

{Insert Contact Name},

The current environment has affected original plans to conduct the 2020 Census and we need your help. Students who live in student housing will be counted as part of the Group Quarters data collection operation. Either you or another point of contact at your school is helping us count students who live on or off campus in college or university owned housing. Students who live in private off campus homes or apartments surrounding the college or university during the school year are counted as part of the housing unit population. Students received an invitation at their off campus address to respond to the 2020 Census on-line or via mail. However, they may not have responded to the 2020 Census before leaving school to return to their home city or state. In an effort to count off campus students in the right place, we need your help to count them at the address they lived at while at school.

We are requesting a complete list of off campus students enrolled at your school as of April 1st, 2020. We will use this information to ensure that students who were living in homes or apartments that are part of neighborhoods and communities surrounding your school are counted in the 2020 Census. Being able to add these students as residents to the census counts is a benefit to your school and the surrounding community.

For the list, we understand that you may only be able to provide directory information. At a minimum, we are requesting, Full Name, Date of Birth, and Local and Alternative Address. However, it would be optimal to get all the following:

- Full Name
- Age
- Date of birth
- Local Address (Address where student lives/stays when attending the school.)
- Alternative address (Address where student lives/stays when not at the college/university local address.)

If you can only provide some of the requested data, we would appreciate you submitting your list with the information you are able to provide.

Please give us a call at {insert phone number} to discuss your ability to provide the list. You can also reply to this email and indicate if you are willing to participate. If you can provide the file, we will need the email address for the individual providing the records. We will send two emails to this individual from geo.SWIM@census.gov. The first will contain a link to SWIM (the system we are using to receive the files) and registration instructions. The second will include your SWIM registration token. Once you have successfully registered, you can immediately upload your information.

Thank you very much for your time and participation. If you have any additional questions, please call the regional census center at **(Please provide the RCC telephone number)** or visit our website at 2020census.gov. On our website, you will find informational materials about the 2020 Census in your community.

{Inserte el nombre del contacto},

La situación actual ha afectado nuestros planes originales para realizar el Censo del 2020 y necesitamos su ayuda. Los estudiantes que viven en viviendas para estudiantes serán contados en el marco de la operación de recopilación de datos de Alojamientos de Grupo. Ya sea usted u otro punto de contacto de su institución nos está ayudando a contar a los estudiantes que viven dentro o fuera del campus en viviendas que son propiedad de la universidad. Los estudiantes que viven en hogares o apartamentos privados fuera del campus en los alrededores de la universidad durante el año escolar son contados como parte de la población de las unidades de vivienda. Los estudiantes recibieron una invitación en su dirección fuera del campus para que respondan al Censo del 2020 por internet o por correo. Sin embargo, es posible que no hayan respondido al Censo del 2020 antes de irse de la institución para volver a su ciudad o estado de residencia. En un esfuerzo por contar a los estudiantes que viven fuera del campus en el lugar correcto, necesitamos su ayuda para contarlos en la dirección en la que vivían mientras asistían a la universidad.

Le pedimos una lista completa de los estudiantes que viven fuera del campus inscritos en su universidad a la fecha del 1 de abril del 2020. Usaremos esta información para asegurarnos de que los estudiantes que estaban viviendo en hogares o apartamentos que se encuentran en vecindarios o comunidades en los alrededores de su institución sean contados en el Censo del 2020. Poder agregar a estos estudiantes como residentes en los conteos del censo es un beneficio para su institución y la comunidad en la que se encuentra.

Para la lista, entendemos que es posible que usted pueda proporcionar solo la información de directorio. Como mínimo, solicitamos el Nombre Completo, la Fecha de Nacimiento, una Dirección Local y una Alternativa. Sin embargo, lo óptimo sería obtener toda la siguiente información:

- Nombre completo
- Edad
- Fecha de nacimiento
- Dirección Local (Dirección donde vive o se queda el estudiante cuando asiste a la universidad.)
- Dirección Alternativa (Dirección donde vive o se queda el estudiante cuando no se encuentra en la dirección local de la universidad.)

Si usted puede proporcionar solo algunos de los datos que solicitamos, le agradeceríamos que entregue su lista con toda la información que pueda proporcionar.

Llámenos al **{inserte el número de teléfono}** para hablar sobre la posibilidad de que nos proporcione la lista. Usted también puede responder a este correo electrónico e indicar si está dispuesto(a) a participar. Si usted puede proporcionarnos el archivo, necesitaremos la dirección de correo electrónico de la persona que proporcione los registros. A esta persona le enviaremos dos correos electrónicos desde geo.SWIM@census.gov. El primero contendrá un enlace a SWIM (el sistema que estamos usando para recibir los archivos) e instrucciones para inscribirse.

POC Off Campus Contact Email

El segundo incluirá su token de inscripción a SWIM. Una vez que se haya registrado exitosamente, usted puede cargar su información de manera inmediata.

Muchas gracias por su tiempo y participación. Si usted tiene preguntas adicionales, llame al Centro Regional del Censo al **(Proporcione el número de teléfono del RCC)** o visite nuestro sitio web en 2020census.gov/es. En nuestro sitio web, usted encontrará materiales informativos sobre el Censo del 2020 en su comunidad.

2020 Census Off-Campus Housing - SWIM

Subject: 2020 Census Off-Campus Housing Records – SWIM

Thank you for your assistance with the 2020 Census by agreeing to provide a file of off-campus housing records for your college or university. We have attached a template that you may use for your convenience, or you may submit your own file that includes the requested data. Return your off-campus housing records file using the Census Bureau's Secure Web Incoming Module (SWIM) at <https://respond.census.gov/swim/>. A registration token, provided to you in a separate email, is required to create a SWIM account. Registration and file upload instructions are provided below for your reference. Please remember the data you are providing does not include residence halls or other college or university housing owned, leased and managed by the college or university. Those group quarters are enumerated via the Census Bureau's Group Quarters Enumeration.

SWIM Registration

- 1) Open SWIM by clicking <https://respond.census.gov/swim/>.
- 2) Select 'Register Account'.
- 3) Enter your 'Token' from the SWIM Registration Token email.
- 4) Complete all account registration fields.
- 5) Select 'Submit'.

SWIM File Upload

- 1) Open SWIM by clicking <https://respond.census.gov/swim/>.
- 2) Login using your email address and password.
- 3) Select the 'General Submission' radio button, then 'NEXT'.
- 4) Select '+ Add File' to select your off-campus housing records file(s).
- 5) Confirm that 'Status' updates to 'Success' and all selected file(s) are listed under 'File(s)'.
- 6) Select 'Next' to proceed with the file upload.
- 7) Upon successfully uploading a file to the Census Bureau, the 'Thank you for using SWIM' screen will appear.

A Census Bureau representative will contact you if there are any questions regarding your off-campus housing records file(s). If you have any questions regarding the use of SWIM, please contact the Census Bureau via email at geo.SWIM@census.gov.

Thank you for your participation in the 2020 Census.

2020 Census Off Campus Housing Records - SWIM Token Email Template

Subject: 2020 Census Off-Campus Housing Records – SWIM Registration Token

SWIM Registration Token - XXXXXXXXXXXXX

Please use this SWIM registration token to register for a SWIM account. All digital submissions must be returned through the U.S. Census Bureau Secure Web Incoming Module (SWIM). The Census Information Technology security policy prohibits submissions by all other methods or protocols (e.g., email or ftp). If you have any questions, please contact us via email at geo.swim@census.gov.

Thank you for your participation in the 2020 Census.