

November 5, 2009

Dear Student,

Welcome to the University of Oklahoma! Housing and Food Services welcomes you to on-campus living and the opportunity to be a part of a global community. We appreciate your choice to live on campus and the information below should answer most of your general questions about housing and food. Please know that we are dedicated to enriching your educational experience at the University of Oklahoma. You are welcome to call, e-mail, or visit us anytime with any questions.

Please read all of this information because it provides important information about your arrival and accommodations. If you have any questions please feel free to contact us at our office at 405-325-2511 or 888-416-9524; fax at 405-325-7117; or e-mail at [housinginfo@ou.edu](mailto:housinginfo@ou.edu).

**Where will you live?** – Where do you want to live? You have the option of living at OU Traditions Square, Kraettli Apartments, or the residence halls depending, of course, on availability. We will do our best to grant your request if the application and contract process is completed properly.

OU Traditions Square is our newest on-campus housing community. If you are assigned to Traditions, you will live in a 4-bed/2-bath unit that is fully furnished with a full kitchen, in-unit washer and dryer, a television and DVD player, along with expanded basic cable and Internet (wireless and Ethernet) throughout. Contracts are “rent-by the room”; therefore, your contract is for your assigned room, shared bathroom, and shared common space. For information about OU Traditions Square, please visit our website at: <http://housing.ou.edu/content/view/1085/> where you will find a link for a virtual tour.

Kraettli Apartments is an older, traditional apartment complex which offers one of our strongest communities where neighbors feel like family. At Kraettli you will live in a 2-bed /1-bath apartment that is fully furnished, with a full kitchen. Other amenities include high-speed internet and local phone with 2 voice mail boxes. Complex conveniences include on-property laundry facility, CART bus stops, basketball courts, and grills. For more information about Kraettli Apartments, please visit our website at <http://housing.ou.edu/content/view/28/182/>.

The residence halls offer the most convenient location to the main campus. They are also located very close to many campus restaurants. Students will share a room with another student; however, this roommate may or may not be an exchange student. Our high-rise towers offer study lounges, card access security, and community events. For information about the residence halls, please visit the website at <http://housing.ou.edu/content/blogcategory/106/156/>.

Should you have a special need concerning housing our staff will work with you individually upon arrival in our office.

## **How do you apply?**

**To apply for the residence halls or OU Traditions Square:** Please visit <http://webapps.ou.edu/housingapplication/default.cfm>. Complete the online application, including choosing to apply for either OU Traditions Square or the residence halls, and pay your \$30 application fee online. It takes one business day for your application to be processed by our system. If you do not want to pay online or can't pay online, print the online application and mail it and your \$30 fee to:

University of Oklahoma  
Housing and Food Services  
1406 Asp Ave. Room 126  
Norman, OK 73019

\*Please make checks/money orders payable to: University of Oklahoma

Once you have completed your application and it has been processed, you will receive a printed version of the Housing and Food Services contract. Please complete and return the Housing and Food Services contract at your earliest convenience to receive a housing assignment.

## **To apply for Kraettli Apartments:**

Please click here for the Kraettli Apartment application: <http://housing.ou.edu/images/stories/docs/kraettlibrochureapplication08.pdf>. Please mail your completed application and \$30 fee to:

University of Oklahoma  
Housing and Food Services  
1406 Asp Ave. Room 126  
Norman, OK 73019

\*Please make checks/money orders payable to: University of Oklahoma

When we receive your application and application fee you will be eligible for an assignment in Kraettli Apartments. Automated payments are not accepted for the Kraettli application fee. If you would like to send your application by email or fax, please return the application by e-mail to [housinginfo@ou.edu](mailto:housinginfo@ou.edu) or by fax to 405-325-7117. You will be eligible for assignment when your application fee is paid. Your assignment will be mailed to your OU email address and the email address you provide on your application.

**Apartments are assigned on a first-come, first-served basis and we urge you to return the application as quickly as possible. If space is not available and you have selected either Kraettli Apartments or OU Traditions Square you will be assigned to a double room in the residence halls.**

**What does it cost? – OU Traditions Square:** For the 2009-2010 academic year exchange students who live at OU Traditions Square will each pay \$480 per month. This is a fixed rate, billed to your bursar account each month and includes all utilities. Since you have already paid your application fee and deposit, upon your arrival you will only be required to pay first month's rent of \$480, all in US dollars. The initial amount of \$480 can be paid by cash, check, or credit card. \$100 of the deposit is refundable at check-out if no damage or cleaning charges are assessed from your stay. Once you have moved in, subsequent payments must be made to the OU Bursar's Office in Buchanan Hall, room 105, or online at <https://pay.ou.edu>.

**Kraettli Apartments:** At Kraettli apartments you have the option of having three roommates, one roommate, or living alone, depending on availability. If four students share an apartment the exchange student rental rate is \$168.25/month for the 2009-2010 academic year. If two students share an apartment the rental rate is \$336.50/month. If you choose to live in an apartment by yourself the rental rate is \$673.00/month. This is a fixed rate, billed to your bursar account each month and is all-inclusive of utilities. Since you have already paid your application fee, upon your arrival you will only be required to pay a \$200 security deposit, and the first month's rent of \$168.25, \$336.50, or \$673.00. This initial total of approximately \$368.25, \$536.50, or 873.00 (depending on occupancy) can be paid by cash, check, or credit card. The \$200 deposit is refundable at check-out if no damage or cleaning charges are assessed from your stay. Once you have moved in, subsequent payments must be made to the OU Bursar's Office in Buchanan Hall, room 105, or online at <https://pay.ou.edu>.

**What if you want to experience the residence halls?** With this option two students share a room at the rate of \$2080.00 per semester per student. Students who live in the residence halls often choose to have a meal plan which is available at an additional cost. This is a fixed rate, billed to your bursar account each month and is all-inclusive of utilities. Upon your arrival, you will be required to pay the first month's rent of \$520. This initial amount of \$520 can be paid by cash, check, or credit card. Once you have moved in, subsequent payments must be made to the OU Bursar's Office in Buchanan Hall, room 105, or online at <https://pay.ou.edu>.

**Will you be assigned a roommate?** – If you are assigned to OU Traditions Square you will share an apartment with three other students. Each student has his or her own bedroom. If you are assigned to Kraettli Apartments with a single-occupancy or double-occupancy rate, you will have your own bedroom. If you are assigned to Kraettli Apartments with a quad-occupancy rate, you will share a bedroom with another student. All accommodations are assigned by gender; males and females may not share the same apartment. Roommate preferences are listed on the residence hall and Traditions contract or the Kraettli application.

**Who should you contact in Housing and Food if you have questions?** – We have staff available to answer all of your questions. You can always email any question to [housinginfo@ou.edu](mailto:housinginfo@ou.edu). If you have a question about your assignment or billing before or after you arrive, please call 405-325-2511 or 888-416-9524 and our Housing Advisers will assist you. To make your arrival and transition as simple as possible our International Student Services Coordinator is at your service. His name is Luis Salvatierra and he can be reached by email at: [luis@ou.edu](mailto:luis@ou.edu), or by telephone at 405-325-1278. He is available to answer questions you may have about things such as transportation, hotels, or activities – or anything else that will make your stay easier and more enjoyable!

**Upon Arrival, Where should you go?** – First, check in at the Housing and Food Services Office in Walker Center room 126, where you will get your OU ID card made. The office hours are between 8:00 a.m. and 3:00 p.m., Monday through Friday. Please be advised that if you arrive after 3:00 p.m. the bursar office may not be able to process you before they close for the day. Therefore, you may be required to stay in a local hotel on your first night. We will process everyone we possibly can. Move-in begins Monday, January 11, 2010. You must check into the Education Abroad office within 48 hours of your arrival. Please remember to bring your Passport, DS-2019 and I-94 card (which you receive once you clear customs for the first time). Orientation is Friday, January 15<sup>th</sup> and it is mandatory.

**What if you arrive before check-in day or after the office is closed?** – You should seek off-campus hotel accommodations. Hotel information will be posted in our website <http://housing.ou.edu>

**Can you change apartments?** –A lease is a legally binding document. It is strongly recommended that you visit your assigned apartment prior to signing your lease. Once the lease is signed you are committed to living in the assigned apartment. Moving from one apartment to another will not be permitted due to the limited availability of vacant apartments. Should you choose to live in the assigned apartment you will sign the lease agreement prior to receiving your key. In the event you choose not to live in the assigned apartment you will need to be prepared to seek accommodations off campus.

**Can you move out?** – Exchange students are strongly encouraged to live on campus to get the full benefit of the University experience and because it is the most convenient, safe and secure environment for all students. Contracts and leases are legally binding which means there is a specific process to follow if you should decide to apply to move off campus. Significant fees apply when leases are broken; therefore, moving out before the end of your lease is strongly discouraged.

**When does my lease end?** – Your lease expires on Friday, May 14, 2010. Your checkout must be complete by May 14, 2010. You must move out of your apartment by the end of your lease. Please ensure return flights are scheduled no later than the day your lease ends unless you have made arrangements elsewhere for accommodations after

that Sunday. Extensions are not granted so we can accommodate the next group of incoming exchange students.

**Where can you eat on campus?** – You can always find somewhere to eat on campus, 24 hours each day, seven days each week. There are more than 20 places to eat on campus including Couch Restaurants, which is open Sunday evening through Friday at 2:00 p.m. Couch Restaurants serves breakfast, lunch, and dinner and is “all-you-care-to-eat.” Other options include the Student Union food court, Crossroads, the Cate food court, and many others. Included in your packet is a list of places to eat and restaurant hours of operation. You may purchase a meal plan, but are not required to do so. For more information about food options on campus, please visit [www.food.ou.edu](http://www.food.ou.edu).

**Are there things to do where you live?** – Activities, such as basketball or volleyball games, films, and cultural events, are provided at many venues across campus and provide a variety of activities for all students. Staff members in OU Traditions Square, Kraettli Apartments, and the residence halls frequently host social events.

We are looking forward to seeing you in January!

Sincerely,

A handwritten signature in cursive script that reads "David L. Annis".

David L. Annis  
Director