will receive an email notification.
 - If the applicant is still interested in housing and contacts the Housing Office within the same quarter of not responding to the offer to request reinstatement of the application, the Housing Office will reinstate the application as of the original application date.
- And this is the second offer, the application will be archived; and the applicant will receive an email notification. The applicant may submit a new application. The application will be added to the bottom of the waitlist.

If the applicant wishes to cancel the acceptance of the offer prior to the Rental Agreement start date:

- The applicant must submit, in writing, a request to cancel the Rental Agreement prior to 12:01 a.m. on the Rental Agreement start date.

If the applicant wishes to terminate the Rental Agreement on or after the Rental Agreement start date:

- The applicant must submit a 30-day written notice of intent to vacate. The notice can be found at the HDH Graduate and Family Housing website
- The applicant will be responsible for paying the rent for 30 days from receipt of the notice or until the apartment is re-rented and a new resident moves in, whichever comes first.

Preferred Roommate & Offer Process

Graduate and Family Housing applicants can add a Preferred Roommate directly to their application. This will allow eligible single waitlist applicants the opportunity to self-select their roommate.

- All interested applicants who have a current Wait List application and who would like to participate in this process, can add the name and PID# of their Preferred Roommate by logging in to hdh.ucsd.edu and select "update your application".
- Preferred Roommate Offers are based on several factors, primarily the availability of a full apartment and the earliest Housing Wait List Application date between the confirmed Preferred Roommates.
- Confirmed Preferred Roommates must wait for a full apartment to become available which can take longer than waiting for a single space vacancy.

A Preferred Roommate can still accept a single space offer. The remaining Preferred Roommate may select a new Preferred Roommate. At any time, any one or both of the Preferred Roommates may seek an alternate Preferred Roommate by updating their application's Preferred Roommate fields or deleting them entirely.

Rental Agreement Terms

Duration

- Single students and couples will receive a non-renewable fixed term Rental Agreement for a total of two years.
- Students with children will receive a month-to-month Rental Agreement for Coast Apartments, Mesa Residential Apartments, Mesa Nueva, Nuevo East, Nuevo West and One Miramar Street Apartments. This agreement will continue on a monthly basis through the student's normative time to degree period plus one year, as long as the student continues to meet Graduate and Family Housing eligibility requirements.
- As a recruitment tool, new incoming students nominated by their departments for priority status will receive a month-to-month Rental Agreement. This agreement will continue on a monthly basis through the student's normative time to degree, period plus one year, as long as the student continues to meet Graduate and Family Housing eligibility requirements.
- Registered students with the Office for Students with Disabilities (OSD) must provide a current Authorization for Accommodation (AFA) to the Housing Liaison. These students will receive a fixed term Rental Agreement for a total of two years unless otherwise indicated in the AFA. Authorization must be renewed each year.

Room Type

- Single students will receive an offer for a studio, 1 bedroom or a private bedroom in a 2-, 3-, 4- or 6-bedroom apartment. The office will assign another resident(s) to the remaining available bedroom(s) in the apartment.
- Students with children and student couples are offered full apartment units. Students with children, based upon family size may be offered a full 1-bedroom, 2-bedroom or 3-bedroom unit. Couples may be offered a studio, 1-bedroom or 2-bedroom unit. All offers are based upon availability.

Roommate Gender Identity

UC San Diego & HDH commits to house transgender, genderqueer and gender nonconforming students via discussions based on individual and specific needs. The Housing Liaison is available to answer any questions that you may have and to provide the appropriate campus resources. The Housing Liaison can be reached at housingliaison@ucsd.edu

Applicants are provided an opportunity to indicate on their Housing Application their gender, gender identity and expressions.

Move-In Process

Prior to check-in, residents should pay their first month's rent at <https://act.ucsd.edu/studentEBill2/StudentBilling>

Upon check-in, residents must provide the following to pick up keys:

- Picture ID
- Personal check, money order, or cashier's check for the first month's rent, (if not paid in advance);
- Pet Deposit (if applicable);
- Vehicle registration in resident's name (if applicable);
- San Diego Gas and Electric account information (if applicable);
- Copy of child's birth certificate (if applicable);
- Copy of marriage certificate (if applicable);
- Copies of committed couple documentation (if applicable);

Residency

Handbook: The Handbook acquaints residents with their communities and provides information regarding services, facilities, policies, and procedures. The information in this handbook is made available as a courtesy document to students. HDH reserves the right to change the rules in the handbook by rescinding, amending, or making such other rules and regulations as deemed necessary to provide for the comfort and convenience of all residents and for the safety, care, proper maintenance, and cleanliness of the premises. The Handbook can be found on the HDH website under the Resident Resource page.

Requests for Exceptions/Appeals: The Graduate and Family Housing Advisory Committee (Advisory Committee) is an advisory to the Vice Chancellor (VC) /Chief Financial Officer (CFO) and the Executive Director of Housing, Dining and Hospitality (HDH). The committee has two primary tasks. The first task is to review and make recommendations HDH on current and prospective policies, levels of service, budgets and rate structures GFH communities. The second task is to review requests for exceptions, which have been previously denied by an HDH community manager. The committee is an avenue for appeal by students beyond the management offices.

Residents may submit an electronic request/appeal using the "Appeal Process for Residents" link on the "Current Resident Resources" tab found at hdh.ucsd.edu. Once submitted Housing Office staff will review the request. If the request is not granted by the Housing Office, it will be forwarded to the Advisory Committee for review. The Advisory Committee will send an email with the outcome of the review.

Eligibility checks:

Residents are required to remain eligible during the term of their Rental Agreements and eligibility is checked in the Fall, Winter and Spring Quarters.

- If a resident is not meeting the eligibility requirements, a courtesy email will be sent providing three days to prove eligibility or submit a 30-day written notice of intent to vacate.
- If the resident does not respond to the courtesy email, a Three Day Notice to Perform Covenant or Quit will be served. This notice requires the resident to prove eligibility or vacate the apartment within three days.

Pet policy: With the exception of the approved animals listed below, animals are prohibited in Graduate and Family Housing communities without prior written consent of the University. However, the following exceptions apply:

- Personal 'Service or Assistance Animals' that assist with a disability as certified by the Office for Students with Disabilities.
- *At Coast, La Jolla Del Sol, Mesa, and OMS:* The University will approve two indoor cats, caged birds, and fish in aquariums with a 30 gallon or less capacity, per apartment. A signed pet addendum and a \$250 pet deposit will be required for up to 2 indoor cats;
- *Mesa Nueva, Nuevo West, Nuevo East and Rita:* The University will only approve fish in aquariums with a capacity of 30 gallons or less, per apartment. Cats are not allowed.

If you indicate that you require a Service Animal or Assistance Animal:

- Students should contact the Office for Students with Disabilities and refer to the form [Assistance Animal Accommodation Request](#) or reach out to our Housing Liaison at 858.534.8567 or housingliaison@ucsd.edu.
- Staff/Faculty, should contact our Housing Liaison at 858.534.8567 or housingliaison@ucsd.edu.

If you indicate that you would like to bring a Pet with you, please note that there is a more detailed approval process and a required pet deposit if and when you receive an offer to live in UC San Diego Graduate & Family Housing. More information about this process will be provided to you when applicable.

Rent delinquencies, deferments, and payment plans: Rent is due and payable (without invoicing) on the first of every month. If rent is not received by the fifth of the month, a \$20 liquidated damage charge will be assessed to the resident's housing account. If a resident foresees any difficulty in paying the rent on time, they may visit the Housing Office prior to the fifth of the month to complete a written request for rent deferment. If the written request is submitted prior to the fifth of the month, the \$20 liquidated damage charge will be waived up to 3 times per calendar year. If a \$20 liquidated damage charge posts to the resident's account, the office will waive it one time in a calendar year at the request of the resident.

Sublease: The purpose of the sublease program is to allow residents to maintain their housing status while away from UC San Diego to work, study, perform academic field research, and/or take an approved leave of absence. Residents are not eligible if they are continuing to work on campus during the sublease period. Academic year subleases are for a maximum of 3 quarters. Individuals subletting during an academic quarter must meet the eligibility requirements. Summer subleases are for a maximum of 3 months. Individuals subletting during the summer must be affiliated with the University, however, do not need to meet the eligibility requirements.

Residents looking to sublease their apartment, and non-residents looking for apartments to sublet, may submit profile applications on the Housing Sublet Portal at hdh.ucsd.edu. The resident remains financially responsible for paying the rent; and must provide key(s), parking permit(s), mailbox combination codes and gate transmitter(s) to the individual subletting the apartment. Residents may not require a security deposit or charge rent in an amount greater than what the University charges the resident.

Leave of Absence & Leave Extension Policy

Residents may be eligible to remain in housing during a leave of absence or part-time status (less than 12 units) if they meet the following conditions:

Graduate and Professional Students:

- Have received approval for a leave of absence or part-time status from the Graduate Division, Irwin & Joan Jacobs School of Engineering, Rady School of Management, School of Medicine, or the Skaggs School of Pharmacy and Pharmaceutical Science.
- Have paid any outstanding balance on their housing account.
- Plan to return to full-time enrollment at UC San Diego during the next applicable quarter.
- Have not had more than three (3) quarters of leave-of-absence status while enrolled at UC San Diego. (Graduate students in good academic standing may request an additional three (3) quarters of leave-of-absence to care for a child.)

Undergraduate Students:

- Have received approval for a period of withdrawal from the Academic Advising Office at your college of registration.
- Have paid any outstanding balance on the housing account.
- Plan to return to full-time enrollment at UC San Diego during the next quarter.
- Have not had more than three (3) quarters of withdrawal status while enrolled at UC San Diego.

Notice of Intent to Vacate (NIV)

- Residents with a month-to-month agreement or residents who wish to leave prior to the end of their Rental Agreement end date must submit written notice 30 days prior to their move out date.
- Residents on a fixed term Rental Agreement are not required to provide a 30-day notice of intent to vacate if they are vacating on the day of the Rental Agreement end date.
- Upon graduation, Residents must submit an NIV, as they are no longer eligible to live in Graduate and Family Housing.

Contact Information:

Graduate and Family Housing

Phone: 858-534-2724

Email: gradfamilyhousing@ucsd.edu