

INFORMATION FOR STUDENTS RETURNING FROM STUDY ABROAD OR LEAVE OF ABSENCE

Brown University
Office of Residential Life

Please follow the procedures below to make housing arrangements for when you return to Brown. Prior to your departure you may choose to appoint a Proxy. This is another Brown student who will be on-campus during the housing process in which you need to participate. He/she may complete any applications or processes on your behalf, except the Off-Campus Application. If you do not appoint a proxy you will need to be able to complete and return applications to Residential Life on your own. The [Proxy Form](#) as well as other forms noted below are available under *Important Forms* at <http://reslife.brown.edu/forms/index.html>.

If you will return to campus as of the fall semester you must participate in one or all of the following processes:

- Lottery - In order to participate in lottery, you must have an anticipated return date for the fall semester registered in the Banner system prior to the first week in March. Applications must be completed on-line <http://reslife.brown.edu> in March. Your proxy will be responsible for completing the application on your behalf as either an individual or group member. He/she will also need to attend the appropriate Lottery night to personally select your housing.
- Summer Assignment Process - Housing Preference Forms are available following the Lottery in spring and are due by mid June and will be processed in July. Assignments will be sent out via e-mail by the beginning of August. If housing is not obtained through the Lottery, you must complete a Housing Preference Form. By not completing a Housing Preference Form you will be randomly assigned housing at the end of the assignment process.
- Vacancy Pull-In - If your friend/friends have a vacancy in either a room or suite they would like you to fill, all parties involved must sign the Vacancy Pull-in Form. Completely vacant stand-alone rooms and suites are not eligible for this process. Forms are due by mid June. Pull-in forms received after this date will not be guaranteed. Pull-ins will be processed in July and the student being pulled-in will be notified via e-mail when the assignment is confirmed.

If you will return to campus as of the spring semester you must participate in one of the following processes:

- Mid-Year Assignment Process - Housing Preference Forms must be submitted by December 15th and will be processed in early January. Assignments will be sent out via e-mail prior to the start of the spring semester. By not completing a Housing Preference Form you will be randomly assigned housing at the end of the assignment process.
- Vacancy Pull-In - If your friend/friends have a vacancy in either a room or suite they would like you to fill, all parties involved must sign the Vacancy Pull-in Form. Completely vacant stand-alone rooms and suites are not eligible for this process. Forms are due by December 15th. Pull-in forms received after this date will not be guaranteed. Pull-ins will be processed and early January and the student being pulled-in will be notified via e-mail when the assignment is confirmed.

Off Campus Permission - APPLICATION PROCESS STARTS THE FALL OF THE PREVIOUS YEAR

Off-campus permission is offered for the academic year (September to May) only. Permission will not be offered for just the spring semester. An application must be completed on-line at <http://reslife.brown.edu>. Only you may complete the application. A Proxy may not apply on your behalf. All rising juniors and seniors are eligible to apply for permission; however, applications are approved in order of seniority. Off-campus permission is only guaranteed to rising seniors who meet the application deadline. Therefore, it is recommended that all other applicants participate in the Lottery to obtain housing even if they are on the waitlist for off-campus permission. No student should sign a lease for an off-campus apartment unless s/he has received official off-campus permission from the Office of Residential Life. All undergraduate students are required to live in University residence halls for a minimum of 6 semesters unless they have off-campus permission or are a Resumed Education Program student, married student, local student living with their parents or will reside in BACH co-op housing.

Things to Remember

1. All assignments to on-campus housing are based on the Seniority/Priority system. Every attempt will be made to meet your preferences. However, assignments for both the fall and spring semester are based on availability of rooms.
2. When taking a leave of absence during a semester, prompt notification to the Office of Residential Life will facilitate accurate and timely financial adjustments to your student account. Please note that no refunds of the housing fee will be granted after the fourth week of each semester.
3. If due to travel circumstances, you need to return to campus early, you must complete the Early Arrival Request process on-line at <http://reslife.brown.edu>.

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