



**Office of Residence Life
Guest Registration Form**

RESERVATIONS must be made at least 2-weeks in advance. Overnight guest may remain for a maximum of 3 consecutive nights per month, not to exceed 4 nights per month. You are restricted to a total of 4 nights per month for any and all overnight guests. Space availability, roommate consent, completion of this form and written approval of the Director of Residence Life are required prior to guest arrival. All reservations are to be received via email to housing@udc.edu, by fax to (202) 274-6033, or placed under the door of the Residence Life staff member on duty. Requests are processed on a “first-come / first-serve basis.”

GUEST RESPONSIBILITY: Guests must adhere to all of University of the District of Columbia and Office of Residence Life rules, policies and regulations that student occupants must follow while occupying the Apartment Unit.

Guest’s Name: _____
Last First Middle

Guest’s Current Address: _____
Street Address

City State Zip

Telephone #: _____ Email Address: _____

Reason(s) for Requesting Temporary Guest Permission: _____

Name of UDC Occupant: _____

UDC Occupant’s Telephone#: _____

UDC Occupant’s Email Address: _____

At least two weeks prior to guest arrival, please return form to:

Office of Residence Life
Building 38, Room A-09
Washington, DC 20008
housing@udc.edu
Fax (202) 274-6033

SECTION BELOW TO BE COMPLETED BY OFFICE OF RESIDENCE LIFE STAFF

Date of Arrival: _____ Date of Departure: _____

Time of Arrival: _____ Time of Departure: _____