

Transient Guest Application

The Office of Residential Life and Services

Biographical Information:

Name: (Last) _____ (First) _____ Sex: ____M____F

Mailing Address: Street: _____ Apt: _____

City: _____ State: _____ Zip: _____

Phone: Home: () _____ - _____ Bus: () _____ - _____

Email Address: _____

Sponsoring Program: _____ Visiting Student 4th Year electives through Office of the Registrar

_____ Other (Please Specify): _____

Hospital: _____ University Hospital Downstate Medical Center

Department: Dept Name: _____ Contact: _____

Phone: () _____ - _____ Ext: _____ Box: _____

Billing: _____ Self _____ Department **Linens required:** _____ Yes _____ No

Requested Dates:

Arrival date: ____/____/____ _____ Studio-Single Occupancy _____ Studio-Double Occupancy

Departure date:: ____/____/____ _____ Two-Bedroom Double Occupancy

Our office receives a large number of requests for transient guest housing. It is important that you review this application to ensure that all the information you provided is accurate, legible and complete. In addition, please be certain that you have written the exact dates for which you are requesting housing. Unless all the information requested above is provided, our office will not be able to process your request.

Send your completed application directly to ResidentialLife@downstate.edu. Please allow up to 3–5 business days for processing. If space is available, you will receive an email regarding next steps. If housing is currently full, your application will be placed on our waiting list, and we will contact you if a room becomes available.



DOWNSTATE
HEALTH SCIENCES UNIVERSITY

Transient Guest Guide & Application



Residential Life & Services

811 New York Avenue

Brooklyn, NY 11203

Tel- 718-270-1466

<https://www.downstate.edu/education-training/student-services/residential-life/index.html>

THE RESIDENCE HALLS:

SUNY Downstate Medical Center maintains two residential facilities for full-time students. The Office of Residential Life and Services may provide **temporary** housing for eligible members of the faculty, staff, and visiting students as well as residents.

ELIGIBILITY REQUIREMENTS:

A transient guest will be eligible for on-campus housing under the following conditions:

- They are associated with the Downstate Medical Center in a direct capacity. This includes full-time employees, or guests sponsored by a department.
- There are guestrooms available.
- If there are no guestrooms available and there are student apartments available and no full-time students on the waiting list for housing.

HOUSING OPTIONS:

Short-term transient guest are usually assigned to first floor guest rooms. When first floor rooms are not available, transient guest may be assigned to student rooms upon availability. Long-term transient will be assigned to open student rooms.

All student rooms and apartments are furnished with a bed, desk, dresser and closet per occupant. Each residence hall has a laundry room in the basement.

RESIDENCE HALL TRANSIENT GUEST RATES:

Listed below are the residence hall rates for transient guests. These rates are in effect from June 1, 2026– May 31, 2027.

Occupancy Level	Daily
Studio-Single	\$63.39
Studio-Double	\$31.71
Two Bedroom-Double	\$44.57

*Double occupancy is defined as a room with 2 beds and may have an existing roommate living or assigned to the room.

PAYMENT:

Transient guests will receive a bill, lease agreement, and credit card authorization form prior to arrival. Rooms are assigned on a first-come, first-served basis. The lease agreement and credit card authorization form must be returned to complete your reservation. Rooms will not be held or reserved until all completed forms are received. Guests will not be permitted to check in without making payment.

Stays of One Week or Less Payment in full is required upon arrival.

Example: A guest staying 5 days in a standard single (\$59.18/day) will pay \$295.90 upon arrival (5 days × \$59.18).

Stays Between One Week and One Month Guests staying longer than one week must pay one week's rent upon arrival. Subsequent payments must be made prior to the start of each additional week.

Example: A guest staying 12 days in a standard single will pay \$414.26 upon arrival (7 days × \$59.18). Prior to the start of the second week, the guest will pay \$295.90 for the remaining 5 days.

Stays of One Month or More Guests staying a month or longer must pay for one month upon arrival, then continue with weekly payments for any remaining days.

Example: A guest staying 6 weeks (42 days) in a standard single will pay \$1,775.40 upon arrival for the first month (30 days × \$59.18). The remaining balance will be paid weekly thereafter (\$414.26 for Week 5, and \$295.90 for the final 5 days).

Note: Guests may pay their total invoice in full at any time. If a Downstate department is responsible for paying your rental obligation, the department must confirm this arrangement with our office in advance.

REQUESTS FOR ACCOMMODATIONS:

To reserve or request a room you should:

- Submit a Transient Housing Application to the Office of Residential Life and Services when your travel plans are finalized.
- Forward to the Office of Residential Life and Services all documentation confirming your eligibility for on-campus housing. This may be a copy of your appointment letter or a letter from your sponsor.

APPLICATION CONFIRMATION:

- Rooms are assigned on a first come, first serve basis.
- Upon receipt of your application, you will be offered the type of space requested. If the type of space you have requested is not available, you will be offered the best available space.

FURTHER QUESTIONS? CONTACT:

Office of Residential Life and Services
811 New York Ave
Brooklyn, NY 11203

Phone: (718) 270-1466

Email: ResidentialLife@Downstate.edu