

Updated 3/30/2023

## Housing • Dining • Hospitality Graduate and Family Housing Program Guidelines

These program guidelines provide details regarding housing processes. If you have any questions regarding this information, please email [gradfamilyhousing@ucsd.edu](mailto:gradfamilyhousing@ucsd.edu) or call 858.534.4723.

### **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, spouses and dependents are eligible upon submitting documentation, which includes, but not limited to:

- Child's birth certificate,
- Marriage certificate, registered domestic partnership; and/or
- Supporting documentation of dependent status.

If a student's partner, child, or dependent plans to reside away from the apartment for more than one quarter, contact the office regarding finding an eligible roommate during the partner, child or dependent's absence.

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

- They are in a committed relationship, have children and/or claim a dependent; 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, spouses and dependents are eligible upon submitting documentation, which includes, but not limited to:

- Child's birth certificate,
- Marriage certificate, registered domestic partnership; and/or
- Supporting documentation of dependent status.

If a student's partner, child, or dependent plans to reside away from the apartment for more than one quarter, contact the office regarding finding an eligible roommate during the partner, child or dependent'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](http://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. Desired move-in 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 applicant signs the electronic Rental Agreement, the Housing Office will send an email to all apartment mates and roommates providing the contact information of the incoming applicant and current residents (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. 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 electronically submit a 30 day notice of intent to vacate. The notice can be found at the HDH Graduate and Family Housing website at <https://hdhgradfamilyhousing.ucsd.edu/residents/resources/index.html>.
- 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/apartment mate.

- 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/Apartment Mate by logging in to [hdh.ucsd.edu](http://hdh.ucsd.edu) and select "update your application".
- Preferred Roommate/Apartment Mate offers are based on several factors, primarily the availability of a full room/apartment and the earliest Housing Wait List Application date between the confirmed Preferred Roommates/Apartment Mates.
- Confirmed Preferred Roommates/Apartment Mates must wait for a full room/apartment to become available which can take longer than waiting for a single space vacancy.

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

### **Double Occupancy**

Graduate and Family Housing applicants can request a double occupancy room on their housing application for the following communities: Central Mesa (excluding 9226), South Mesa and One Miramar Street. Current residents in these communities who wish to share their bedroom with an eligible student will need to submit a new housing application requesting a double occupancy room type. The Housing Office will assign residents in these communities to double occupancy rooms. Current residents selecting the double occupancy room may have to relocate to another apartment.

Residents of Coast, Mesa Nueva, Nuevo East and Nuevo West (except Brisa) who wish to share a bedroom with an eligible student will need to visit the [Resident Portal](#) after signing a housing agreement and select "Add additional occupant to my housing agreement".

### **Rental Agreement Terms**

Duration

- Single students, student couples and students with adult dependents will receive a non-renewable fixed term Rental Agreement for a total of two years. Students must meet Graduate and Family Housing eligibility requirements during the two years.

- Students with children 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, as long as the student meets Graduate and Family Housing eligibility requirements.
- As a recruitment tool, new incoming students nominated by their departments for priority status will receive a fixed term Rental Agreement for a total of six years. Students must meet Graduate and Family Housing eligibility requirements during the six years.
- 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. These students must meet Graduate and Family Housing eligibility requirements during the two years.

#### Room Type

- Single students applying for a single occupancy room 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.
- Single students applying for a double occupancy room (sharing a bedroom with another student) at Central Mesa, South Mesa or One Miramar Street will receive an offer for a shared bedroom in a 1, 2, or 3 bedroom apartment. The office will assign another resident(s) to the remaining available spaces in the bedrooms and apartments.
- Students with dependents and student couples are offered the entire apartment and are eligible to select a studio, 1, 2 or 3 bedroom apartment based on number of other occupants.

#### Apartment mates/Roommates

*Definition:* Apartment mates share an apartment and roommates share a bedroom.

*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](mailto:housingliaison@ucsd.edu)

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

#### Assignment:

- At Coast, Mesa Nueva, Nuevo East and Nuevo West:
  - Housing will assign apartment mates.
  - Residents may choose to share their bedroom with a roommate who meets eligibility requirements. Contact the Housing Office to add an additional occupant to the rental agreement.
- At Central Mesa, South Mesa and One Miramar Street:
  - Housing will assign apartment mates.
  - Housing will assign roommates.

#### Move-In Process

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

Keys can be picked up at the office during normal business hours or placed in a lockbox/mailbox for pick up. Combinations to lockboxes/mailboxes is emailed one business day prior to the rental agreement start dates.

#### Residency

*Advisory Committee:* This Graduate and Family Housing Advisory Committee (GFHAC) is advisory to the Vice-Chancellor/Chief Financial Officer and the Executive Director of Housing, Dining and Hospitality (HDH). It serves as a resource for current and future Graduate and Family Housing (GFH) communities that house UC San Diego single graduate and professional students and student families. Items for committee input will be presented by HDH staff and student co-chairs.

The committee is tasked with providing input on current residential services (e.g., mail, amenities, transportation, security, retail) and programs (e.g., signature events, newsletter content and frequency, community gardens, food trucks); requesting feedback from community membership through town halls (virtual or in-person); and reviewing survey questions and results. Committee members must uphold the UC San Diego Principles of Community and commit to the highest standards of professionalism and accountability.

*Handbook:* The Handbook acquaints residents with their communities and provides information regarding services, facilities, and procedures. 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.

*Electricity:* The following communities require that residents establish their own accounts for electricity with San Diego Gas & Electric (SDG&E): Mesa (2 bedrooms only), One Miramar Street, and Mesa Nueva (1, 2, and 3 bedrooms only). The University pays for gas, water, sewage and trash in all communities. New incoming residents sharing an apartment or room with current occupants should communicate with their room/apartment mates on how the billing should be shared. Instructions can be found in your welcome email. Anytime a new roommate/apartment mate moves in or out, all current occupants should discuss the need to update or change the account name to ensure there is no disruption of services.

Residents in Coast, Central Mesa 1 and 3 bedrooms, Mesa Nueva studios, Nuevo East and Nuevo West are not required to set up electricity accounts.

*Cable and Internet:* Housing Dining and Hospitality (HDH) has contracted with Spectrum to provide cable and internet services for campus housing included in rent.

The following communities require that residents establish an account with Spectrum to provide cable and internet services: Coast, Mesa, and One Miramar Street. Anytime a new roommate/apartment mate moves in or out, all current occupants should discuss the need to update or change the account name to ensure there is no disruption of services.

The following communities provide cable, Wi-Fi, and Spectrum U services: Mesa Nueva, Nuevo East and Nuevo West. Residents utilize the campus Single Sign On (SSO) process to access Spectrum services. Access is limited to your housing community and not available when you are on campus or visiting other areas. Additionally, each apartment should feature one working ethernet connection in the common area and one per bedroom. For visitors and guests, a guest Wi-Fi network is available for use. UCSD Protected networks are provided in study rooms, conference rooms and some outdoor areas. Personal routers are not permitted.

*Requests for Exceptions/Appeals:* The Graduate and Family Housing Contract Appeals Committee is charged to provide an avenue for review of extraordinary student circumstances that have resulted in a student seeking exception to policies and procedures outlined in or related to the housing contract through the use of an online appeals process. All meetings are held in closed session for student privacy.

Residents may submit an electronic [appeal](#). 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 Contract Appeals Committee for review. The Contract Appeals 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.
- If the resident does not respond to the Three Day Notice to Perform Covenant or Quit a Three Day Notice to Quit will be served. This notice requires the resident to 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 Nueva, 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](mailto:housingliaison@ucsd.edu).
- Staff/Faculty, should contact our Housing Liaison at 858.534.8567 or [housingliaison@ucsd.edu](mailto: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 when you receive an offer to live in UC San Diego Graduate & Family Housing. More information about this process will be provided to you at the time of your offer.

*Rent delinquencies, deferments, and payment plans:* Rent is due and payable on the first of every month. If a resident foresees any difficulty in paying the rent on time, they may submit a [Monthly Charges Deferment Agreement Form](#) or contact the office for further information.

*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. Individuals subletting during the summer must be affiliated with the University, however, do not need to meet the eligibility requirements. Summer subleases are for a maximum of 3 months.

Residents looking to sublease their space while they are away, and non-residents looking for spaces to sublet, may submit profile applications on the Housing Sublet Portal at [hdh.ucsd.edu](http://hdh.ucsd.edu).

The following applies when you are subleasing your space:

- The resident remains financially responsible for paying the rent.
- The resident must provide key(s), parking permit(s), mailbox combination code and gate transmitter(s) to the individual subletting the space.
- Residents may collect a \$100 refundable damage deposit but may not charge rent in an amount greater than what the University charges the resident.
- [An electronic sublease form](#) must be submitted in advance to the Housing Office. Failure to submit this form may jeopardize your housing privileges. By submitting this form, the student subleasing the space will be provided lock out service as well as receiving mail and packages at Mesa Nueva, Nuevo East, Nuevo West and One Miramar Street.

Any time spent subleasing in Graduate and Family Housing will not apply towards the 2-year limit.

**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.

**Move Out**

*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 electronic 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 electronic NIV, as they are no longer eligible to live in Graduate and Family Housing.

*Last Month's Rent:* If you plan to pay your pro-rated rent amount, you will need to make a payment with either cash or a check at the [Central Cashier's Office](#) or you can wait one business day after rent has posted and pay the pro-rated amount due online. If you pay more than your pro-rated amount, you will need to submit a request in the [Services and Support Portal](#).

*Preliminary Inspection:* Preliminary inspections are completed when all residents of the apartment vacate. An office representative will post advance notice of entry. The purpose of the inspection is to determine the number of days required to prepare the apartment for a new resident.

*Key/Parking Permit Return:* Residents must return their key(s) and parking permit(s) to the office by 12 midnight on their vacate date. Residents will incur a charge if the key(s) and parking permit(s) are not returned.

*Move Out Inspection:* On the first business day after the resident vacates the apartment, an office representative will enter to inspect. Residents may arrange to be present at this inspection by contacting the office. The representative will assess the condition of the apartment to confirm it has been cleaned, there is no evidence of damage, and returned to the condition in which it was received except for normal wear and tear. A move out inspection form will be completed. If the apartment (and any applicable storage space) is not found to be in satisfactory condition, the representative or authorized vendors will assess the damages and provide documentation of charges providing the costs incurred to return the apartment into its original condition. If damage charges are assessed, a copy of the move out inspection and a summary of charges will be sent to the resident within three (3) weeks of vacating the apartment.

*Forwarding Address:* Residents should provide a forwarding address while completing the electronic Notice of Intent to Vacate.

**Contact Information:**

Graduate and Family Housing

Phone: 858-534-4723

Email: [gradfamilyhousing@ucsd.edu](mailto:gradfamilyhousing@ucsd.edu)