

# INFORMATION SHEET FOR RESEARCH APPOINTEES

The University has limited housing available for Post Docs. In order to ensure that applicants receive an opportunity to obtain CU housing, a lottery system was initiated to provide housing offers. This lottery system is governed by a priority system, based on the current residence of the applicant.

- Only those persons who hold the titles Post Doctoral Research Fellow or Post Doctoral Research Scientist and are full-time employees are eligible for housing, and thereby, the lottery.
- The lottery is held on or about the 15<sup>th</sup> of each month for Post Docs with a start date that occurs no more than six weeks after the lottery, as well as those currently employed. Applications may be obtained from the Departmental Administrator, or by emailing the Housing Manager at [nb141@columbia.edu](mailto:nb141@columbia.edu).
- All forms must be accompanied by a letter from the Departmental Administrator or the Sponsor, detailing the person's title, appointment dates, and must be returned to the Office of Housing Services for approval.
- Applicants may keep their names in the lottery for three (3) successive months.
- Application forms are given a number, and are then chosen at random based on the number of apartments available. Two or three alternates are chosen in case an offer is declined. Departmental Administrators are notified of the lottery results.
- The Housing Manager will email each lottery winner in order of his/her selection to inform them of the Housing Assignment. Each Post Doc must then respond to the email **within 48 hours to make arrangements to view the available apartment(s)**. If they do not, they forfeit the right to be housed at that time.
- Housing may be available at the CU Medical Center and/or the Morningside Campus, and location can be chosen by the applicant. Each applicant will, in order of the selection, be offered housing based on current availability. Each applicant can choose from the remaining apartments. If an applicant declines an apartment, he or she may choose to remain in the lottery for the one month.
  - Housing is unfurnished and does not include gas and electricity.
  - Free weekday shuttle service between the Morningside Campus, Harlem Hospital and the Columbia University Medical Center is provided.
  - University Housing for Post Doctoral Fellows is only for the duration of the appointment, up to five (5) years. Please see attached RIDER for additional information.
  - If you have found alternate housing, please notify the Housing Manager at 212-304-7008, so that your application may be removed from the lottery. We offer studio apartments to Post Docs with singles status and 1-bedroom apartments to Post Docs with Married or Partnership status. Documents must be submitted before signing a lease to qualify for a 1-bedroom.

## **RIDER TO POSTDOCTORAL HOUSING APPLICATION**

1. Only those persons who hold the titles of Postdoctoral Research Fellow or Postdoctoral Research Scientist (“Postdoc”) are eligible for Columbia University Housing. Postdoctoral Clinical Fellows are ineligible for Columbia University Housing.
2. Postdocs would be limited to Columbia University housing for a period of the shorter of five (5) years or the duration of their postdoctoral appointment. This includes all time that a Postdoc may have been employed as a Postdoctoral Research Fellow or Postdoctoral Research Scientist in any Columbia University division.
3. If a change in position occurs within the five year housing limit, to a non-postdoctoral title that is, nonetheless, still University housing eligible, the tenant would be allowed to remain in University Housing for either one year or to the original maximum of five(5) years, whichever is shorter.
4. 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 will be allocated only through a lottery system, based upon the current address of the applicant.
  - A. First preference will go to incoming Postdocs who are International of Columbia University Medical Center or incoming Postdocs who must vacate their current institutional housing.
  - B. Second preference will go to incoming and current Postdocs who live within commuting distance of CUMC, but do not live in Manhattan.
  - C. Third preference will go to incoming and current Postdocs already living in Manhattan.
  - D. Fourth preference will go to Postdocs currently living in Columbia housing who wish a transfer from once campus to the other.

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

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Applicant Signature

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Date

# COLUMBIA UNIVERSITY

## HOUSING FORM FOR RESEARCH APPOINTEES

COMPLETE THIS APPLICATION ONLY IF YOU HOLD ONE OF THE UNIVERSITY TITLES LISTED BELOW ON A FULL-TIME BASIS

Name: \_\_\_\_\_ MALE ☐ FEMALE ☐

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_

Zip code \_\_\_\_\_ Country \_\_\_\_\_ Email Address \_\_\_\_\_

Address Current Until \_\_\_\_\_ Home Phone: \_\_\_\_\_

Single ☐ Couple ☐ Number of Children \_\_\_\_\_ Will family Reside with you? \_\_\_\_\_

Department \_\_\_\_\_ Name of Faculty Sponsor \_\_\_\_\_

Campus Telephone \_\_\_\_\_ Length of Appointment From: \_\_\_\_\_ to \_\_\_\_\_

Official University Title: (check One)

Postdoctoral Research Fellow <input type="checkbox"/>	Visiting Postdoctoral Research Fellow <input type="checkbox"/>
Postdoctoral Research Scientist <input type="checkbox"/>	Visiting Postdoctoral Research Scientist <input type="checkbox"/>

Date Housing Required: \_\_\_\_\_

Preferred Housing: Health Sciences Campus Only ☐ Morningside Campus Only ☐ Both ☐

Studio: ☐ One-Bedroom Apt. ☐

Every effort will be made to accommodate housing preference, but due to limited availability, choices cannot be guaranteed.

Submit this form to the Office of Housing Services, 50 Haven Ave-Bard Hall, New York, NY 10032; (Fax) 212-544-1900, along with a letter from your Department Chairman or Administrator stating your official title, appointment date, and length of appointment.

Due to limited availability, University housing is offered on the basis of a monthly lottery (See attached information sheet). 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.

Office Phone (212) 305-4357, #2

Fax: (212) 544-1900

Email: [nb141@columbia.edu](mailto:nb141@columbia.edu)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

For Dean's Office Use Only