2014-15 Housing Sign-up Information

University Apartments: Empire Commons, Freedom Apartments and Liberty Terrace are for University at Albany Juniors, Seniors, Graduate students or students who are at least 21 years old.

What to do:

STEP 1: Apply

- Log into your MyUAlbany account
  - Application goes live on Tuesday February 11th, 2014.
  - Accept the Terms & Conditions & pay the $125 Housing Deposit.
  - Fill out Application that pertains to your preference:
    - Confirm all room/apartment-mates and make sure they confirm you and each other on their application.
    - Your lottery number and sign update and time information will appear once this is complete.

STEP 2: Choose

- Log into your MyUAlbany account on your assigned Sign-up Date and Time or during Special interest day if approved.
- Choose from available apartments on Freedom Apartments, Empire Commons or Liberty Terrace according to your lottery time.

STEP 3: Confirm (Empire ONLY)

- On March 3rd, an email will be sent to students who sign-up for Empire Commons. There will be a document attached to this email that must be completed, signed and brought to the Empire Commons Community Building by Friday March 7th by or before NOON. Students must complete this portion of the process to secure their 2014-15 assignment. Failure to print, sign and return the attached form to the Empire Commons Community Building office by March 7th by or before NOON will lead to cancellation of your 2014-15 Empire Commons assignment. Study Abroad students please email univapts@albany.edu to inform us that you are abroad so that we can make further arrangements for you.

University Apartments offers both Full-Year and Academic-Year licenses

- Full-year licenses begin on June 9th, 2014 and end on May 17th, 2015 at 5PM and will be available on Empire Commons ONLY in Cluster B and Buildings E1 & E3.
- Academic-year licenses begin on August 22nd, 2014 and end on May 17th, 2015 at 5PM and will be available on Freedom Apartments, Liberty Terrace and Empire Commons in Clusters A, B, C, D, F, G and building E2.

Please note that ‘full-year’ licenses are slightly more costly. Students choosing this option are expected to pay the full-year rate even if they choose not to reside on Empire Commons for the duration of the summer. Additionally, Full-Year license holders are required to pay a portion of their room fee during summer. Students who may not sublet or lend their space to anyone else to reside there for any length of time; this rule also applies to the Fall and Spring semesters. Estimations of 2014 – 15 apartment rates will be available on the Department of Residential Life website beginning mid-February 2014. Finally, students who cancel their full-year license during or at the end of the summer will pay the weekly rate instead of the reduced summer rate, with no exceptions.

Apartment Styles

- Empire Commons:
  4 single bedrooms/2 bath Apartments (Buildings E2 and E3 only) - (Occupancy: 4 students/apartment)
  4 single bedrooms/2 bath Apartments (Occupancy: 4 students/apartment)
- Freedom Apartments: (Recess/Holiday Housing will be in D Cluster ONLY for Freedom)
  3 Bedroom Apartment – Includes 2 Standard Doubles & 1 Designed Single (Occupancy: 5 students/apartment)
  2 Bedroom Apartment – Includes 2 Standard Doubles (Occupancy: 4 students/apartment)
  1 Bedroom Apartment/efficiency suite - includes 1 Standard Double (Occupancy: 2 students/apartment)
- Liberty Terrace:
  4 single bedrooms/2 bath Apartments (Occupancy: 4 students/apartment)

Empire Commons Squatter Sign-Up

February 11th at 9AM through February 21st at NOON

(Using the online Housing Application)

Empire Commons residents currently residing in Cluster B and Buildings E1 & E3 who wish to sign up for 2014-15 Full-year licenses will be permitted to sign-up to return to their exact same 2013-14 room. Only the student requesting to squat may sign up at this time. A friend you wish to reside with will not be able to sign up with or for you during this time and we will not hold spaces in the apartment for potential occupants. Once these dates pass, we cannot guarantee housing in a student’s current space for 2014 – 15.

Full Year students who remain in their exact same bedroom from 13 – 14 to 14 – 15 will be allowed to stay after closing day May 18th, 2014 and will need to “check-in” on Empire Commons between May 24th and May 26th for the 2014-15 license period.

2013-14 residents of Empire Commons Cluster B & Buildings E1 & E3 who choose a different 2014-15 Full-Year space in Empire Commons Cluster B & Buildings E1 & E3 MUST move out on or before May 18th, 2014 by or before 5PM.

Squatters must sign-up through February 21st at NOON. Their current space cannot be guaranteed after this date.

February 24th

ONLINE from 9AM to 5PM (EST)

Athletes Sign-up

(Freedom D Cluster Only)

Prior authorization from Athletics required

February 24th

ONLINE from 9AM to 5PM (EST)

Honors College

Empire Commons A1, A2 & B1 Only) with prior authorization from Honors College

Medical/Disability Needs with prior authorization the University Health Center or Disability Resource Center as appropriate is required

Gender Inclusive Housing - all interested students must fill out the GHI form on Residential Life’s MyInvolvement page.

Open Lottery Sign-up

Empire, Freedom & Liberty

February 25th through February 28th

ONLINE by Lottery Number

From 11AM – 11PM

(Lottery Number Required- based on the schedule provided)

Students who are eligible to sign up for apartments for 2014-15 will participate in the lottery process. During this time, students will be eligible to sign-up for Full-Year and Academic-Year Housing based on their lottery number. Lottery number distributions (dates and times of individual sign ups) will be available on the web at www.albany.edu/housing beginning February 2014. Questions regarding the legitimacy of your lottery number must be posed to the Department of Residential Life prior to your arrival at housing sign up.

2013-14 residents of Empire Commons Cluster B & Buildings E1 & E3 who choose a different 2014-15 Full-Year space in Empire Commons Cluster B & Buildings E1 & E3 MUST move out on or before May 18th, 2014 by or before 5PM.

Students studying abroad during Spring 2014 may sign up online on their own or have a friend they wish to live with sign-up on their behalf. If your housing application or lottery number is not available, please email the Department of Residential Life at resilfe@albany.edu for assistance.
Termination of Lease/Agreement

Prior to start date:
There is no financial penalty to cancel your license so long as you request cancellation, in writing, no later than May 1st, 2014 (for continuing students).

During the Lease Agree Period:
If residents wish to terminate their license in December 2014 or January 2015, they should refer to the University Residence Halls & Apartments License 2014-2015. There is a $400 fee for termination of the Empire Commons residence license, except for reasons of academic study. This includes, but is not limited to, studying abroad and internships. For such instances, students’ must supply a dated letter that describes the academic program for which they wish to terminate the residence license. Empire Commons residents, who apply for a release from housing for any other reason, including December graduation, will be subject to this fee.

Requests for Early Arrival for Summer School 2014
Students needing to return for summer school beginning on Tuesday May 27th, 2014 may apply for early arrival by completing a REQUEST FOR EARLY ARRIVAL form through myinvolvement.org on the University Apartments page beginning April 1st, 2014 through May 1st, 2014. The request must include a ‘print screen’ image/picture of an up-to-date schedule of summer 2014 classes. Submitting an application requesting to arrive early does not automatically authorize your early arrival. Residents not taking session 1 classes will be denied for early arrival. Requests must be received by NOON May 1st, 2014. University Apartments will inform students of their arrival status by May 8th, 2014. Applications received after that date will receive consideration, but may not be granted due to time constraints in preparing the room/apartment. Early Arrival check-in will occur on Monday May 26th from 9 AM to 8PM.

Displaced Squatter Summer Check-in 2014
Displaced Squatters are 2013-14 residents of Empire Commons Clusters A, C, D, F, G and building E3 who are moving into 2014-15 Full Year spaces in Cluster B and Buildings E1 & E3. Displaced Squatter check-in will occur on Monday May 26th from 9 AM to 8 PM. These individuals may remain in their 2013-14 spaces until Thursday June 5th when they MUST report to the Empire Office to get their 2014-15 keys, move to their new space and check out of their 2013-14 space within 24-hours of receiving their 2014-15 keys. Residents who are unable to move on this day MUST check out by or before May 18th, 2014 at 5PM.

Full Year to Full Year Moves
2013-14 residents of Empire Commons Clusters who reside in Cluster B and Buildings E1 & E3 and choose a different space in Empire Commons Cluster B and Buildings E1 & E3 for the 2014-15 license period MUST move out on or before May 18th, 2014 by or before 5PM. Full Year to Full Year residents who need early arrival for summer school must submit an Early Arrival Application; applications will be available beginning April 1st, 2014 through May 1st, 2014. All other Full Year to Full Year residents must check in on or after June 5th, 2014.

How to get questions answered
Should you have a specific question, please feel free to contact the University Apartments’ staff by e-mail at univapts@albany.edu. The University Apartments web site will be updated periodically with new information at www.albany.edu/housing.