Graduate Housing Intention (GINT) and Lease Renewal Process
Frequently Asked Questions

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What is the GINT Survey?
GINT is the Graduate Intention Survey. In order to facilitate placement of incoming students with guaranteed housing, Student Housing must identify the number, type, and location of spaces that will open up each summer. Therefore, all current contract holders must go online to indicate their intent to vacate or continue their residency in Graduate and Family Housing during the 2019-2020 lease year. The Graduate Intention (GINT) survey will be open to all lease/contract holders between: February 27 (9:00am) through March 27, 2019 (11:59pm).

Important Deadlines:
- **GINT Survey**: The last day to complete your survey and declare your residency intention is March 27, 2019, 11:59pm
- **Lease Renewal for all Graduate Guarantee Students, Veterans and other Guarantee Students who are within their Length of Stay**: April 2-8, 2019
- **Notification Regarding Approved Extensions**: April 18, 2019
- **Lease Renewal for all Waitlist Placements**: May 6-9, 2019
- **Housing Bills Post to ZOT Account for July**: May 15, 2019
- **2018-2019 Lease End**: June 30, 2019
- **Extensions will not be approved beyond**: August 31, 2019
Why is the deadline in March?
GINT is a key tool in helping us understand what current residents’ intend to do during the upcoming year. This allows us to try and best meet the needs of current residents, while helping us plan for the incoming students.

What if I believe there is an error in my program or Graduate Status information?
The GINT Survey includes a verification of your degree type, program, and guarantee expiration year (if entered as part of the graduate guarantee program) on file in Student Housing records. If you believe the information in your housing file related to your program data and guarantee status is incorrect, please note the dispute in your GINT Survey.
Below is a brief summary of each of these categories.

- **Degree Type:** This field will indicate the degree you will receive upon graduation.
- **Program:** This field will indicate your major / academic program.
- **Admit Year:** This field will indicate the year you were admitted to your program.
- **Guarantee Expiration:** This field will indicate the length of stay parameters associated with your housing guarantee set by your degree program. For graduate students, your length of stay is equal to the normative time to degree minus 1 for your program (students entering fall 2018) or normative time to degree (students entering prior to fall 2018).
- **No Guarantee listed:** This indicates you were placed as a waitlist placement and are not eligible for assured renewals.

How do I know if I have Normative Time To Degree or Normative Time To Degree minus one?

**Graduate Guaranteed Housing residents with leases who moved in Fall 2011 – Fall 2017:** Any student placed through the graduate guaranteed housing program will be eligible to remain in residency until he/she has reached the published normal time to degree for Ph.D. and Prime-LC students; three years for JD students; and two or three years for MFA students depending upon their program.

**Graduate Guaranteed Housing residents with leases who moved in Fall 2018 or later:** Any student placed through the graduate guaranteed housing program will be eligible to remain in residency until he/she has reached the published normal time to degree minus one for Ph.D. and Prime-LC students; three years for JD students; and two or three years for MFA students depending upon their program.

I was given a waitlist placement. Can I renew?
**Residents placed through Waitlist Placement:** Housing leases expire on June 30th of each year and are not assured for renewal. In the event space becomes available, you will be contacted regarding your request for renewal.

What if I am undecided right now?
We understand there may be many factors still up in the air, making it difficult to make this decision by the due date. Nonetheless, to meet the needs of each Graduate and Family Housing Community we are asking all residents to declare their residency intent by March 27, 2019, for the 2019-2020 lease term. This is essential because it allows us to have a more accurate picture of who is planning to remain and vacate Graduate and Family Housing. If you fail to submit a GINT survey or request an option you are not eligible for, we will assume you plan to vacate on June 30, 2019. In this case, we will move forward with lease expiration and offer your apartment to another resident starting in early July.

What if I am an undergraduate transfer student living in graduate and family housing?
Transfer students are guaranteed one (1) year of on-campus housing. As a resident living in graduate and family housing, you may request a renewal through the GINT Survey, but are not given an assured renewal.

What if I am traveling, away from campus, or working during the day during my lease signing window?
This should not impact your ability to complete the lease. Leases will be sent out electronically. They can be printed, hand signed, scanned and returned via email. The important thing is to check your UCI email during your lease renewal period. If you do not get an email from us at the start of the lease period, check your junk mail. If you do not see it in either place, email your community housing office and we would be happy to resend it to you.
Will my housing rental rate change?
Rental rates for 2019-2020 will be posted on the Student Housing website when they are approved by the University. This will occur prior to any student being asked to return a lease for the 2019-2020 Academic Year. You will also receive notification of the new rental rates no later than May 15, 2019.

Am I guaranteed a lease renewal?
The answer depends on your placement status when you entered Student Housing. Guaranteed students who met all deadlines and are within their length of stay (normative time to degree/normative time to degree minus one) are assured a renewal to Graduate and Family Housing. Students request renewal to their current space with the same domestic status through the GINT Survey process. Transfer requests are addressed after the renewal process is complete. If space becomes available for students placed from the waitlist, renewals may be offered in early May.

We appreciate and value all of our residents and do everything possible to accommodate incoming students and allow as many renewals as space permits. Nonetheless, until we see how many incoming Graduate Guarantee students applied for Student Housing, we cannot offer a renewal to students placed from the waitlist.

What happens if I do not receive a lease renewal?
The 2018-2019 leases end June 30, 2019. Students who do not receive a renewal will have the option to request a summer extension. Students who do not receive an extension will be required to vacate their apartment by June 30th, 2019. Graduate and Family Housing wants to support all students with their housing, whether on or off-campus. To this effort, housing workshops and a housing resource fair will be offered in April.

Housing Renewal FAQ Drop-In Sessions:
- 3/7/19, 3pm – 5pm, Palo Verde Lounge (1st floor)
- 3/13/19, 5pm – 7pm, Verano Place Commons
- 3/15/19, 2pm – 4pm, Campus Village Community Center
- 4/24/19, 4pm – 7pm, Palo Verde Community Room

During the Housing Renewal FAQ Drop-in Sessions, questions will be answered, housing resources provided and appointments for in-person meetings will be scheduled. During the Housing Resource Fair: on-campus resources will be available as well as local off-campus housing providers will be on-site and available to answer questions.

What if I am graduating and starting a new academic program at UCI?
Congratulations! If you are starting a new program, please be sure to submit your Student Intent to Register (SIR) for your new program and be sure to request a renewal in the GINT Survey process.

What do I need to do if I want to request to renew my lease and stay in the same apartment?
- You need to meet eligibility requirements to remain a full time student in Fall Quarter 2019 in order to renew your lease. You are not eligible for a lease renewal at this time if you are graduating in the Spring or Summer Quarters of 2019 and not starting another UCI academic program that qualifies you to live in Graduate and Family Housing.
- On your survey choose the option: request to renew your housing lease for the lease term of July 1, 2019, to June 30, 2020, and remain in my current apartment.
  - If you meet all eligibility requirements for the guarantee and to live in Graduate and Student Housing and are within your Normative Time To Degree minus one (entry of Fall 2018 or later) or your Normative Time To Degree (entry prior to Fall to 2018), you will receive a notice in April to Renew your lease, which will be attached to the email.
  - Note: Waitlist placements may request a renewal but are not assured a renewal. Waitlist placement requested renewals will be considered in May, once the guaranteed renewal process is complete.
- When you receive your lease, return your signed lease by the deadline stated in the email. Failure to return a completed lease could result in lease termination being initiated and your apartment being offered to someone else.
• If we are unable to renew your lease, you will receive a notice to vacate. Your 2018-2019 lease will expire on June 30, 2019. If you would like to request a summer extension upon learning you cannot renew, you will need to contact your community housing office within seven business days of receiving the signed attachment.

What do I need to do if I want to request to transfer to a new apartment?
The Transfer process takes place from October through April. While you may request an internal transfer during the GINT Survey process, transfer offers begin in October.

Transfer Process: You must renew your lease for your current apartment, while concurrently requesting to move to a different apartment in the future and submit a new application with your new housing preferences and new domestic status (if applicable)
• On your survey choose the option: to request to renew your housing lease for the lease term of July 1, 2019 to June 30, 2020 and that you are interested in transferring to another apartment in Campus Village, Palo Verde, or Verano Place.

Complete a new 2019 Graduate and Family Housing Application (GFH), opening March 1, 2019. You need to complete a 2019 GFH Application to be eligible for a transfer, including your new preferences and new domestic status (if applicable). To apply, follow the link below, log-in using your UCInetID, and complete the application: https://login.uci.edu/ucinetid/webauth?return_url=https://my.housing.uci.edu/gateway/default.aspx.
  o Immediate transfers are NOT guaranteed; placements are made according to availability and GFH application date.
• You need to meet all eligibility requirements in Fall Quarter 2019 in order to renew your lease or sign a lease to transfer.
• You are not eligible for a lease renewal/transfer at this time if you are graduating in the Spring or Summer Quarters of 2019 and not starting another UCI academic program that qualifies you to live in Graduate and Family Housing.
• During April 2-8, 2019, you will receive a notice to:
  o Renew your lease, which will be attached to the email (guaranteed housing renewals) or
  o Pending a decision in May you may be offered renewal based on available space (waitlist placed renewals)
• When you receive your lease, return your signed lease by the deadline stated in the email. Failure to return a completed lease could result in lease termination being initiated and your apartment being offered to someone else.
• If we are unable to renew your lease, you will receive a notice to vacate. Your 2018-2019 lease will expire on June 30, 2019. If you would like to request a summer extension, you will need to contact your community housing office within seven days of receiving the notice.
• Beginning in early October, once an apartment becomes available and we get to your place on the waitlist you will be offered a transfer. We will accommodate as many of these transfers as possible.
• We will not be offering any new internal transfers from May 2019 - September 2019.

What is the policy for transferring apartments?
• Residents wishing to move between the Campus Village Grad, Palo Verde and Verano Place communities must submit an application to the GFH waiting list through the housing gateway https://login.uci.edu/ucinetid/webauth?return_url=https://my.housing.uci.edu/gateway/default.aspx.
• In addition to the standard eligibility criteria, resident applicants must have lived in their current assignment for at least 12 months and have no outstanding balances on their housing account before they are eligible to relocate.
• Internal transfer placements from the waitlist are made as spaces become available beginning in October. The community in which the student resides will be given at least 45-days notice of intent to vacate. If the space in the future (new) community is available in less than 45 days, the lease start date in the new assignment may begin as early as 30 days after the offer was extended. The resident will be financially responsible for both apartments during any overlap period. This policy also applies if you are requesting to change from a shared apartment to a family apartment or a family apartment to a shared apartment.
What do I need to do if I want to transfer from a shared to a full apartment or vice versa?
You must renew your lease for your current apartment, while concurrently requesting to move to a different apartment or change the designation of your apartment in the future. You will need to submit a new housing application with your requested preferences listed. The application opens March 1, 2019.

**PLEASE NOTE** Transfers are NOT guaranteed; placements are made according to availability and GFH application date.

- You need to be a full time student in Fall Quarter 2019 in order to renew your lease or sign a lease to transfer. You are not eligible for a lease renewal/transfer at this time if you are graduating in the Spring or Summer Quarters of 2019 and not starting another UCI academic program.
- On your survey, choose the option to renew your housing lease for the lease term of July 1, 2019 to June 30, 2020 and that you are interested in transferring to another apartment in Campus Village, Palo Verde, or Verano Place.
- You need to complete a new 2019 GFH Application, opening on March 1, 2019, including your new preferences and new domestic status (if applicable). To apply, follow the link below, log-in using your UCI netID, and complete the application, https://login.uci.edu/ucinetid/webauth?return_url=https://my.housing.uci.edu/gateway/default.aspx.
- Students who have a change in their family situation and want to change from a full apartment to a single apartment should visit their community housing office and speak with the assignments team. If your roommate is moving out, do not assume we will be able to convert your apartment from a single apartment to a full apartment. Changes will be based on availability and your current place on the housing waitlist.

What do I need to do if I want to request a summer extension?

- On your survey choose the option: request to extend your stay for some portion of the summer.
- Please include the vacate date you would like to request for your extension. Extensions will not be approved beyond August 31, 2019.
- On April 18, 2019, you will receive an email confirming your request and notifying you of the final decision. We take all requests into consideration, then look at what we are able to accommodate. The confirmation email will include one of the following decisions:
  - Extension approval for the date requested. Along with this you will receive a lease renewal for the 2019-2020 lease term and a Lease Termination Close-Out form which will be dated with your approved extension. Both the signed lease and Lease Termination Close-Out form need to be returned by April 22, 2019, for your lease extension to be finalized.
  - The best date we can offer based on your request and our availability. Along with this you will receive a lease renewal for the 2019-2020 lease term and a 2018-2019 Lease Termination Close-Out form which will be dated with your approved extension. Both the signed lease and Lease Termination Close-Out form need to be returned by April 22, 2019, for your lease extension to be finalized.

- Once the extension is approved, **we will not modify the extension date**. This is the best date we could provide you.
- Completion of the Lease Termination Close-Out form serves as a formal acknowledgement of your intent to vacate the apartment on the approved date and cannot be revised at a later date.

What do I need to do if I want to vacate June 30, 2018?

- On the survey choose the option: you do not want to renew your lease and that you plan to vacate by June 30, 2019.
- Your Community Housing Office will send you a letter via email confirming your vacate date. You will also receive a letter via USPS. You will receive lease close-out paperwork that you will need to complete and return.
- **Once lease expiration is sent and paperwork is confirmed, you cannot modify your request.** If your plans change later, you will need to apply for housing through the housing waitlist.
- You will receive instructions via email for cleaning, key return and a request for your forwarding address.
What if I have been notified that I am at my Maximum Time to Degree and I plan to appeal to Graduate Division for an increase in my time to degree completion beyond the 2018-2019 academic year?

- If you plan to appeal, you should follow the instructions in the letter sent to you by Graduate Division. If your appeal is granted, Graduate Division will contact Student Housing. We will assess your ability to renew at that time. Until that time, you should assume you are vacating and identify your transition preferences in the survey. If we do not receive preferences for you, we will assume you plan to vacate on June 30, 2019. In this case, we will move forward with lease expiration and offer your apartment to another resident starting in early July.