Move-Out FAQs

What is the deadline to move-out of the GSAS residence halls?

If you are not participating in Commencement exercises, you must move-out no later than Thursday, May 21st at 12noon. If you are participating in Commencement, you must move out no later than Friday, May 29th at 12noon. Additionally, if you are participating and Commencement, and have not let the Office of Residential Life know, please e-mail us as soon as possible at gsashouse@fas.harvard.edu.

Can I stay past the move-out deadline?

No. Unfortunately, due to Facilities projects and summer conferences, we cannot accommodate requests to stay past the move-out deadlines. Failure to move-out by the deadline could result in significant term bill fines.

If you believe you have an extremely extenuating circumstance that necessitates a longer stay in the residence halls, please e-mail our office at gsashouse@fas.harvard.edu with all the information. Please note that we very rarely approve requests to stay late, and when we do, it is for extremely specific reasons. The start of new lease agreements is NOT a reason we approve late stay requests.

Where should I return my key?

Once you have moved out of your room, you can return your key to our key drop in Perkins Basement, Room 20. Key envelopes to return your key will be slid under your door a few weeks before move-out. Extra key envelopes are provided to the right of the Perkins 20 door. Please place your key in a labeled envelope (with your name and room number) in the key drop. If you fail to return your key, you will be term billed $25.

How clean does the room have to be upon my departure?

We ask that you remove all personal belongings and non-University owned furniture items upon departure. Please do not leave items behind as a courtesy to the next resident; for sanitary reasons, all items left behind will be removed by facilities and custodial staff.

Also, please do a quick clean of the room (wipe down counter tops, sweep, etc.). If there are waste and/or personal items left behind, you will be term billed for the removal.

How do I know if I am eligible for summer storage?

The GSAS residence halls have limited storage space in the basements of Perkins and Conant Halls. Storage can be used by residents free of charge. In order to be eligible, you must have a Fall 2015
assignment OR have applied to 2015-2016 academic year housing by the application deadline (April 22, 2015). Summer residents in Conant Hall are also eligible for storage. Graduating residents are not eligible for storage. During storage hours, the staff person will have a list of all residents eligible for storage.

**When are storage hours?**

Students can drop storage items off *only* during storage hours. Storage hours for this spring are as follows. Storage hours take place in Perkins 20.

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<thead>
<tr>
<th>Day</th>
<th>Opens</th>
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<tbody>
<tr>
<td>Friday, May 1</td>
<td>8pm</td>
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<tr>
<td>Monday, May 4</td>
<td>7pm</td>
<td>10pm</td>
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<tr>
<td>Wednesday, May 6</td>
<td>7:30pm</td>
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<td>Tuesday, May 12</td>
<td>8pm</td>
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<tr>
<td>Wednesday, May 13</td>
<td>8am</td>
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<td>Saturday, May 16</td>
<td>12noon</td>
<td>2pm</td>
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<td>Tuesday, May 19</td>
<td>9pm</td>
<td>12am</td>
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<td>Wednesday, May 20</td>
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<td>Thursday, May 21</td>
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<td>Saturday, May 23</td>
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<tr>
<td>Tuesday, May 26</td>
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If you have a question about storage hours, please ask your RA or GSAS Residential Life.

To drop storage items off during the storage hours, please meet a staff member at Perkins 20 (in the basement of Perkins). You will need to provide a picture ID (Harvard ID, driver’s license, passport, etc.) in order to access storage.

**Can I access storage before or after these hours?**

This is an extremely busy time of the year for the GSAS Residential Life and Facilities offices. Therefore, we cannot accommodate access to storage outside of our set hours. If you have a major concern or question, please contact GSAS Residential Life.

**How much can I store in storage?**
Residents are allowed a maximum of 6 medium moving boxes (18” x 18” x 16” or 3 cubic feet). A small refrigerator and/or large luggage can take the place of 1 of the boxes. We cannot store ANY furniture or furniture items (bed frames, futons, lamps, etc.).

**Does GSAS provide storage or moving boxes?**

GSAS Residential Life does not provide boxes for residents. However, the GDC purchases a large amount of boxes, free for residents to use. Due to the demand, the GDC limits the number of boxes to 2 per resident. The GDC boxes are distributed during storage hours (noted above).

**If I am not eligible for storage, can I pay a fee to use the storage facility in the residence halls?**

No. Due to space reasons, we can only accommodate students who are eligible for storage. For other storage options, check out College Boxes. Students can also do a search on the web, or the Yellow Pages, for other storage options in the Cambridge / Greater Boston area.

**Do I have to move out if I have a GSAS summer assignment?**

No, you do not have to move-out of our residence halls if you have a summer assignment in Conant Hall. However, your move-in date to Conant Hall (if you are moving from another hall) may vary, depending on the vacating resident or facilities projects that may be occurring. Regardless, you will be able to stay in your academic year assignment, or move into your Conant room, for the time between move-out (May 21) and summer move-in (May 30).

**When can I move into Conant if I am staying there for the summer?**

The summer move-in date will be variable for residents, depending on the vacating resident and facilities projects. GSAS Residential Life will communicate the date on which each summer resident can move no later than Friday, May 15. We ask all summer residents to remain on campus and in the residence halls from May 21-May 30 to help facilitate the summer move-in process.

**Where can I donate items that I do not want to bring with me?**

During the move-out period, Facilities will place donation boxes in the basement of each building. Additionally, feel free to bring any unwanted items to local donation stations and organizations, such as the Harvard Square Homeless Shelter or Goodwill.

**What do I need to do before moving out?**

Before you move, make sure to forward your mail to your new address through the Harvard Campus Services office. Complete their online form in order to sign up for forwarding service.

Also, please make sure you change your address with your school. Students enrolled at FAS can update their addresses at my.harvard.edu by clicking on "Campus Resources." Under the "Directory Search" section on the right, click on "FAS Directory Update: View/Edit Official Information" and scroll down to
edit addresses as needed. All other enrolled Harvard Students must contact their Registrar’s Office to update their address.

Finally, if you signed up for phone service through the University, make sure your service ends upon move-out. Students should contact Harvard Telecommunications for more information about this.

If you are continuing to live in the residence halls, GSAS Residential Life will send the GSAS Mailroom updated room information for you. You should only update your address with friends, family, magazines, etc. and do not have to do so with the University.

**Can I have guests during move-out period?**

Yes, you may have guests during the move-out period. Our standard guest policy applies during the move-out period as well. Please refer to the Residence Hall Handbook, page 34 for our complete guest policy. Please note that mattress hours are typically suspended during the move-out period.

**When is the last day that Dudley Café is open?**

Dudley Café closes after dinner on Friday, May 15th. This is the last day residents can use their floating and guest meals as well.

**What should I do if I have moved out, and forgot to return my key?**

First, e-mail Residential Life to inform them that you forgot to return your room key. Then, please mail the key to our office to avoid a $25 termbill fee:

GSAS Office of Residential Life
Harvard University
Lehman Hall, B-2
Cambridge, MA 02138

**What should I do if I forgot to change my address, and I had mail / a package shipped to my old residence hall address?**

You will need to contact the GSAS Mailroom directly to see if they have held your mail/package for you. You can contact them at: (617) 496-3037 or (617) 496-2891.