

RESIDENCE LIFE FACT SHEET

1. Acquiring On Campus Housing:

- Students must complete an *Application for Residence Hall Accommodations* card and mail it to the Office of Residence Life
- Students will receive a housing contract for the upcoming semester and a *Residence Hall Contract Booklet*.
- Students must complete the housing contract and mail it the address provided with a \$300 room deposit payable to UMES. Be sure to include your student identification number on the payment.
- Room assignments will be mailed to all students as soon as spaces are assigned.
- **After July 1st, on campus housing becomes limited.**
- **After July 1st, deposits are nonrefundable.**

2. Roommate Requests

- Both students must mail contracts and room deposits in the same envelope along with a note of their request.
- Roommate requests are not guaranteed but every effort will be made to satisfy their requests based on housing availability.

3. Housing Area Requests

- Students interested in requesting a particular housing area must write their request on the bottom of the housing contract.
- Requests are only granted based on availability in requested housing area.

4. Brochures

- The Office of Residence Life has a housing publication, *Campus Living: A Guide to Residence Halls*, for students interested in on campus housing.
- Visit the UMES Office of Residence Life website at www.umes.edu/reslife to review the Code of Conduct and Housing Booklet.

PLEASE DO NOT ATTEMPT TO COMPLETE THE ROOM RESERVATION PROCESS WITHOUT OFFICIAL ACCEPTANCE TO THE UNIVERSITY. ALL PAYMENTS AND CONTRACTS WILL BE RETURNED UNPROCESSED!