California State University, Los Angeles
Housing Services

5300 Paseo Rancho Castilla
Los Angeles, CA 90032
(323) 343-4800 Fax: (323) 343-6465

SINGLE OCCUPANCY REQUEST FORM

The highest priority for single occupancy will be given to disabled students who have provided the appropriate documentation from the Office for Students with Disabilities (OSD). After that, priority for single occupancy will be determined by academic classification. Graduate students will be given the first priority, followed by seniors, then juniors, and finally sophomores. Freshmen will not be considered for a single occupancy. Within each academic classification, current residents will have a higher priority than prospective students who have applied to live on campus. Payment history will also be considered for all single requests forms submitted by continuing students. Please complete the following for full consideration of your single occupancy request.

Name:_____ CIN#:_____
Last First

Street Address:_____ Housing Mailbox Box #: ___-___ ___ ___

City:_____ State:_____ Zip:_____

Email: _____ Phone: (_____)_____

Housing Status:
___ New Student (1st time living in CSULA housing)

___ Continuing/Returning Student (currently live in CSULA housing)

___ Golden Eagles Suites (Seniors and Graduates only)

___ Golden Eagles Apartment Single (Seniors and Graduates only)

Single Request Submitted for which quarter:
___ Fall ___ Winter

___ Spring

Academic Classification:
___ Sophomore ___ Junior

___ Senior ___ Graduate

Gender:
___ Male

___ Female

Do you receive financial aid?
___ Yes

___ No

Are you requesting a single based on a disability?

___ Yes (If "yes", **please attach a copy of the accommodation request from the OSD office** in which they recommend single occupancy to accommodate your disability.

___ No

Notes:

- Single requests are considered on a first come, first serve basis and are prioritized by the date of receipt in the Housing Services office. Request forms will remain on file for one quarter and will need to be resubmitted if interested in being considered for single occupancy for the following quarter(s).
- If approved, a resident may be required to move to a new location. Furthermore, the approved applicant must comply with the applicable Housing Services Payment Schedule as outlined.
- Single occupancy status may be revoked in the event that the resident becomes delinquent in their installment payments/obligations. If single occupancy is revoked, then the resident may be required to move to a double occupancy space.
- If you require special accommodations please register with the OSD office. You can call them at (323) 343-3140 or access their website at www.calstatela.edu/univ/osd.
- Single Occupancy Request Forms are due on the processing date of the quarter you are applying for. Please consult the current quarter's payment schedule for the processing date.
- For new/returning students, in order to be considered for a single occupancy, your file must be considered complete on or before the processing date. For continuing students, in order to be considered for a single occupancy, your housing account must be current on and after the processing date. Failure to do so result in your single occupancy request form being denied for consideration.

For Office Use Only:

___ Approved
___ Denied
___ Waiting List

New Room Assignment: _____

Business Manager Initials: _____

Revised 11/28/11