John Jay College Residence at the New Yorker
Room Reservation Process

So you have decided you want to reside in the John Jay College Residence at the New Yorker. You are now thinking, “How do I start the process?” Below are the steps you must take in order to reserve a bed.

1. Apply online by visiting www.jjay.cuny.edu/reslife and click on “Apply Now”.

2. At the end of the application process you will be prompted to pay an Application and Reservation Fee of $425.00.
   a) This fee is comprised of $25.00 non-refundable application fee + $400.00 reservation fee to reserve a bed.
   b) The $400.00 reservation fee may be refundable only if we cannot provide any of your room choices.
   c) It does not guarantee you a room.

3. Once your $425.00 fee is received and a room assignment is made, you will receive a link to the Housing License Agreement.

4. You will have 2 options to sign your Housing License Agreement and pay your 50% deposit:
   Option 1: In-Person
   Print your Agreement, sign it and bring the Agreement and your 50% deposit in person to the Office of the Bursar, John Jay College, 524 West 59th Street, Room L70, New York, NY 10019. The in-person payment can be made only by check or money order. Bring a valid government issued photo ID. If you are under 18 years of age a parent and/or guardian must also be present.
   
   Option 2: Online
   Sign and submit your Housing License Agreement electronically and pay your 50% deposit with a credit card via a secure payment link.
   Note: You may want to inform your credit card issuer that you are making a large payment. By doing this, you will insure a seamless online payment experience for yourself.

5. The signed Housing License Agreement and your 50% deposit are due on June 10, 2013.

6. Once all of your documents are submitted and reviewed, you will receive an email confirming your reservation.

7. A space will not be confirmed if you are missing the Housing License Agreement and 50% deposit.

8. Your 50% deposit will be nonrefundable after July 10. No exceptions.

9. The remaining balance will be due on August 1.

If you have any additional questions regarding the application process, please feel free to contact us at 212-393-6339 or by email at RLHP@jjay.cuny.edu.