Proxy Form

Students unable to attend room draw (studying abroad, etc) must select a housing proxy.

Your proxy is the person who will be responsible for attending room draw on your behalf and selecting a room for you. Please choose someone who will be on campus during the spring semester and who you trust to fulfill this responsibility.

If you are abroad, please make sure to check your St. Lawrence email account while you are away. You should also communicate your housing preferences to your proxy. In the spring, your proxy will receive your lottery housing card in their SMC and enter it in the housing process of your choice (take it to room draw for you, give it to a theme house, submit it with your townhouse application, etc). You will also receive emails about important housing deadlines and how to access other housing forms online.

I, _____________________________, have selected ____________________________ to be my housing proxy for the spring 2014 semester and they have accepted. We have both read the information above and understand our responsibilities. If my proxy forgets to participate in the housing process on my behalf, I understand that I will be placed on the wait list and assigned housing over the summer.

_________________________________     _____________________________     ___________
Name of student unable to attend room draw (please print)   Signature   Date

_________________________________     _____________________________     ___________
Proxy (please print)   Signature   Date