Application Instructions for On-Campus Residence Halls

1. Go to www.elp.upenn.edu/student-life/housing to begin
Select **Penn Residence Halls**

2. Select the session for which you are applying for housing:

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single, Shared Bathroom</td>
<td>$245/week</td>
</tr>
<tr>
<td>Single, Shared Apartment</td>
<td>$285/week</td>
</tr>
<tr>
<td>Single, Private Apartment</td>
<td>$395/week</td>
</tr>
</tbody>
</table>

**Application Instructions**

Students must apply for Penn dorms through the links provided below.

**Institute for Academic Studies (February):** [February IAS Registration](#)
Application deadline: Thursday, February 1, 2018

**Intensive Program (Spring 2):** [Spring 2 IP Registration](#)
Application deadline: Tuesday, February 13, 2018

**Intensive Program (Summer 1):** [Summer 1 IP Registration](#)
Application deadline: Monday, April 9, 2018

3. Follow the link to the landing page to start your application by clicking **Register Now**
4. Create an Iris account, or sign in with an existing external account, such as Google
5. Begin filling out your application. Some fields are required. You will see an asterisk (*) after each field that you must fill out. Click the **Next** button to submit your application.
Surname is another way of saying Family Name, or Last Name. We suggest writing your name in the order it appears on your Passport; for example, if your name is “John Smith”, you will write John in the first name section, and Smith in the surname section.

If you are a current ELP student, please enter your PennCard number. If you are a new ELP student, please remember to submit a Passport-style photo to the ELP Main Office so that you will receive a PennCard upon arrival.
6. You will also need to fill out Additional Information

7. When choosing your Room Type, there are three options. Click on the drop-down menu to choose the Room Type that you would like.
8. You will have the option to further customize your living experience, such as choosing a roommate or ordering linens (bed sheets, pillow, towel, blanket):

**Gender Neutral**

Do you want to be housed in quarters with a mix of male and female students (Gender neutral housing)? If you select ‘Yes’ for Gender Neutral Housing you could be placed in quarters with someone of the opposite gender; if you select ‘No’ you will be housed in quarters with only male or only female students. Please note that we do not allow male or female students to share a bedroom, only the quarters where you will share the bathroom and living space.

- **Gender Neutral Housing**
  - Yes
  - No

**Roommate Preference**

If you have a quarters or roommate preference, enter the person's name below. Please note that this person must be registered for the same time frame you are and must also request you as their roommate. We will do our best to accommodate requests, but cannot guarantee that you will receive your request.

- **Roommate First Name**
- **Roommate Surname**

Please list any special accommodations needed for housing

Please note that we will do our best to accommodate roommate requests or special needs. Medical documentation may be required for certain accommodation requests.

**Linon Pack**

A linen pack consisting of a pillow, pillow case, fitted bed sheet, flat bed sheet, blanket, bath towel, hand towel and wash cloth is available to rent at a rate of $105 + tax.

(Please note that additions or refunds for linen packs will not be accepted after the form is submitted)

Please select below:

- **Would you like to rent a linen pack?**
  - Yes
  - No
9. If you will be at ELP for multiple sessions, you can ask for information about housing for future sessions. If not, then you can select “no” and move on to the next portion of the application.

Additional Housing

Would you like to receive information about extending your housing through the Summer 2 session

Please Note:
- You will need to complete the Spring 2 housing registration form and submit another payment
- You will not be able to cancel or add Summer 2 housing after May 28th 2018

Would you like to receive information about Summer 2 housing?

- Yes
- No
10. Once you have filled out the whole application, you will be brought to the Summary Page, where you can see all of your information and charges. If you need to edit your information, you can do so here.

11. In order to complete your application, click on Continue To Checkout
12. On the check-out screen, you will confirm your requests and pay by credit card.

13. After making your payment, you will receive an email from notifications@irisregistration.com. See below for a sample email, but please note your email may be slightly different depending on your situation.

2018 ELP IP Spring 1 Housing Registration

Thank you for applying for ELP summer housing at the University of Pennsylvania. This is to confirm that your application and payment was received for housing. Another e-mail confirming all of your specific details (including what building you will be housed in) will be sent via e-mail before your arrival.

If you did not already send a color passport photo (5cm x 5cm) with your application to the ELP, please do so before your arrival. This will help us to make your university ID card that you will need to access the dorms. Please mail your photo directly to ELP:

English Language Programs
University of Pennsylvania
110 Fisher Bennett Hall
3340 Walnut Street
Philadelphia, PA 19104-6274

If you should have any questions please contact us at bsd-confsvcs@pobox.upenn.edu. We look forward to welcoming you to Penn!

For your convenience we have included a link to the confirmation page.

Sincerely,
Hospitality Services

14. Check-in information will be emailed to the email address that you used for your application at least a week before your move-in date. Please note that your move-in date is the day before the program start date. If you have any questions about your housing before you arrive, you can email the on-campus housing team at bsd-confsvcs@pobox.upenn.edu.