In August 2018, Vanderbilt University will open E. Bronson Ingram College. This new residential college will add rooms for approximately 340 students to Vanderbilt’s on-campus housing room inventory. As a result of this increase in the number of on-campus spaces, the number of students to whom off-campus authorizations can be granted for the 2018-2019 academic year will decrease by 340 from the current year.

Due to the limited number of off-campus authorizations that the Office of Housing and Residential Education will be able to grant, only rising 4th year students or greater will be eligible to request authorization to reside off-campus for the 2018-2019 academic year. All rising 3rd year students will be required to reside on-campus for the 2018-2019 academic year.

Requests for authorization to reside off-campus will be prioritized in the random selection as follows:

1. Students currently residing off-campus for the 2017-2018 academic year who plan to return to Vanderbilt for the 2018-2019 academic year will have first priority in the random selection process.
2. Students who will be entering their 4th year of study or greater who submit their requests for authorization to reside off-campus by the advertised deadline will have second priority in the random selection process.

Late applications will neither be accepted nor considered.

**APPLYING FOR AUTHORIZATION**

Application to reside off-campus will be a two- or three-step (for students wanting to form a roommate group) process.

**Step 1:** Students must register online for the 2018-2019 housing assignment process in the Student Housing Portal between Monday, January 8, 2018 at 12AM CST and Friday, January 12, 2018 at 6PM CST.

**Step 2:** Students must apply online for authorization to reside off-campus in the Student Housing Portal between Tuesday, January 16, 2018 at 12AM CST and Monday, January 22, 2018 at 6PM CST.

**Step 3 (OPTIONAL):** Students who apply online for authorization to reside off-campus in the Student Housing Portal will have the option to form a roommate group between Tuesday, January 16, 2018 at 12AM CST and Monday, January 22, 2018 at 6PM CST.

Failure to complete steps 1 and 2 in the application process by the deadlines will result in a loss of consideration for authorization to reside off-campus for the 2018-2019 academic year.

Once students complete their online application for authorization to reside off-campus in the Student Housing Portal (Step 2), they will have the ability to form a roommate group with up to two (2) other students. Forming a roommate group links students together for the random selection process. Properly formed roommate groups will either be granted authorization or denied authorization as groups. It is strongly encouraged that students who would like to reside off-campus with other students form a roommate group.
Again, we cannot stress enough the necessity of completing the application process properly and by the stated deadlines in order to be considered for authorization to reside off-campus for the 2018-2019 academic year. Students who fail to properly apply will be required to reside in on-campus housing.

Off-campus authorization decisions for the 2018-2019 academic year will be announced on Tuesday, January 23, 2018. Until that time, and only if your request is granted, you should not commit yourself in any way to an off-campus property. Students who are denied authorization to reside off-campus are required to participate in the on-campus room assignment process that will begin in February 2018.

The full-length Guide to Housing will be released later in the fall semester and will provide full details concerning the 2018-2019 process for authorization to reside off-campus. Students are strongly encouraged to review this document once it becomes available. The Guide to Housing will be available on the Office of Housing and Residential Education website and in the Student Housing Portal.

If you have any questions about the process to receive authorization to reside off-campus for the 2018-2019 academic year, please do not hesitate to contact our office at 615-322-2591 or resed@vanderbilt.edu.

Best,

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