



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 be EMAILED regarding the status of their request within 10 business days.

Please print legibly

Name: \_\_\_\_\_ Email: \_\_\_\_\_
Last First

Cell Phone: ( ) \_\_\_\_\_ Alt. Phone: ( ) \_\_\_\_\_

Housing Contract Term:

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

Requested Date for Early Check-In: \_\_\_\_\_

Reason:

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

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..