

RA Roommate Housing Application/Contract Submission

1. Go on-line to complete the housing application/contract process between March 17 – April 7 from your computer.
2. Indicate the RA or ARA that you plan to live with on the preferences page. Residential Life will complete the assignment process by placing you with the correct RA or ARA.

Completing the on-line Housing application process.

★ If you are trying to login from off campus and study abroad, **you will need to secure a VPN**. If you haven't already set up VPN access with Duo two-factor authentication, see the link below to begin the process. Follow the instruction in this link <https://tech.rochester.edu/remote-access-vpn-tutorials/>

1. Go to <https://housing.ur.rochester.edu/myrescenterweb>

Login ID = student ID number

Password = student ID number



The screenshot shows the 'Residence Life - Login' page of the University of Rochester. The header includes the university logo and the text 'UNIVERSITY of ROCHESTER' and 'ARTS, SCIENCES AND ENGINEERING'. On the left, there is a 'Menu' with links: 'My Home', 'My Emergency Contacts', 'Change Login Info', and 'Logout'. Below the menu is a 'Reminders' section with three items: 'MEAL PLAN REQUIREMENTS' (with a link 'HERE'), 'OFF CAMPUS STUDENTS DINING CONTRACT ONLY (click here)', and 'FLOOR PLANS'. The main content area on the right is titled 'Residence Life - Login' and contains a login form with fields for 'Login ID:' and 'Password:', and a 'Submit' button.

Enter required information and click on Submit

2. Select “Undergraduate Housing Application” by clicking on the application.

The screenshot shows the University of Rochester website header with the logo and the text "ARTS, SCIENCES AND ENGINEERING". Below the header is a navigation menu with links: "My Home", "My Emergency Contacts", "Change Login Info", "Logout", and "Reminders". The main content area is titled "Residential Life and Housing Services Student Homepage" and includes a breadcrumb "test155 test". The primary heading is "Select a contract type for Academic Year 2023-24 (Fall 2023)". Below this, there is a bullet point for "UNDERGRADUATE HOUSING APPLICATION 2023" and a status message: ": You have not applied."

3. Read Contract Conditions and click on I agree

The screenshot displays the "Contract Conditions" page. It features a breadcrumb "test14 t. test14". The text instructs the user to "Please read the terms and conditions of the housing contract." and states, "By clicking agree, you have read the contract conditions and will abide by the conditions of the housing contract and other rules and regulations of the University of Rochester." Below this, there is a link "Go to Residential Life and Housing website for terms and conditions". At the bottom, there are two buttons: "I Do Not Agree" and "I Agree".

4. Check personal information, enter an Email Address that you check regularly. Click on Next.

The screenshot shows the "Personal Information" page. It includes a breadcrumb "test15 t. test15 > Contract Conditions". A pink box contains the instruction: "Please check your personal Information below and contact the Office for Residential Life and Housing Services if any item needs to be changed." Below this, the "Personal Information" section lists the following details: Last Name: test15, First Name: test15, Middle Name: test15, Nickname: Stef, Student ID: 99999999, Class Year: 2019, Gender: Male, Birthdate: 3/16/1977, Street: TEST, City: TEST, State: TE, Country: TEST, and Zip: TEST. There is a required field for "Email address:" with an asterisk and a text input box. Below this are fields for "Home telephone:" and "Cell Phone:". At the bottom, there is a "Next >" button.

5. Preferences – Everyone needs to fill this out.

Preferences
test14 t. test14 > Personal Information

REQUIRED INFORMATION
This must be completed by every student regardless of whether you intend to have a roommate or not.

Current status questions

- * Continuing Full-Time River Campus undergraduate Yes ▾
- * Returning from Study Abroad No ▾
- * Returning from Internship No ▾
- * Returning from Inactive status No ▾

Personal information

- * Are you substance free? Yes ▾
- * Are you a smoker? No ▾
- * Select your preference Prefer to live with nonsmoker ▾
- * What is your age? Over 24 ▾
- * What are your personal hours? Early to bed, early to rise ▾
- * What your in-room study habits? Multitasker ▾
- * Do you like socializing in the halls? Room is a social hub ▾
- * What is your approach to cleanliness? Casual ▾

Next >

- You can't move forward without filling this out. Click on Next

Preferences (Continued)
test15 test15 > Preferences

- * D'Lions or First Year Fellow: No ▾
- * Special Interest Housing: No ▾
- * RA/ARA: No ▾
- * RA/ARA apartment mate: Yes ▾

Next >

- In the section “RA/ARA apartment mate”, click on arrow and select **YES**. Click on Next.

6. Contract Options – Select **Regular Contract**, Click on Next.

Contract Options
test155 test > Preferences (Continued)

Standard contract

I want the option of selecting from all housing options and plan to live on campus (Regular lottery, Special Interest Housing, RA/ARA, D'Lions, Freshmen Fellow, RA/ARA roommates).

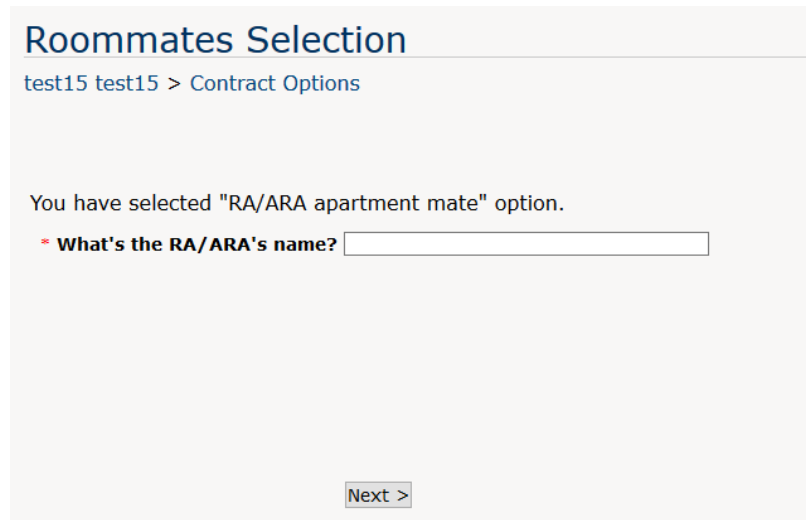
Special Limited Contract

I only want to live in Riverview or Brooks Crossing. I understand I will only see Riverview and Brooks Crossing option in lottery. If I am not able to select in Riverview or Brooks Crossing, I no longer want to live on campus.

* Contract options: Special Limited Contract ▾

Next >

7. Roommate Selection



The screenshot shows a web page titled "Roommates Selection" with a breadcrumb trail "test15 test15 > Contract Options". The main text states, "You have selected 'RA/ARA apartment mate' option." Below this is a required text input field with the label "What's the RA/ARA's name?". At the bottom right of the form is a "Next >" button.

Enter the name of the RA or ARA you will be living with. Click on Next.

8. Housing Application Signature – Click on Agree



The screenshot shows a web page titled "Housing Application Signature" with a breadcrumb trail "test14 t. test14 > Contract Conditions > Roommates Selection". The main text states, "Once you click agree, the application/contract is complete and officially submitted." Below this text are two buttons: "I Do Not Agree" and "I Agree".

9. Application Complete. You will receive an email confirming the housing application is complete. Residential Life will assign you as the apartment mate with your preferred RA/ARA. You will then receive an email with the actual building and room assignment. You will then need to log back into the student homepage and select a meal plan.