

Summer Housing Request Form

Summer housing requests must be submitted to Housing Office. Site access and travel authorization (TA only for Fermilab supported housing requests) must be approved and received 14 days prior to anticipated arrival/check in date.

(To be filled out by User, Intern, or Affiliate)

This is not a guarantee of housing. This is a request for approval for summer housing. If you are approved, we will reach out to confirm your housing reservation. We may require more information or documentation at that time. If you are using a Travel Code, there may be further action needed.

First Name: _____ **Family/ Last Name:** _____
Fermilab ID #: _____ **Email Address:** _____
Home Institution: _____ **Expected Arrival Date:** _____
Experiment: _____ **Expected Departure Date:** _____
Fermi Point of Contact: _____ **Are dates fixed?** **Yes** **No**

***You are responsible to inform housing staff if your dates change.
Be sure to confirm your arrival/ departure dates before signing your housing agreement.***

I am a/an:	More information:			
User Affiliate *Intern	Undergrad Student	Scientist	Engineer	Other

Site Access Completed and Approved: **Yes** **No**
Will you have immediate family members accompany you: **Yes** **No**
If yes, who will accompany you (Name and Relationship):

Preferred Unit type: **Dorm Room** **Apartment** **House**

Reasons for onsite housing request (Why do you need to stay onsite?):

Special Accommodations:

Names of requested roommates:** (All roommates need to have valid site access **and** submit a housing request form)

Payment Type:
Credit Card, Debit Card, Money Order
Project/Task or Travel Code:

A travel authorization (TA) may be required prior to confirmation of housing in some cases.
** HR approved intern*
*** Roommates should be in groups of 3 and will be considered for stays of at least 1 month with the same arrival and departure dates.*