



# LICENSE AGREEMENT CHECKLIST

In order to be considered for on-campus housing, complete and return all forms listed below. Applications may also be completed on-line. Please visit our website at [www.csus.edu/housing](http://www.csus.edu/housing) for on-line instructions.



## LICENSE AGREEMENT

Did you sign the License Agreement?

**Are you under 18 years of age?** If you are not 18 years old yet, you must have your parent/guardian also sign this form.



## PAYMENT PLAN SELECTION

Choose one of the 3 payment plan options that are available.



## PERSONAL PROFILE INFORMATION FORM

Did you complete all pages?



## MENINGOCOCCAL VACCINE INFORMATION FORM – FIRST-TIME FRESHMEN ONLY

All first-time freshmen **must** complete and return this form in order for the License Agreement to be processed.



## OPTIONAL – AUTHORIZATION TO RELEASE INFORMATION FORMS

### Family Educational Rights To Privacy Act Waiver

If students wish to allow Housing personnel to discuss their specific housing and/or payment information with another individual such as a parent/guardian, there must be a signed FERPA waiver on file with the Housing and Residential Life Office designating the individual(s) to whom information can be released.

### Audio Visual Image Release Form

This release option will grant permission for California State University, its employees and agents, to take and use visual/audio images of the student. The images may be used in any manner or media such as university-sponsored web sites, publications, promotions, broadcasts, advertisements, posters and theater slides, as well as for non-university uses.

### Mail to:

Housing and Residential Life  
6000 J Street  
Sacramento, CA 95819-6067

OR

### Hand Deliver to:

Housing and Residential Life Office  
Sierra Hall (In the Residence Hall Complex)  
California State University, Sacramento  
(During Business Hours M – F)

**FAXES NOT ACCEPTED**

- There is no specific deadline for submission. It is best to submit your application materials as soon as possible. Applications will be accepted as long as there is space available.
- Priority for hall and room type assignment is based on availability, departmental needs and considerations, and new or returning resident status.
- Do not include initial payment with this paperwork. Once materials are received and processed, initial payment charges will be posted to student's University account. These charges must be paid by July 1<sup>st</sup> using one of the described payment methods.

***Don't delay. Submit your paperwork today!***