

UNIVERSITY OF GUAM
RESIDENCE HALLS
UOG Station, Mangilao, Guam 96923
Email Address: rho@uguam.uog.edu
Telephone: (671) 735-2260 Fax: (671) 735-2262

Dorm Application Information Sheet

1. The Residence Halls application and contract, information about the Residence Halls and room rates are available on-line, <http://www.uog.edu/life-at-uog/living-on-campus>. You may fax your completed application to (671) 735-2262 or mail to the address above.

2. A \$100.00 security deposit is required to reserve a room and must be paid before or upon submission of the application by check, money order, or credit card. For your convenience, see page 2 of the application for credit card payment that we are able to assist you in processing.

3. Clearances required:

1) Health Clearance (up-to-date shot record; PPD; MMR, etc), **2) Enrollment Status** (must be enrolled full or part-time; University of Guam or Guam Community College, or doing research project here at UOG), **3) Collections** - financial obligation due to UOG must be cleared or under a payment plan with the UOG Collections Office.

4. Off-island students:

- 1) Please inform our office the date and approximate time of your arrival to the Residence Halls so a Resident Assistant can be available to check you into a room.
- 2) Our office does not provide transportation from and to the airport. However, taxis are available at the airport.
- 3) For early morning and late night hours check-in, please visit our office from 8 a.m. to 5 p.m., Monday to Friday and as soon as possible for proper processing of billing statement for dorm room payment.

5. Application approvals and Room assignments are on a First-Come-First-Serve basis and based on the Application Schedule you fall under (Continuing/Returning; New; and All applicants) and by the following status:

- 1) University of Guam - Full-time students and live-in Residence Halls staff
- 2) University of Guam - Part-time students and visiting scholars
- 3) Guam Community College - Full-time student
- 4) Guam Community College - Part-time student

Please be advised that once the residence halls are full to the allowable capacity your application will be placed on the Waiting List and there is no guarantee a room will be available for you. You will be notified by email of this so it is important that you clearly indicate your email address on your application. If the security deposit was paid, it will be refunded to you.

4. Payment for dorm rental must be paid by the payment deadline. Recipients of Financial Aid and those who are unable to pay the full rent in advance due to extenuating circumstances may make payment arrangements with the University of Guam's Collections Office for a fee of \$25.00.

5. Based on the type of occupancy that you select, if you plan to check-in early before the official check-in date, the semester rate will apply for the extra days since you will be continuing on through the full semester.

6. If you will arrive at the Residence Halls after the first day of the contract period, please indicate date of arrival and your signature on the second page of the application under "Confirmation of Reservation." Failure to do so will result in the transfer of your application to the Wait List and the room will be afforded to the next applicant on the waiting list.

7. If you plan to cancel your application please read "Reservation/Security Deposit" on the second page of the application and "13.0 Charges Before Occupancy" on page 5 of the Residence Halls Contract (to be submitted with your application). For cancellation after occupancy, please read "14.0 Charge Schedule By Week (or any part thereof) After Occupancy" also on page 5 of the contract.

Thank you for your interest in the University of Guam's Residence Halls.