



Housing Application Checklist

Please use this checklist to ensure that you have completed the ENTIRE application process. Only by completing all of the steps, will you have a reserved a room. Be sure to read ALL instructions.

- “Terms” Page**
 - Select the term for which you are requesting housing
 - Click “Save & Continue”

- “Application” Page**
 - Read instructions
 - Click “Save & Continue”

- “Personal Details” Page**
 - Enter cell phone number. *Please list a cell phone number if you use a cell phone as your primary telephone. If you do not use a cell phone as your primary telephone, please enter another phone number where you can be reached.*
 - If necessary, enter special needs and medical information
 - Click “Save & Continue”

- “Contact Details” Page**
 - Insert Emergency Contact Information. *Please provide information for an individual that may be contacted in case of an emergency. This information is for housing purposes only and will not change the emergency contact information you have on file with the University.*
 - If mailing address is the same for emergency contact and student, click box labeled “Same as mailing address.”
 - Select country of emergency contact
 - Enter phone number, cell phone and e-mail address
 - Click “Save & Continue”

- “Profile” Page**
 - Answer the questions to correspond with your preference/style. NOTE: The answers will be used to find potential matches during the roommate search process.
 - Click “Save & Continue”

- “Profile (con’t)” Page**
 - Answer the questions to correspond with your preference/style. You may make up to four selections per group but are not required to do so. NOTE: The answers will be used to find potential matches during the roommate search process
 - Click “Save & Continue”

- “Policies” Page**
 - Read “Electronic Agreement Policy”.
 - If in agreement with policy, check box to consent and agree.
 - Click “Save & Continue”

- “Policies (con’t)” Page**
 - Read “Convicted Sex Offender Policy” and answer appropriately.
 - Click “Save & Continue”

- “Policies (con’t)” Page**
 - Read “Alcohol and Drug Policy”.
 - If in agreement with policy, check “I Agree” box.
 - Click “Save & Continue”



- **“Housing Agreement (over 18)” Page**
 - Read “Housing Agreement”.
 - If in agreement with policies, check “I Agree” box.
 - If you are under the age of 18, a parent/guardian must “Agree” and send in the completed documentation to the HRE Office.
 - Click “Save & Continue”

- **“Application Fee” Page**
 - If you have not lived on campus before, pay \$25 application fee. You will receive an “Application Fee Paid” message if this step has previously been completed.
 - Click “Save & Continue”
 - An e-mail will be sent to your **UMail** account notifying you that your application has been accepted.

Your Application is completed to this point until you receive a Reservation Timeslot.

- **“Roommate Search Preference” Page**
 - This step gives you the option to opt out of the automatic roommate search. If you do not wish to be included in the roommate search, uncheck the box.
 - Click “Save & Continue”

- **“Search for or view Roommates (Optional)” Page**
 - View “Accepted Roommates”, “Automatic Search” or “Add Known Roommate” options.

You will receive an email to your UMail account (if it is not currently Open Reservation time) that will inform you of your Reservation Timeslot.

On your reservation day:

- **“Your Housing” Page**
 - You are able to view available rooms by clicking on “Available Rooms (view only)”
 - To reserve available rooms, click on “Search & Reserve a Room”
 - Enter any specific information in drop down boxes and click “Search”
 - Select a room and click “Reserve Room”

- **“Choose a Meal Plan Page**
 - Select a Meal Plan from the drop down menu
 - Click “Save and Continue”

- **“Final Step of Reservation OR Final Step of Reservation – Security Deposit Paid” Page**
 - If you have not paid the security deposit, complete the payment process. You will receive “Security Deposit Fee Paid” message if this step has previously been completed.
 - Click “Save & Continue”

- **“Optional Services” Page – OPTIONAL**
 - Select optional services you wish to request
 - Click “Save & Continue”

- **“View Agreements” Page**
 - Reference point to view previously accepted agreements (“Electronic Agreement Policy”, “Convicted Sex Offender Policy”, “Alcohol and Drug Policy” and “Housing Agreements”)