Housing Lottery Proxy Form

Individuals or Groups who are unavailable to login to the Housing Portal during their assigned Time Slot should fill out this form with another student to serve as their Proxy (to select for them).

Your proxy will need to bring this completed form & their Student ID to the Res Life office (110 Sulzberger) five minutes before the Time Slot starts, in order for a staff member to log them into the Housing Portal to select for you. This form must contain handwritten (not typed) signatures.

Proxy: Please bring a laptop with you if you can, as there may be limited machines available for you to use.

Proxy Information

<table>
<thead>
<tr>
<th>Proxy Name</th>
<th>Proxy UNI</th>
</tr>
</thead>
</table>

Lottery Stage

- [ ] SR Lottery
- [ ] 4 Lottery
- [ ] 5 Lottery
- [ ] 6 Lottery
- [ ] 123 Lottery

Time Slot Date & Time

<table>
<thead>
<tr>
<th>Time Slot Date &amp; Time</th>
<th>Lottery Number</th>
</tr>
</thead>
</table>

Signature of Individual (or Group)

1. Name UNI Signature
2. Name UNI Signature
3. Name UNI Signature
4. Name UNI Signature
5. Name UNI Signature
6. Name UNI Signature

By signing this form, I acknowledge my understanding of the following:

1. I have reviewed the information about the Room Selection Proxy process, available online at http://barnard.edu/reslife/roomselection/lottery#Proxy.
2. I am encouraged to complete the Proxy Worksheet (available at the URL above) with my Proxy to communicate my room choice preferences.
3. I understand that the student I designate above as my Proxy is responsible for bringing this completed form with my signature to the Res Life office before my Time Slot starts to select for me.
4. I understand that I am bound to any room picked for me by my designated Proxy.
5. Only rising-Seniors may request room changes over the summer. Rising-Juniors & Sophomores must wait until the Fall to request room changes, but may look for Room Swaps over the summer via the Housing Portal. I understand that this is outlined at http://barnard.edu/reslife/roomchanges/summer.
6. I understand that my Proxy must be a currently enrolled Barnard student. I may not designate a Faculty/Staff member or a Columbia student as my Proxy.
7. I will abide by all cancellation deadlines & fees should I need to cancel the room my Proxy chooses for me.

Form Last Updated 3/26/2019