



**VILLANOVA**  
UNIVERSITY  
OFFICE OF CONFERENCE SERVICES

Greetings and Welcome to Villanova University Intern Housing Program,

This is to confirm that we have received and accepted your registration for the Intern Housing Program at Villanova University for Summer 2024. **Please read all information carefully and print or save a copy of the following for your reference: this confirmation e-mail, your receipt, as well as the documents below.** Please contact us immediately with any discrepancies.

**Apartment roommate information** will be provided via e-mail in Late-May.

**Sunday, May 26, 12noon – 9pm Outside West Campus**  
**Daily after May 26, 7am – 6:30pm Service Desk, Galberry Hall (near Villanova Stadium)**

Conference Services staff will be available to check you in. You will need to have a picture ID to receive your check-in packet. If you are bringing a **car**, you will receive a **summer parking permit** from Conference Services when you check in. Model, make, year and license plate needs to be given before arriving. If you need to update vehicle information prior to your arrival please email [Julia.heller@villanova.edu](mailto:Julia.heller@villanova.edu)

Gym Access: Davis Center M-Th 7am-7pm & Farley Fitness Center M-Fri 7pm-9pm.

Your **check-in packet** will contain your Apartment Door Lock Combination and your Wildcard (building access card), along with Mail Instructions, Laundry Information, Check-Out Procedures etc. See Information below as well. Conference Services staff can provide you with further details about your building when you check in. Information is also available in the [Intern Housing section of our website](#).

As a reminder to help you with planning ahead, interns with a reservation to stay until Friday, August 2, 2024 **MUST** vacate their apartment by 6:00pm that day. **NO extensions of stay past Friday, August 2, 2024 at 6:00pm can be given** (as all buildings have to be vacated, cleaned and turned back over to the University at that time to prepare for students moving back in the next morning for the academic year). More details to come closer to time of departure.

If you have any questions **prior** to your arrival on campus, please contact Julia Heller, Assistant Director of Conference Reservations, 610-519-7790 or [julia.heller@villanova.edu](mailto:julia.heller@villanova.edu).

**During your stay, please contact Conference Service staff at our Service Desk at 610-519-5554 with any questions.**

We look forward to welcoming you to Villanova!

Office of Conference Services  
Villanova University

**Important Information:**

[Directions/Campus Map](#)  
[Overview of Intern Apartment Housing Accommodations](#)  
[Terms and Conditions of Occupancy](#)  
[Check-Out Procedures](#)  
[Laundry Instructions](#)  
[Mail Instructions](#)