

The Different Application Stages in Housing Application

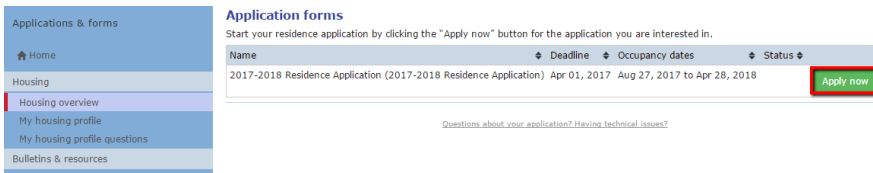
← Assignment Module - User Experience

The following article will provide a thorough and detailed walk-through on the different application stages in housing application on eRezLife. Please refer your housing applicants to review this help page prior to applying for housing.

Different Application Stages in Housing Application

Stage 1: Start your application

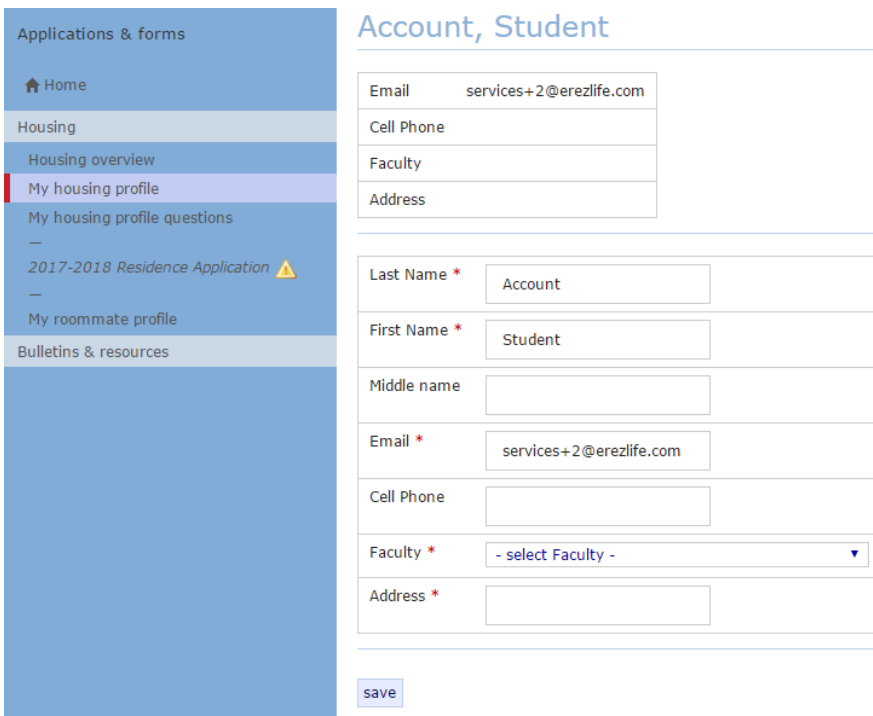
1. Login into eRezLife account > Click **"Housing overview"** in the left menu bar.
2. Click the green **"Apply now"** button to start your housing application.



3. You will be automatically redirected to your housing profile page.

Stage 2: Fill out your housing profile

1. Under the **"My housing profile"** section, complete your housing profile.
2. Mandatory fields are marked with a red asterisk **"*"** symbol.
3. Click the **"save"** button to save your profile.



Stage 3: Fill out your profile questions

1. Under the **"My housing profile questions"** section, complete subsections/questions for you housing profile.
2. Mandatory fields are marked with a red asterisk **"*"** symbol.
3. Click the **"save"** button to save your profile.



Megan Failor (Stay signed in)
Settings · Sign out

Assignment Module - User Experience

[How to Apply for Housing as a Housing Applicant](#)

[The Room Lottery Process](#)

The Different Application Stages in Housing Application

Search

Give feedback

General Forum 0

Housing Assignments - Feature Suggestions 14

Residence Life/Campus Life Tool - Feature Suggestions 5

Staff Selection Tool - Feature Suggestions 4

Knowledge Base

IT and ERP Integration Information 4

WEBINARS 2

Introduction and Admin Information 3

System Settings and User Group Permissions 9

Managing Your Users 6

Calendar 4

Bulletins and Resources 6

Communication 7

Residence Life Module - Settings 4

Residence Life Module - Forms 8

Residence Life Module - Reports 9

Residence Life Module - User Experience 1

Guest Management Module 8

Staff Selection Module - Settings 8

Staff Selection Module - Job Configuration 9

Staff Selection Module - Interviews, Scoresheets and Feedback Forms 17

Staff Selection Module - Managing the Hiring Process 15

Staff Selection Module - User Experience 8

Assignment Module - Settings 5

Assignment Module - Session Configuration 7

Assignment Module - Residence Structure 10

Assignment Module - Student Assignments 13

Assignment Module - Reports 5

Assignment Module - Financials 5

Assignment Module - User Experience 3

RoomeeZ Module 2

Condition Reports - Inventory Management 11

Condition Reports - Inventory Assessments 1

Condition Reports - Reports 1

Condition Reports - Form Send Outs 2

Condition Reports - User Experience 2

Frequently Asked Questions 6

All articles

iRezLife
Applications & forms

Account, Student

Please begin by filling out the following profile information to the best of your ability. Your profile information will carry over for each separate application you fill out in the future.
Use the "save" button on the bottom of the page to save at any time.

[expand all](#) [collapse all](#) [show all options](#) [hide all options](#)

▼ PERSONAL INFORMATION

Preferred Name: *

Cell Phone Number: *

Personal Email:

▼ PARENT/EMERGENCY CONTACT INFORMATION

Parent/Emergency Contact Name: *

Parent/Emergency Contact Phone Number: *

Parent/Emergency Contact Email: *

Parent/Emergency Contact Street Address:

[save](#)



Stage 4: Complete questions on the application

1. Depending on your school's set up, you maybe asked to rank your residence building preference. Choose where you would most like to live from the list of available residences, and rank your selections accordingly from most to least preferred.
2. Click **"continue to: Application form"** to continue with your application process.

Applications & forms

Home

Housing

Housing overview

My housing profile

My housing profile questions

2017-2018 Residence Application ⚠

My roommate profile

Bulletins & resources

Occupancy: **Aug 27, 2017 to Apr 28, 2018** Application deadline: **Apr 01, 2017**

[Residence building preference](#) [Application form](#) [Confirm application](#)

Choose where you would most like to live from the list on the left. Rank your selections accordingly from most to least preferred.

Available residences

- Main Campus > Residence Hall A
- Main Campus > Residence Hall B
- Main Campus > Residence Hall C

Your preferred residences

- Main Campus > Residence Hall B (First choice)
- Main Campus > Residence Hall A

[Withdraw application](#) [Continue to: Application form >>](#) [save progress...](#)

[Questions about your application? Having technical issues?](#)

3. Complete questions on the application form. Mandatory fields are marked with a red asterisk "*" symbol.
4. Click **"continue to: Confirm application"** once you have completed your application form.

Applications & forms

Home

Housing

Housing overview

My housing profile

My housing profile questions

2017-2018 Residence Application ⚠

My roommate profile

Bulletins & resources

Occupancy: **Aug 27, 2017 to Apr 28, 2018** Application deadline: **Apr 01, 2017**

[Residence building preference](#) [Application form](#) [Confirm application](#)

Please fill out the following questions to the best of your ability.

[expand all](#) [collapse all](#) [show all options](#) [hide all options](#)

▼ Application Form Details

Question 1: *

Question 2: * Yes No

Question 3:

Question 4: *

[Previous step: Residence preferences](#) [Continue to: Confirm application >>](#) [save progress...](#)

[Questions about your application? Having technical issues?](#)

5. Carefully read the contract on the confirmation page. Check off the disclaimers to indicate that you understand and agree with all statements. Please note that statements and residence deposit method may vary. Please confirm with your school regarding deposit methods.
6. Click **"submit application"** to complete your application process. Your application confirmation will be displayed, and an email copy of your receipt ID will be sent to your email address on file.

Applications & forms

Home

Housing

Housing overview

My housing profile

My housing profile questions

2017-2018 Residence Application

My roommate profile

Bulletins & resources

Occupancy
Aug 27, 2017 to Apr 28, 2018

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Apr 01, 2017

Residence building preference Application form **Confirm application**

Please review your application details before proceeding.

Your application overview:

- You are applying for 2017-2018 Residence Application residence
- You are eligible for occupancy from Aug 27, 2017 to Apr 28, 2018
- Your first choice for housing is Main Campus > Residence Hall B

To complete your application, read the enclosed contract below and ensure that your residence deposit is received no later than Apr 01, 2017. Please check off the three items below indicating that you understand and agree with all statements.

I have opened, read, understood, and agree to the enclosed [terms & conditions file](#)

I declare all information I have disclosed throughout this application process is correct

I have submitted/will submit my residence deposit by and it will be received by Apr 01, 2017

submit application

Please note that schools may use application submission dates to prioritize residence assignments. Any further changes to your application after this point will change the submission date of your application. Updates to your contact information, residence preference, or roommate selection will not change your initial submission date. Updates to your application form, however, will change your initial application submission date.

[Previous step: Application form](#)

[Questions about your application? Having technical issues?](#)

Stage 5: Pick your roommate group

1. Click the **"create new roommate group"** link. This link is only available after you have submitted your housing application.

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Applications & forms

Home

Housing

Housing overview

My housing profile

My housing profile questions

2017-2018 Residence Application

My roommate profile

Roommate groups

Bulletins & resources

Roommate groups

If you choose to join a roommate group, we'll attempt to place you with the other members of your group based on the group's preferences before we consider your individual preferences. We suggest you and your group coordinate your building/room type preferences on your applications.

2017-2018 Residence Application

create new roommate group

My choice	Group name	Applicants
<input checked="" type="checkbox"/>	No group	

2. Enter a **"group name"** and enter the **email address(es)** of your roommate(s).
3. Please note that you are only allowed a maximum of 2 roommate. You must know their email address exactly as listed in their eRezLife application.
4. Click **"save"** to create your roommate group.

iRezLife

Applications & forms

Home

Housing

Housing overview

My housing profile

My housing profile questions

2017-2018 Residence Application

My roommate profile

Roommate groups

Bulletins & resources

New roommate group

[view all groups](#)

Group name *

Roommate Group

Session

2017-2018 Residence Application

Members (maximum allowed: 2)

Account, Student (owner)

To add roommates to the group:

- you must know their email address exactly as listed in their eRezLife application
- you can only add people who have completed applications for this session

Email

2.

save [cancel](#)

5. Your roommate group will be listed. Click the **group name** to make any edits (such as change group name or remove/add roommate members). Click **"delete"** to remove the roommate group entirely.

Roommate groups

If you choose to join a roommate group, we'll attempt to place you with the other members of your group based on the group's preferences before we consider your individual preferences. We suggest you and your group coordinate your building/room type preferences on your applications.

2017-2018 Residence Application

 [create new roommate group](#)

My choice	Group name	Applicants	
<input checked="" type="radio"/>	Roommate Group	Account, Student ✔ Account, Student (owner)	Delete
<input type="radio"/>	No group		



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