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. Furthermore, the Report states, “… early placement will enhance student recruitment and maximize the educational and social benefits that on-campus housing provides…”

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 or they are on an approved leave of 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 family member eligibility. Provide a valid marriage certificate, registered domestic partnership, or schedule an appointment with the Graduate and Family Housing Office (Housing Office) to document couple status.
  o 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 https://hdh.ucsd.edu. 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 within 6 months to request reinstatement of the application, the office will reinstate the application as of the original application date.

Offers
Offers are made in the following priority order:
1. New incoming students nominated by their department/school for priority status
2. Students referred by the Office of Students with Disabilities (OSD) to receive priority housing
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 e-mail message to the applicant.
- In addition, the Housing Office will attempt to reach the applicant by phone on two different days at two different times to provide additional details regarding the offer.

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 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 six months 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 cancel 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 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 Portal & Offer Process
Graduate and Family Housing has implemented a Preferred Roommate Application that 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 complete a Preferred Roommate Application by logging in to the Preferred Roommate Portal here: https://hdh.ucsd.edu/ARCHRoommate/.

Preferred Roommate Offers are based on several factors, primarily the availability of a full apartment and the earliest Housing Wait List Application date (not the preferred roommate 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.
• Contact information provided during the Preferred Roommate application process will be shared between confirmed Preferred Roommates so that they can make arrangements to meet and/or communicate between each other.

A Preferred Roommate can still accept a single space offer, which will break the connection between the Preferred Roommates. The remaining Preferred Roommate may select a new Preferred Roommate. At any time, any one or both of the Preferred Roommates may break a connection, seek an alternate Preferred Roommate or archive their Preferred Roommate application 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, One Miramar Street Apartments, or Rita Atkinson Residences. 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 Housing eligibility requirements.

- Registered students with the Office for Students with Disabilities must provide a current Authorization for Accommodation (AFA) to Housing Liaison. These students will receive a fixed term Rental Agreement for a total of two years. Authorization must be renewed each year.

Room Type
- Single students will receive an offer for one room in an occupied apartment. The office will assign another resident to the remaining available bedrooms in the apartment.
- Single students who applied for the Single Graduate Apartments are assigned one room in a four-bedroom apartment. The office will assign three additional residents to the second, third, and fourth bedrooms.
- Single students who applied for the Mesa Nueva 3 bedroom apartments are assigned one room in a 3-bedroom apartment. The office will assign two additional residents to the remaining available bedrooms.
- Students with children and student couples are offered the entire apartment (except Single Graduate Apartments).

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.

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 incorporated into the Rental Agreement. 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.

*Requests for Exceptions/Appeals*: The Graduate and Family Housing Advisory Committee (Advisory Committee) reviews discrepancies for graduate and professional students regarding charges to your account, housing policies and procedures, Rental Agreements, budgets, rates, and levels of service. The Advisory Committee consists of student representatives residing in UC San Diego graduate and family housing communities and staff representatives from the Graduate Division, School of Medicine, School of Pharmacy and Housing.
Residents may submit an electronic request/appeal using the “Appeal Process for Residents” link on the “Current Resident Resources” tab found at https://HDH.UCSD.edu. Once submitted the Office will review the request. If the request is not granted by the Office, it will be forwarded to the Advisory Committee for review. The Advisory Committee will send an email with the outcome of the review.

**Carpet/vinyl replacements:** Residents may request an inspection of the carpet and vinyl to determine if it needs to be replaced. If the carpet/vinyl is to be replaced, the resident is responsible for moving the personal items from the area prior to the replacement. If the carpet does not need to be replaced we offer an annual complimentary carpet cleaning.

**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.

**Noise violations:** Residents who violate quiet hours (documented by a Resident Security Officer, campus police, or University employee) will receive written notification of the violation. Repeat violations will jeopardize the resident’s housing privileges.

**Patio/Balcony guidelines:** Patio/balcony guidelines were established to ensure the residents’ safety, maintain the building structures, prevent pest infestations, and to provide an aesthetically pleasing environment. The patio/balcony guidelines apply to patios, balconies, and entryways of the apartments.

**Pet policy:** With the exception of the approved animals listed below, animals are prohibited in our communities without prior written consent of the University. Residents with an emotional support or service animal should contact the Office for Students with Disabilities. Guest animals are not permitted at any time.

Coast, La Jolla Del Sol, Mesa, and One Miramar Street: The University will approve two indoor cats, caged birds, or 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, Rita and Single Grad Apartments: The University will approve fish in aquariums with a capacity of 30 gallons or less, per apartment. Cats are not allowed at Mesa Nueva, Rita or Single Grad Apartments.

Pets are not allowed on the lawns, landscaped areas, or parking areas. Pets must be kept inside the apartment at all times and under control of a responsible person. Refer to the pet addendum for additional guidelines.

**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 [https://hdh.ucsd.edu](https://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 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 the 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