



A College of the State University of New York  
4585 West Seneca Turnpike, Syracuse, New York 13215-4585

## Housing Requirements Checklist

Room assignments are made on **first completed requirements, first assigned basis**.  
The following steps must be completed to be eligible for a room assignment. Housing is not guaranteed.

### HOUSING REQUIREMENTS

	Submit <u>Housing Application</u> contract that can be found on our housing website: <a href="http://www.sunyocc.edu/index.aspx?menu=926&amp;id=25248">http://www.sunyocc.edu/index.aspx?menu=926&amp;id=25248</a>
	Submit a \$200 nonrefundable deposit. Can be paid on campus at Student Central <i>or</i> online at: <a href="https://www.sunyocc.edu/reshalldesposit/ResDeposit.aspx">https://www.sunyocc.edu/reshalldesposit/ResDeposit.aspx</a>
	Submit our Health Insurance Verification Form and a copy of your Health Insurance Card The form can be found online at the housing website. Fill out, email to: <a href="mailto:housingapp@sunyocc.edu">housingapp@sunyocc.edu</a>
	Forward your FAFSA confirmation email to: <a href="mailto:housingapp@sunyocc.edu">housingapp@sunyocc.edu</a> If you are not applying for Financial Aid, submit the Financial Responsibility Acknowledgement Form
	Submit your Immunization records. They can be a copy mailed to: <a href="mailto:immunizations@sunyocc.edu">immunizations@sunyocc.edu</a> or request them be FAXED to: 315-469-9270
	Register as a full-time matriculated student at 12+ credit hours
	Submit Under 18 Signature Form (only if you are under 18 at the time you submit the housing application) This form can be found online at the housing website

### MUST BE COMPLETED *PRIOR* TO MOVE-IN

1. Submit a Certificate of Residency if you live outside of Onondaga County, but inside NY
2. All housing fees are due **in full** prior to move in

#### Options to pay your balance include:

- Ensure Financial Aid awards are in place, contact the Financial Aid office: 315-498-2291  
[faoinfo@sunyocc.edu](mailto:faoinfo@sunyocc.edu)

OR

- Enroll in OCC's College Payment Plan - contact Student Central: 315-498-2000  
[occinfo@sunyocc.edu](mailto:occinfo@sunyocc.edu)

### Questions about the Housing Application?

Email: [housingapp@sunyocc.edu](mailto:housingapp@sunyocc.edu)