

POSTDOCTORAL HOUSING APPLICATION

Office of Housing Services
50 Haven Ave., Suite 104 New York, NY 10032
212.305.4357 option 2
housing-services@cumc.columbia.edu

INSTRUCTIONS

1. Only full-time postdoctoral research fellows and full-time postdoctoral research scientists are eligible. Review guidelines online:
cuimc.columbia.edu/housing/postdocs
2. Complete this form.
3. Obtain a letter from your department chairman or administrator stating your official title, appointment date, and length of appointment.
4. Submit both this form and the letter of affiliation to housing-services@cumc.columbia.edu or to the Office of Housing Services.

APPLICANT INFORMATION

Name: _____

Gender: ☐ Male ☐ Female ☐ Other

Email: _____

Phone: _____

Permanent Home Address

Street: _____ City: _____

State: _____ Zip Code: _____ Country: _____

Address Valid Until (Date): _____

Full-Time Position

Official University Title: (select one)

- ☐ Postdoctoral Research Fellow
- ☐ Visiting Postdoctoral Research Fellow
- ☐ Postdoctoral Research Scientist
- ☐ Visiting Postdoctoral Research Scientist

Length of Appointment: From: _____ To: _____

Department: _____

Faculty Sponsor Name: _____

Phone: _____

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TYPE OF HOUSING REQUESTED

Date Housing Required: _____

Location Preference (select one)

- ☐ Irving Medical Center Campus Only
☐ Morningside Campus Only
☐ Either Irving Medical Center Campus or Morningside Campus

Marital Status and Family Status

- ☐ **Single.** Singles are assigned a studio.
☐ **Couple.** Couples and families are assigned a one-bedroom.
No. of Children: _____
Will the family listed above reside with you? ☐ Yes ☐ No

WHAT TO EXPECT

Due to limited availability, University housing is offered on the basis of a monthly lottery. You will be contacted if your application has been selected. If you secure alternate housing, please notify the Office of Housing Services so that we can remove your application from the pool.

Applicant Signature

Date

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HOUSING APPLICATION RIDER

1. **Eligibility.** Only full-time postdoctoral research fellows and full-time postdoctoral research scientists (“postdocs”) are eligible for Columbia University Housing. Postdoctoral clinical fellows are ineligible for Columbia University housing.
2. **Term Limit.** Postdocs are limited to Columbia University housing for a period of either five years or the duration of their postdoctoral appointment, whichever is shorter. This includes the full amount of time that a postdoc may have been employed as a postdoctoral research fellow or postdoctoral research scientist in any Columbia University division.
3. **Change to Eligible Position.** If a change in position occurs within the five-year housing limit, to a non-postdoctoral title that is still eligible for University housing, the tenant will be allowed to remain in University Housing for either one year or the original maximum of five years, whichever is shorter.
4. **Change to Ineligible Position.** Postdocs who become ineligible for housing due to a change from a full-time appointment to a part-time appointment or to an ineligible title will not have their lease renewed and will have a three-month grace period to find alternate off-campus housing or return to work full-time with an eligible title. During this three-month period, the tenant will continue to pay rent at the same rate.
5. **Housing Allocation.** Housing will be allocated only through a lottery system based upon the current address of the applicant.
 1. First preference will go to incoming Postdocs who are international, or to incoming postdocs who must vacate their current University housing.
 2. Second preference will go to incoming and current postdocs who live within commuting distance of CUIMC but do not live in Manhattan.
 3. Third preference will go to incoming and current postdocs already living in Manhattan.
 4. Fourth preference will go to postdocs currently living in University housing who wish a transfer from one campus to the other.

I have read, understand, and agree to the rules contained in this rider.

Applicant Signature

Date