RA Housing Application/Contract Submission

1. Go on-line to complete the housing application/contract process between March 17 and March 22 from your computer. Instructions noted below.

2. Once you have submitted your housing application, Residential Life will make your official assignment to your room.
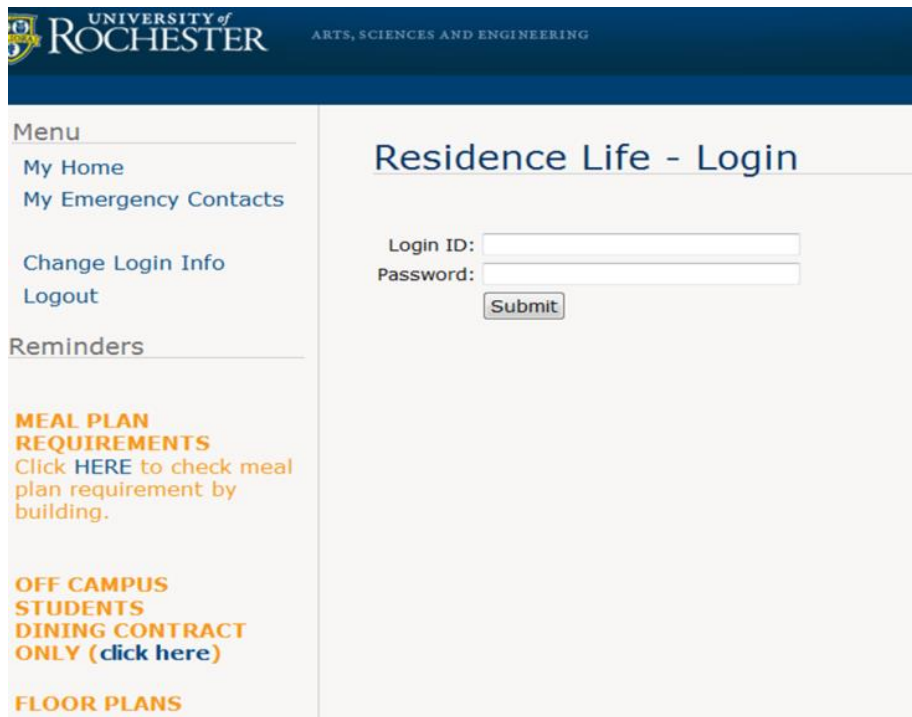
Completing the on-line Housing application process.

★ 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

Enter required information and click on Submit.

2. Select **"Undergraduate Housing Application"** by clicking on the application.

Menu

My Home
My Emergency Contacts

Change Login Info
Logout

Reminders

Residential Life and Housing Services Student Homepage

test155 test

Select a contract type for Academic Year 2023-24 (Fall 2023)

- **UNDERGRADUATE HOUSING APPLICATION 2023**
: You have not applied.

3. Read Contract Conditions and click on I agree.

Contract Conditions

test14 t. test14

Please read the terms and conditions of the housing contract.

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.

Go to Residential Life and Housing website for terms and conditions

I Do Not Agree

I Agree

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

Personal Information

test15 t. test15 > Contract Conditions

Please check your personal information below and contact the Office for Residential Life and Housing Services if any item needs to be changed.

Personal Information

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
Zip: TEST

* Email address: [   ]

Home telephone:
Cell Phone:

Next >

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: Yes ▾
* RA/ARA apartment mate: No ▾

Next >

- In the section "RA**/ARA**", click on the 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).
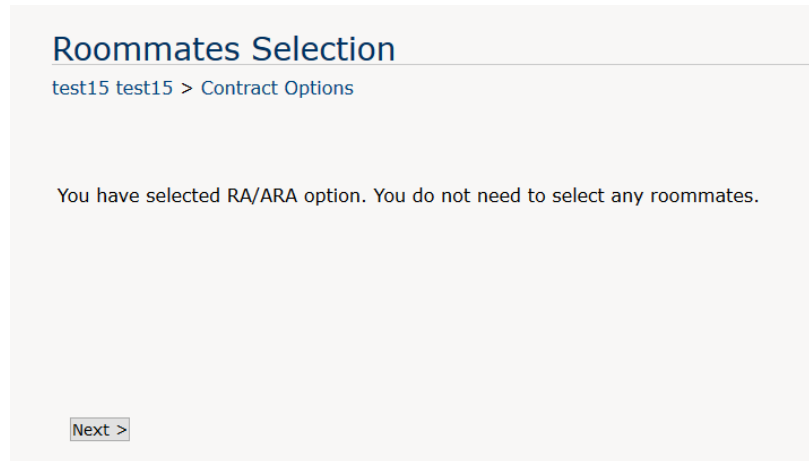
Special Limited Contract

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 –

Roommates Selection

test15 test15 > Contract Options

You have selected RA/ARA option. You do not need to select any roommates.

Next >

For those RAs with apartments, suites, or Center Doubles, apartment/suite/roommates will file this information directly.
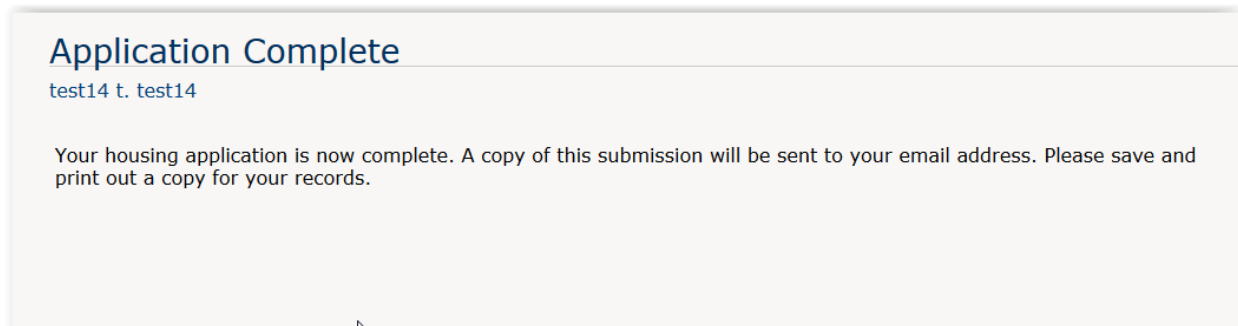
8. Housing Application Signature – Click on Agree

Housing Application Signature

test14 t. test14 > Contract Conditions > Roommates Selection

Once you click agree, the application/contract is complete and officially submitted.

I Do Not Agree
I Agree

9. Application Complete. You will receive an email confirming the housing application is complete.

Application Complete

test14 t. test14

Your housing application is now complete. A copy of this submission will be sent to your email address. Please save and print out a copy for your records.

Residential Life will assign you to your specific room.