

Transient Guest Application

Office of Residential Life and Services

811 New York Avenue
Brooklyn, New York 11203

(718) 270-1466
(718) 270-1467 (fax)

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: ____ / ____ / ____ _____ Transient-Single Occupancy _____ Transient-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.

All guests must provide us with their credit card information. Payments cycles are found in the transient application. Guest failing to comply with their invoice payment schedule will be automatically charged through the credit card authorization form given at time of check-in. Visa, MasterCard, and Discover cards are accepted.



SUNY Downstate
Residential Life &
Services

Transient Guest Guide & Application



Residential Life & Services

811 New York Avenue

Brooklyn, NY 11203

Tel- 718-270-1466

http://sls.downstate.edu/residential_life/

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.

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 January 1, 2021 - May 30, 2022.

Occupancy Level	Daily	Weekly	Monthly
Transient Guest/Single	\$55.00	\$385.00	\$1536.00
Transient Guest/Double	\$28.00	\$196.00	\$768.00
Studio/Single	\$65.00	\$405.00	\$1620.00
Studio/Double	\$33.00	\$202.00	\$810.00

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

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.

PAYMENT:

Transient Guest will receive a bill and credit card authorization form prior to arriving. Rooms are assigned on a first come, first served bases. Rooms will not be held or reserved until all forms are received completed. Guest will not be allowed to check-in without securing payment.

Payment types accepted— Checks, Money Order or credit card. Checks and Money Orders should be made payable to “SUNY Downstate”.

NOTE: If a Downstate Medical Center department responsible for paying your rental obligation, the department must confirm this arrangement 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

450 Clarkson Ave, Box 115

Brooklyn, NY 11203-2098

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Email:

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