Dear Member of Our Graduate School Community,

Welcome to New York University (NYU) and to the Graduate School of Arts & Science (GSAS)! We are pleased to write to you about the special housing opportunity available through the MacCracken Housing Program. The MacCracken Housing Program (MHP) offers subsidized housing close to the Washington Square campus to our doctoral students during their first year of study. **Space in the program is available on a first-come, first-served basis, and requires a fully completed MHP application to participate.** Complete details about applying are provided in this document. Please read carefully!

To participate in MHP, you must first indicate your interest by submitting a **Statement of Intent**, available [here](#). After we receive your submission, we will send you an email with specific information about the housing application process. **Immediate submission of the Statement of Intent is very important so that we know you are interested in housing.**

In the following pages, you will find all the information you need about MHP, including:
- MacCracken Housing Program Summary 2021-2022
- Eligibility & Five Steps for Participating in MHP
- MHP Cost & Description
- Sample Floor Plans for MHP Apartments
- MHP Housing Policies
- Requesting a Roommate

If you have any questions about the MacCracken Housing Program, please do not hesitate to contact the Office of Academic and Student Affairs, at (212) 998-8060 or [gsas.studentaffairs@nyu.edu](mailto:gsas.studentaffairs@nyu.edu).

Everyone here in GSAS wants you to have the best possible academic experience. We all look forward to hearing from you and to meeting you in August.

Sincerely,

Cristel M. Jusino Díaz
Assistant Director, Student Affairs
The MacCracken Housing Program (MHP) is only available to MacCracken doctoral students during their first year of study. It offers an opportunity for GSAS students to reside in shared apartments at a greatly subsidized rate while acclimating to New York City. We expect that by the end of their first year, students will be familiar enough with the city and the university to find housing more easily than they would have been able to otherwise.

Some important notes before you get started:

- There are a limited number of available spaces in MHP, and they are awarded on a first-come, first-served basis.
- Priority will be given to those first-year students who have a documented need to be close to campus. This includes students who require overnight access to labs and students with disability, mobility, and medical concerns. All documentation should be sent to Cristel M. Jusino Díaz (cristel.jusinodiaz@nyu.edu) by May 14.
  - If you need proximity to campus in order to have overnight access to labs, a letter from the department or Director of Graduate Studies will be required to confirm.
  - If the need is due to disability, mobility, or medical concerns, you must be registered with The Moses Center. Please contact Cristel M. Jusino Díaz to discuss specific documentation requirements.
- Submission of the Statement of Intent is only the first step in the MHP application process. Once you have submitted it, you will receive a link to the full application. Students are encouraged to complete the full MHP application as soon as possible.
- MHP is a special program, specifically designed for new MacCracken doctoral students in GSAS. The application process, procedures, and deadline dates are different from those required for other graduate housing options offered by NYU. Please follow the procedures and requirements that GSAS describes in these materials. Do not follow any procedures provided by the NYU Residential Life & Housing Services.
Eligibility

- Participation is limited to first-year MacCracken doctoral students beginning their studies in the fall 2021 term.¹
- MHP is available only for students’ first year of study.
- Married or partnered students may apply with their spouses or eligible domestic partners. The housing rate for the partner is not subsidized by the Graduate School, unless the spouse or partner is also a new entering MacCracken doctoral student.
- Housing for families with children is regrettably not available.

Five Steps for Participating

1. **Statement of Intent.** To receive the full application materials, please submit the form located online at [www.nyu.edu/gsas/housing-intent](http://www.nyu.edu/gsas/housing-intent).
   - If you are having trouble accessing the above page or form, please contact the Office of Academic and Student Affairs, at (212) 998-8060 or gsas.studentaffairs@nyu.edu.
   - The Statement of Intent is not the official application and does not secure your place in MHP.
2. **NYU Email activation.** Upon receipt of your Statement of Intent, you will receive an automated message with instructions on how to activate your NYU email account and submit the full MHP application.
3. **Full MHP Application.** Within the application, you will need to submit the following documents:
   - 2021-2022 MHP Housing License
4. **Non-refundable reservation payment.** As soon as you complete the full MHP Application, you will need to submit a non-refundable reservation payment of $1,000.00 (USD).
   - If you are offered a spot in the program, your $1,000.00 (USD) reservation payment will be credited to your student Bursar account and will go toward your balance for the fall term.
   - If we are not able to offer you a space in MHP due to lack of availability, we will refund your $1,000.00 (USD) reservation payment. (This is the only instance in which the fee can be refunded.)
   - The $1,000.00 (USD) reservation payment for MHP is not refundable if you withdraw your application or choose not to accept the housing that is offered.
   - The payment will be paid by electronic wire transfer. Full details about the electronic wire transfer process will be made available after you have communicated your intent to participate in the MacCracken Housing Program.
   - Some financial institutions may assess a fee for wire transfers; be sure to inquire about associated fees and make the necessary adjustments to submit the required $1,000.00 (USD) reservation payment.
5. **Offer of Housing.** You will be notified of whether or not you are offered a space in MHP housing soon after you complete your full application. You will be notified of your specific housing assignment and roommate by the end of July 2021.

¹ Doctoral students in the following programs are not funded through the Graduate School’s MacCracken Program and thus are not eligible for the MacCracken Housing Program—Basic Medical Sciences at the Sackler Institute of Graduate Biomedical Sciences at the NYU School of Medicine, Cinema Studies and Performance Studies in the Tisch School of the Arts, Data Science, Environmental Health Sciences, the Institute of Fine Arts and the Institute for the Study of the Ancient World. These students should contact their program of study directly to learn about housing opportunities at NYU.
MHP offers converted two-bedroom apartments in Stuyvesant Town, affectionately called StuyTown, a secure community with more than 30,000 residents in 89 residential buildings and 80 acres of green space, including tree-filled parks, playgrounds, and recreational areas. It sits on the east side of Manhattan between 20th Street and 14th Street on its north and south, First Avenue to the west, and the East River to the east. New Yorkers have been renting apartments here for more than 70 years.

It is conveniently surrounded by amenities (e.g. grocery and convenience stores, restaurants, barber shops, etc.) and is a 20-minute walk to the Washington Square Campus. It is also connected to campus via the free NYU shuttle bus service, and it is close to numerous public transportation options. Because of all this, StuyTown is an ideal choice for newly admitted doctoral students.

Here are further details regarding the apartments and amenities offered:

- **Length of License**
  - 11.5 months
  - Wednesday, August 18, 2021 until Monday, August 1, 2022

- **Cost per Student**
  - The cost per student is $13,674.00 for 11.5 months. In your financial planning, this averages out to approximately $1,189.00 per month.
  - The unsubsidized cost for an apartment with a spouse/domestic partner is $32,361.00 for 11.5 months. This averages out to approximately $1,625.00 per month for the spouse/domestic partner and $1,189.00 per month for the student.
  - Utilities included are heat, water, gas, and electricity.
  - Utilities not included are telephone, cable, and internet access.

- **Apartment Type & Occupancy:**
  - Previously one-bedroom apartments, they are now converted to two-bedrooms
  - Each MHP participant is assigned a private bedroom

- **Apartment & Building Features:**
  - Private bedrooms each with twin bed, desk, dresser, wastebasket, and closet or armoire
  - Common Room with couch or loveseat, dining table, and chairs
  - Kitchen with refrigerator, stove, oven, microwave, dishwasher, and sink
  - Full bath with toilet, sink, and shower/tub
  - Each apartment also contains area carpeting, ample closet space, windows with shades, video intercom/buzzer system, and air conditioning
  - Every building has its own tap-access building entry, card-operated laundry room, recycling area, bike storage room, mailbox area, and elevators.
  - StuyTown has 24-hour security

- **Students must provide their own:**
  - Cookware, dishes, and cutlery
  - Sheets, linens, towels
  - Cleaning supplies (including vacuums, mops, and brooms)
  - Cable/internet services (for list of available vendors, please inquire)
  - Food

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2 Students agree to the full term of occupancy in the license: 11.5 months. The license may not be extended for longer, nor shortened for early release (except in extenuating/unforeseen circumstances).

3 The rent payment schedule will be released in advance of the Fall 2021 term.

4 Students may sign up for a University meal plan, if desired, at the published rates.
Sample Floor Plans for MHP Apartments

Please note these floor plans are meant for sample purposes only. They are intended to give prospective MHP participants an idea of what to expect; they do NOT necessarily represent the actual apartments to which students will be assigned.
Description of MHP Housing Policies

Students in GSAS MHP must comply with all policies and procedures outlined on the NYU Residential Life & Housing Services website.

MHP Participants are permitted to have outside furniture. Participants who do so must read and agree to the Outside Furniture Policy. Participants are not permitted to remove any of the NYU furniture that comes with the apartment and all outside furniture must be removed prior to the end of the lease.

MacCracken Housing Program policies include, but are not limited to the following:

● Double occupancy is not permitted in rooms assigned for a single occupant.
● Subletting is not permitted:
  ○ Students are not permitted to give their StuyTown Access ID or keys to another person
  ○ Students are not permitted to make/possess additional copies of their apartment keys
  ○ Guests are not permitted to be in the apartment without a student being present
● Pets are not permitted (unless special accommodation is granted by The Moses Center)
● Housing for families with children is regrettably not available.

Requesting a Roommate

The Graduate School of Arts and Science is committed to providing a supportive residential experience by providing a roommate selection feature within the MHP application process. Though single students are not required to select a roommate, this feature gives students the opportunity to do so if they would like to.

Single applicants may request roommates from the pool of other single MHP participants. To select a roommate, single students will be prompted to place an advertisement on the secure online web site specifically designed for MHP participants. Each MHP participant who desires to reside with a specific roommate must each choose the other on the MHP Roommate Pairing Form to communicate roommate preference.

Individuals who do not select a specific roommate will be assigned an MHP roommate by the NYU Residential Life & Housing Services.

Married or domestically partnered students will occupy an entire apartment solely with their spouse.