



## How to Complete the Housing Application

- 1.) Log into your Housing Self-Service Account by clicking the Housing icon on Gateway
- 2.) Once you do this on the left side of the screen you will see several options and you will press the word "Applications" (if you do not see these options, open the menu by clicking the three horizontal lines at the top of the page)
- 3.) Select the Room Selection application
- 4.) Read the Housing and Food Agreement and electronically sign at the end
- 5.) Press "Continue"
- 6.) On the following page, you will acknowledge and fill out the appropriate information
- 7.) Press "Continue"
- 8.) You will see a page that confirms that your application is complete
- 9.) You will receive a follow up email confirmation

*In addition to completing the housing application, you must also registered for at least one class for the following semester and clear any financial holds from your account to be eligible for housing selection.*