Proxy Form for Online Housing Selection

Proxy requests cannot wait until the moment of selection. Based on your class year, please follow the deadlines listed below:

**Current Juniors**
Must complete and return their proxy requests to the Office of Residential & First-Year Programs by 5:00 p.m. on Thursday, March 17, 2016

**Current Sophomores**
Must complete and return their proxy requests to the Office of Residential & First-Year Programs by 5:00 p.m. on Thursday, March 17, 2016

**Current First-Year Students**
Must complete and return their proxy requests to the Office of Residence Life by 5:00 p.m. on Thursday, April 7, 2016

Only the student with the lowest lottery number and earliest lottery time will be permitted to select housing for a group via the online housing selection system. Lottery numbers are not transferable, and in the event that the person with the lowest number in a group cannot select housing for their group at their assigned time, he/she must designate a proxy to select housing for the group. He/she can do so by completing this Proxy Form. This completed form must be brought to the Office of Residential & First-Year Programs, CUB 250 by the deadlines listed above.

Once a completed Online Housing Selection Proxy Form is submitted, the lottery time will be “transferred” to the proxy so that he/she can select housing for their group. After this switch is made, the student with the lowest lottery number will no longer be responsible for carrying the housing group through the online housing selection process.

If a student is currently abroad and his/her lottery number will carry a group to select housing, he/she can select for the group via “MyHousing” in CNAV, or he/she may select a proxy here on campus. If he/she hasn’t already notified us as to whom his/her proxy is, he/she will need to email Residential & First-Year Programs (residencelife@gettysburg.edu) as to who will be his/her proxy to select housing. If this is the case, please be sure to follow the same deadlines as mentioned above.

I, ____________________________________________
Name of person NOT able to select housing (please print)

<table>
<thead>
<tr>
<th>Class Year</th>
<th>Lottery number</th>
<th>Lottery Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

give my permission to ____________________________________________
Name of Proxy (please print)

<table>
<thead>
<tr>
<th>Class Year</th>
<th>Lottery number</th>
<th>Lottery Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

to select housing for me/group during the Online Housing Selection process for the 2016-2017 Academic Year.

Signature of person NOT able to select housing __________________ Date __________________ Signature of proxy __________________ Date __________________