

RESIDENCE HALL TO APARTMENT TRANSFER REQUEST

To be eligible for a transfer from the residence halls to the apartment community, the applicant must be enrolled in at least eight (8) credits as an undergraduate, or six (6) credits as a graduate student and:

1. Be 20 years of age, OR a sophomore class standing (26+ credits), OR lived 2 consecutive semester in the residence halls, OR head of household with dependents.
2. Student account must be current and pass financial credit check (co-signer may be required).
3. *Eligibility does not constitute application approval nor does it imply an apartment offer.*

Date: _____ Student ID #: _____

Name: _____ Contact Phone #: _____

Address: _____
Street Address
Apartment Number

Email Address: _____ @u.boisestate.edu

Please check all those that apply.

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|---------------------------------------|---------------------------------------|
| University Heights – 1 bedroom | University Heights – 2 bedroom |
| University Manor – 1 bedroom | University Manor – 2 bedroom |
| University Park – 2 bedroom | University Park – 3 bedroom |
| University Square – 2 bedroom | University Village – 2 bedroom |

Do you want to keep your meal plan (if applicable)? No Yes

Please note if you select “no” your meal plan will be turned off within 48 hours of your residence hall check out.

Once review of eligibility has been performed and based on availability an apartment offer will be made your Boise State University email address. We require you replay of acceptance within 48 hours in writing (which can be done by replying to the offer email).

There will be pro-rated charges for all days that both the resident hall room and the apartment are occupied. The termination date for the residence hall charges will be the date you properly check out and turn in your keys to the residence hall front desk. Your residence hall security deposit will be disbursed to your student account (please note if you have any charges on your account that money will be applied to those charges.) The \$225.00 apartment security deposit will be placed on your student account.

You will be charged a \$75.00 transfer fee at the time of acceptance of an apartment offer.

Process:

1. Set up an appointment to meet with your Resident Director and turn in the completed form.
2. Apply online for an apartment <http://housing.boisestate.edu> and pay the \$25 application fee.
3. Check your email for an application status.
4. If an apartment offer is extended and you accept, a \$75.00 transfer fee will be posted to your my.boisestate account.
5. You will have 72 hours after your lease signing date to check-out of your residence hall room to avoid improper checkout fees. Sign up with your Resident Assistant for a proper checkout.
6. If transfer not approved, you will be required to complete your current residence hall agreement.

Signature of Requestor

Date

Office Use Only

Date Received: _____ Date Reviewed: _____ RD Initials: _____