



CALIFORNIA STATE UNIVERSITY, STANISLAUS

HOUSING AND RESIDENTIAL LIFE

REQUEST FOR EARLY CHECK-IN

Check-in dates are specific to selected contract terms. Residents should consult their housing license agreement to verify their scheduled check-in date before submitting this form. In the event early check-in is requested please submit this form to the Housing Office a minimum of 10 business days prior to the requested early check-in date.

Individuals will receive an email to their university email account regarding the status of their request.

Please print legibly

Name: Last First Email:

Cell Phone: Alt. Phone:

Housing Contract Term:

- Year Round Contract
Academic Year Contract
Fall Contract
Intersession/Spring Contract
Spring Contract
Summer Contract

Requested Date for Early Check-In:

Reason:

- International Student
Out-of-State Student
Elected/Appointed Campus Leader
Other
Student Athlete team affiliation:
Village Varsity Mentor
Village Council Executive
Student Programmer for UPB

Please provide a brief description of why you need to check-in early:

For Official Use

Approved Date: Time:
Denied Charge: \$ Authorization:

Individuals approved for early check-in may go to the Housing Office located in the Community Center on the approved date to complete the check-in process. Housing does not guarantee that the resident will be placed in his or her permanently assigned room for the duration of early check-in, but will make every effort to place the resident in his or her permanent room..

As appropriate a nightly rate of \$40.00 will be assessed for each night of residence prior to the contract check-in date..