1. **ELIGIBILITY** – You must meet one of the below eligibility requirements to apply for Family Housing:

- Married student progressing toward degree completion OR Married full time staff/faculty of ASU or MCCCD.
- Single Parent Student progressing toward degree completion **WITH** dependent children 17 years of age or younger OR Single Parent full time staff/faculty of ASU or MCCCD **WITH** dependent children 17 years of age or younger.

2. **APPLICATION** – If you qualify for family housing under the eligibility criteria described above, please complete the attached application and secure the following required documentation. Incomplete applications will not be processed.

- Front and Back photocopies of driver’s license from primary AND secondary applicants. If no secondary applicant, then only the driver’s license of primary applicant is required.
- Verification of ASU/MCCCD Employment or ASU/MCCCD Enrollment
  - ASU/MCCCD Employment: A copy of the most recent pay stub
  - Enrollment: Current class schedule along with printed copy of MCCCD student account showing tuition paid in full (ASU students only need class schedule)
- Copy of marriage certificate if there is a secondary applicant on housing application.
- Copy of birth certificate(s) or legal guardianship documents for children listed on the housing application.

Application and required documents can be submitted via:

- FAX (480) 727-1711
- Scan and email to polyhousing@asu.edu
- Mail to:
  - University Housing
  - 7107 E. Tiburon Avenue, Quad #2
  - Mesa, AZ 85212
  - In person at 7107 E. Tiburon Avenue, Quad #2, Mesa, AZ 85212
  - Monday – Friday from 8:30 AM – 4:30 PM

***Make sure to enter move-in date preference on page 2 of the application. In the event that the applicant is approved for Family Housing at Arizona State University, the date requested will be considered as a preference only, actual move-in dates may vary and are subject to eligibility/availability.

3. **$175.00 NON-REFUNDABLE APPLICATION FEE** – University Housing will contact and give you an allotted time frame for paying the application fee. The non-refundable application fee must be paid with Cashiering Services and the receipt must be submitted to University Housing when it is your turn on the waitlist. The receipt is due to University Housing within the allotted time frame (house offers are dependent upon a background check which will be run after the Application Fee is paid).

- In this packet, find the Departmental Input Receipt and submit this receipt to Cashiering Services with your payment in person or mail check or money order along with receipt to:
  - Cashiering Service
  - ASU Polytechnic Campus
  - 7107 E. Tiburon, Quad #2
  - Mesa, AZ 85212
- If submitting in person you will be given the bottom half of the Departmental Input Receipt along with a printed out Cashiering Service Receipt. Please submit to housing office via the options provided above.
- If submitting via mail, please request a scanned receipt from the cashiering office and provide them your email address. Once you received the scanned copy to your email address you may forward it to polyhousing@asu.edu.