

Room Selection Proxy Request

If you cannot attend the Room Selection Process at your designated time, you must assign a proxy in order to participate. Complete this housing proxy form to designate a proxy of your choice or to have the Department of Community Living act as your proxy. The Department of Community Living is not responsible to provide you housing if your proxy fails to participate in the process.

You are responsible for informing your proxy of your options. Cellphones, Skype, and other forms of electronic communication are not permitted during room selection.

If you choose the DCL as a proxy you must return this form to the DCL no later than **March 14, 2012**. A designee of the DCL will participate in the housing selection process for you. If your choices are not available, the designee will choose a space for you.

I, _____ would like to participate in the Room Selection Process, but cannot be present at my designated time for selection.

Options (select one)

My proxy is the Department of Community Living.

I have designated the person below to act as my proxy:

Proxy Name _____

Proxy Sage ID # _____

Proxy Phone # _____

Proxy Mailbox # _____

Preferences

I prefer the following housing choices, but understand there are no guarantees to receive my preferences:

1. _____

2. _____

3. _____

I understand that by signing this proxy form that I am giving my proxy the right to select housing for me.

Signature _____ Date _____

Sage ID # _____ Class Standing _____ Mailbox # _____

Campus Phone # _____ Email _____ @brandeis.edu

If you are studying abroad, give this form to your proxy prior to your departure. Your designated proxy MUST show this form at the room selection process.

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