The College of New Jersey

Office of Residence Assignments

Student Exchange Housing Proxy Form

If you are a student going on exchange or study abroad for the upcoming semester who wants to live on campus when you return, you must still enter the upper-class housing lottery process or the mini-lottery (for fall exchange students only).

Since you will not be living on campus during this process, we recommend that you have a friend, colleague, or parent act as your housing proxy. This should be a person with whom you will be keeping in touch while you are away on exchange/study abroad. Your proxy takes your place during the upper-class housing lottery in regard to handing in your application, deposit, and even selecting a room for you (provided that you make the lottery cut-off). It is also the proxy's responsibility to contact the Office of Residence Assignments on your behalf to enter you in the mini-lottery process in November.

We encourage you to contact us at any time while you are away on exchange. Our phone number is: (609) 771-2301, or we can be reached via e-mail: resassig@TCNJ.edu

Please fill out the information below and return to the Office of Residence Assignments, Eickhoff Hall 114, prior to leaving on exchange. Thank you.

NAME: _____ Social Security Number: _____-____-_____

TCNJ ID #_____ E-mail: _____

Away on Exchange:	Fall 20__	Spring 20__	Full Academic Year 20__ - 20__

Need Housing For:	Spring 20__	Fall 20__	Full Academic Year 20__ - 20__

_____ I would like to be entered in the housing lottery for the upcoming academic year or semester. My proxy will be:

NAME: _____ Phone #: _____

Campus/Local Address: _____
_____
_____

If you would like your housing lottery materials sent to a location other than to the one written above, please specify here:

NAME: _____ Phone #: _____

Campus/Local Address: _____
_____
_____

_____ No, I am not planning to enter the housing lottery for the upcoming academic year or semester.

_____ _____ _____

Signature Name (print) Date