



## Contact

Office Hours: M-F (8am-5pm)  
Office Phone: (912) 598-2400  
Email: [Housing@skio.uga.edu](mailto:Housing@skio.uga.edu)

10 Ocean Science Circle  
Savannah, GA 31411

Submitted By \_\_\_\_\_

Date Submitted (mm-dd-yyyy) \_\_\_\_\_

## Guest Information

**NOTE: If you have more than one person, please contact the Housing Team for a Group Form.**

Guest Name \_\_\_\_\_

Arrival Date (mm-dd-yyyy) \_\_\_\_\_

Cell Phone \_\_\_\_\_

Departure Date \_\_\_\_\_

Email \_\_\_\_\_

Institution \_\_\_\_\_

Visit Purpose \_\_\_\_\_

Campus Affiliate \_\_\_\_\_

*(i.e., sampling, classes, event, cruise, meeting)*

*(i.e., name of professor, staff or director)*

Check One:  Man  Woman  Other

Check One:  Student  Faculty  Other

Special Requests \_\_\_\_\_

## Payment Information

**NOTE: Payment by card is due before check-out.**

Payment Type:  Credit Card  UGA Chartstring \_\_\_\_\_

Institutional Check (fill out info below)

Admin's Name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Invoice To \_\_\_\_\_

Address Line 1 \_\_\_\_\_

Address Line 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### FOR OFFICIAL USE ONLY - DO NOT FILL THIS SECTION

#### Housing Notes

Unit \_\_\_\_\_ No. of Nights \_\_\_\_\_ Amount Due \$ \_\_\_\_\_