

Completing the Housing Status Declaration Form

1. Fill out this form requesting a change to your housing status here:
<https://scarlethub.rutgers.edu/HousingChange>

Housing Status Change Request

Your Financial Aid eligibility related to your Cost of Attendance for an academic year is based on the housing plan that Rutgers, The State University of New Jersey carried forward from your previous housing plans for (continuing students). A default status of a commuter cost of attendance (incoming students), or on-campus (incoming and continuing students) will be displayed if you meet the default status criterion, or if you have a housing contract on file with the University. The former default housing types that were selectable prior to the current aid year FAFSA allowed a student to select any of the following three housing plan types: off campus, living with parent(s), or on-campus. Since this information is no longer an option on the FAFSA, we have default values set; however, if the default values are not accurate for your current housing plans, we encourage you to complete this form in its entirety to have your housing plans updated accordingly. This information is not used to calculate your SAI (Student Aid Index); however, it is useful for the University to be able to determine your cost of attendance accurately.

Please complete the fields below to initiate the Housing Status Change Request process. Approximately 1-3 business days after submitting this form, you will need to answer additional questions on the Housing Status Declaration document in the financial aid student portal.

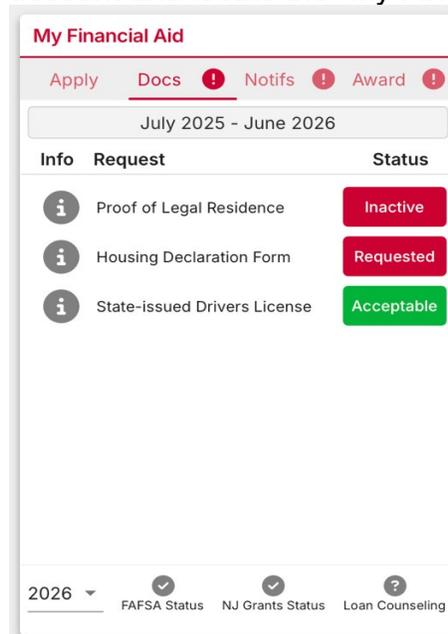
Note: This change request is valid for the entire aid year selected. No subsequent change request will be allowed. If you have extenuating circumstances and require addition change requests to be submitted/processed after initial submission, please contact your Campus One Stop and/or Financial Aid Office.

* Required

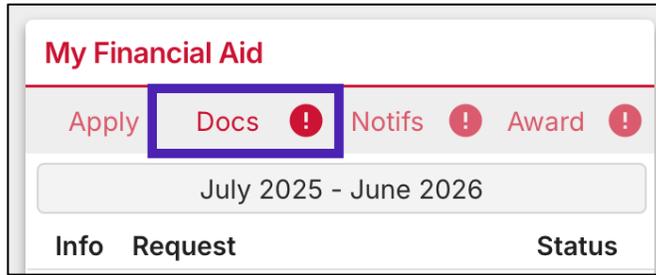
Student First Name *

Student Last Name *

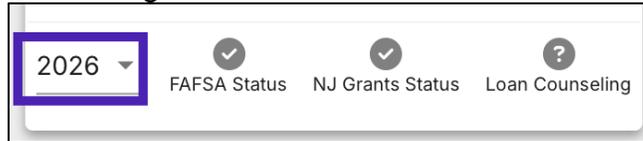
2. Within 24 hours, you will receive an email notifying you that your Housing Declaration Form is available in your financial aid portal with instructions to access this form via your MyRutgers account.
3. Login to your MyRutgers account and locate the “My Financial Aid” widget.



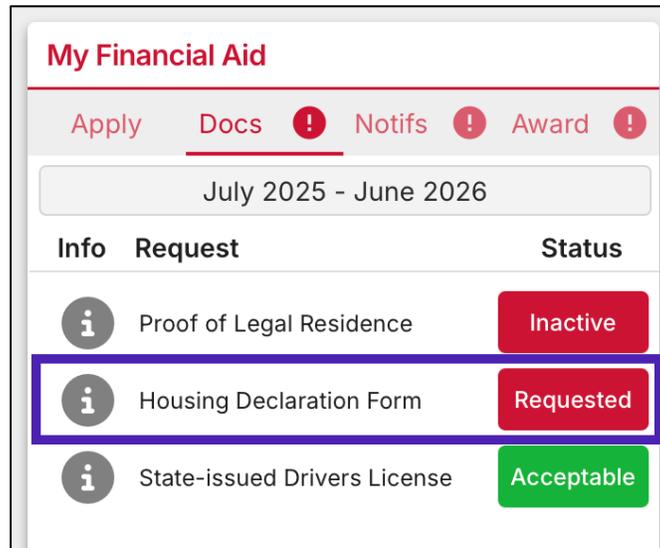
4. Click “documents.”



5. Select the school year where you intend to change your housing selection. Look at the bottom left corner of the widget to select 26 for the 25-26 academic year.



6. Click the “requested” button next to the “Housing Declaration Form” to access the financial aid portal.



7. Once in the financial aid portal, select the documents tab.



8. Click “Submit Document” and fill out the document indicating your change to your housing status.

Documents

Documents that have been [requested](#) or [received](#) to process your financial aid are listed in this page. Please review any documents requiring your attention. You can also [upload a non requested document](#).

Documents Requiring Attention

The following documents need immediate attention to continue processing your financial aid eligibility. If you have any questions or concerns, please contact your financial aid office.

1. Documents Requiring Attention

Document Name	Owner	Award Year	Status	Action	Submit Document
Housing Declaration Form	Student	2025-2026	Requested	Your housing status declaration is required to update your Financial Aid Cost of Attendance to align with your housing plans.	<div style="border: 2px solid blue; padding: 5px; display: inline-block;"> </div>

Upload Documents

Upload a Requested Document

Your housing status declaration is required to update your Financial Aid Cost of Attendance to align with your housing plans.

Document Name	Owner(s)	Award Year	Status
Housing Declaration Form	Student	2025-2026	Requested

Enter Document Data

Fall Housing Status

Select One

On Campus

Off Campus

With Parent

Summer Housing Status

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9. Once all rows have been updated, click “upload” to upload the completed document.

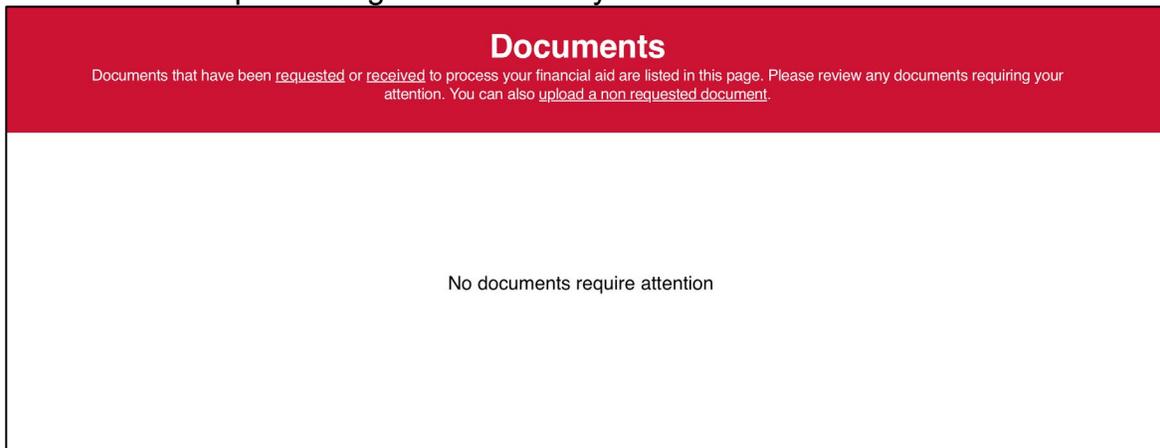
Summer Housing Status

On-Campus

Enter Additional Comments (Max 255 characters)

CANCEL UPLOAD

10. Congratulations, you’ve completed the form! You will be returned to the documents tab of the financial aid portal. Log out and close your browser.



11. Within 2-3 business days, the housing status selection of your cost of attendance will update.

12. If you have any additional questions after completing the form, please contact your local One Stop Student Services Center.

- a. This link will take you to the Rutgers ScarletHub contact page. Select your local campus and you will have direct contact information for your One Stop.

<https://scarlethub.rutgers.edu/contacts/>