

HARTFORD SEMINARY
On-Campus Housing Application: J-1 Exchange Visitors
2011-2012
Information and Instructions

Hartford Seminary has a limited number of furnished apartments on campus to rent to exchange visitors. Living in our on-campus housing, you will be assigned a private bedroom, and will share common living areas (kitchen, living room, and bath). Units come with basic furnishings and kitchen supplies. Residents are expected to supply their own towels, linens, blankets and pillows. A supply of gently-used bedding may be available upon request.

Occupancy is intended for individual exchange visitors only; accommodations for visitors seeking on-campus apartment housing for themselves and their families must secure off-campus housing.

Please note that Hartford Seminary apartments are NOT handicapped accessible.

Rent for the 2011-12 academic year is \$480 **per month** for a single room in a shared house. Please note that the rental fee increases approximately 5% per year, taking effect on July 1st. Short-term stays are \$40 per night, and a minimum of 3 consecutive nights are requested. In most cases, heat, electricity, hot water, one basic phone line, and basic internet access, are included in the total monthly fee.

Apartment Reservation Deposit and Security Deposit

In order to be considered for and assigned to a space on-campus, ***the attached housing application must be completed and returned with a \$100 apartment reservation deposit.*** When you arrive at the Seminary, this deposit will be applied to your first month's rent. ***By law, you must also provide proof of having a Meningococcal Vaccine PRIOR to moving onto campus.***

Hartford Seminary also requires payment of an apartment security deposit (in the amount of one month's rent) and the first month's rent at the time of occupancy. The security deposit protects the Seminary in case of damage done to the premises, and is held until the student vacates the apartment. The security deposit is refunded after the apartment has been checked by facilities staff and found to be in the same condition as it was when originally occupied (taking into account typical use).

We require payment of the security deposit and first month's rent prior to the release of apartment keys.

Total monies required for reserving an on-campus <u>room</u> :	\$ 100 - deposit (to be applied to first month's rent)
	\$ 380 - remainder of first month's rent
	\$ <u>480</u> - security deposit
TOTAL	\$ 960

Payment of the \$100 housing deposit may be made by certified bank check or money order (made payable to *Hartford Seminary*) or with one of the following credit cards: VISA, MasterCard or Discover. *For international applicants who are unable to provide a deposit in any of the ways indicated above, please contact Rose Lezak, Director of Administration and Facilities, to discuss alternative arrangements.*

The application and \$100 housing deposit should be received as follows:

- for ***Fall Semester Occupancy*** (beginning in September) ***June 1***
- for ***Winter/Spring Semester Occupancy*** (beginning in January) ***November 1***
- for ***Summer occupancy*** during June, July, August ***May 1***

Applications are considered on a first-come, first-serve basis. A room assignment will be made, secured and confirmed by Hartford Seminary **ONLY** when the attached application and the apartment reservation deposit have been received. The \$100 housing reservation deposit will be refunded if, for some unforeseeable reason, the exchange visitor is unable to attend Hartford Seminary or there is no housing available on campus.

Please direct any questions to: Rose Lezak, Director of Administration and Facilities, Hartford Seminary
860.509.9501, rlezak@hartsem.edu



PLEASE PRINT

LAST NAME FIRST NAME MIDDLE MALE FEMALE

PERMANENT ADDRESS CITY STATE ZIP CODE

(_____) _____
PERMANENT TELEPHONE E-MAIL DATE OF BIRTH

EMERGENCY CONTACT INFORMATION:

LAST NAME FIRST NAME RELATIONSHIP

STREET ADDRESS CITY STATE ZIP CODE

(_____) _____ (_____) _____
HOME TELEPHONE WORK TELEPHONE E-MAIL

OCCUPANCY START DATE: SUMMER, 2011 FALL, 2011 WINTER/SPRING, 2012

EXPECTED DATE OF ARRIVAL: _____ ROOM: _____ OR FAMILY APARTMENT: _____ REQUESTED

EXPECTED GRADUATION YEAR: _____ DEGREE PROGRAM: _____

ALL HOUSING IS SMOKE FREE.

IMPORTANT: IF YOU HAVE A DISABILITY OR MEDICAL CONDITION THAT SHOULD BE CONSIDERED IN ASSIGNING A ROOM, PLEASE CONTACT ROSE LEZAK VIA E-MAIL, RLEZAK@HARTSEM.EDU, OR PHONE (860) 509-9501.

SIGNATURE DATE

REMINDER: PROOF OF MENINGOCOCCAL VACCINATION MUST BE SUBMITTED BEFORE HOUSING APPLICATION IS APPROVED.

PAYMENT INFORMATION: CREDIT CARD CHECK MONEY ORDER/OTHER

CREDIT CARD NUMBER EXPIRATION DATE NAME ON CARD

SIGNATURE DATE

MAIL OR FAX TO: HARTFORD SEMINARY, ATTN: ROSE LEZAK, 77 SHERMAN STREET, HARTFORD, CT 06105

PHONE NUMBER: (860) 509-9501

FAX: (860) 509-9509

E-MAIL: RLEZAK@HARTSEM.EDU

OFFICE USE ONLY

DATE APPLICATION RECEIVED: _____ PAYMENT ENCLOSED Yes No

ROOM/APARTMENT ASSIGNED: _____