Step by Step Guide to the Housing Application
(First Year Students)

Step 1: Logging into CLRE Housing e-Services
You can access the housing application by visiting living.gwu.edu and clicking the “Campus Living e-SERVICES” button on the left side of the page. Login through GW Single Sign-on.

Step 2: Landing Page
After logging onto Campus Living e-services, you will be redirect to the Landing Page. Click on the “Apply for Housing” button to begin your Housing Application.
Step 3: Welcome Letter Review
Review the welcome letter and note down your **RMS ID** if you are requesting a specific roommate. You will need to give this ID to your roommates in order for them to request you to be their roommate. Proceed to the next step by clicking “Next Step”.

Step 4: Profile Information
Review the profile information listed and confirm that everything is accurate. Type in your cell phone number and preferred first name. All other information on this page can only be changed by logging into the [GWeb System](#).
Step 5: Selecting your Living/Learning Community
On this page, you need to select your residential community. If you are not selecting one, you must choose “*Not Applicable*”. Click “Next Step” to proceed.
Step 6: Building Preference

- Add your building preference by clicking the green “Add” button, and then selecting “Building” as the preference type.
- Select a specific building preference and click “Select”
Step 7: Roommate Matching Questions

- Respond to all roommate matching criteria questions, regardless of whether or not you have requested a specific roommate.
- These questions are used to match students in the event their roommate request cannot be honored, invalid, or if you do not have a roommate request.

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Preference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>I am a smoker (even socially)</td>
<td>![No][Yes]</td>
</tr>
<tr>
<td>2</td>
<td>I prefer to live in a Substance Free Environment</td>
<td>![No][Yes]</td>
</tr>
<tr>
<td>3</td>
<td>I prefer to do most studying in my room</td>
<td>![No][Yes]</td>
</tr>
<tr>
<td>4</td>
<td>I prefer a quiet room when studying</td>
<td>![No][Yes]</td>
</tr>
<tr>
<td>5</td>
<td>I keep a high standard of cleanliness in my room</td>
<td>![No][Yes]</td>
</tr>
<tr>
<td>6</td>
<td>I prefer that roommates maintain a clean room</td>
<td>![No][Yes]</td>
</tr>
<tr>
<td>7</td>
<td>I prefer to be awake and active before 9am</td>
<td>![No][Yes]</td>
</tr>
</tbody>
</table>

Step 8: Roommate Preference

A. Accessing roommate groups
   a. Roommate requests can be found in the Housing Application. You can either accept the request or decline it.

B. Creating a group
   a. Once you have reached the Roommate preferences step, there will be an option to create a group, if you are not already in one. The creator of the group will be given the ‘Leader’ status but this does not result in any additional responsibilities for that group.

C. Adding people to a group
   a. After you click ‘Create Group,’ you can invite people to your group by clicking ‘Invite.’ You will need the person’s RMS ID to invite them.
b. When you click invite, you can type in the person’s RMS ID and click “search”. After ensuring that it is the right person, you can click ‘Select’ to invite that person to your Roommate Group.

D. Accepting/Declining the roommate invitations
   a. When you invite a person, they will receive an email saying that they have been invited to a roommate group.
   b. They can respond by logging into Housing e-Services and filling out or updating their housing application. Here, they will be able to accept or decline the invitation and also see other roommates in the group if there are any.
c. After an invitation is accepted, the Status will change from “invited” to “member”

*Even if students are already in a group, they can choose to create their own group. Note: Some people might have multiple roommate invitations. When this occurs, the groups will appear as shown below:
*Although a student might have created their own roommate group and also have one or more pending invitations, they can only be a part of a single group. A notification will pop up stating this if they try to accept an invitation:*

![gwu.rms-inc.com says](image)

*Every time a roommate group is updated (i.e. if a student is invited, removed, or they accepts/declines or leaves) the entire roommate group will receive an email reflecting this change.

**Important:** Building preferences and roommate groups can be edited up until the application deadline by selecting “Update Buildings & Roommates” on the main Landing page.
Step 9: Additional Application Information
Review each option for the Additional Application section and answer the question to the best of your ability.

I prefer to live in Gender Inclusive Housing. Select "YES" if you have chosen roommates of a different gender:

YES  

Do you have a passport?:

Yes  

Will you be staying on Campus during Fall Break?:

Not Sure  

Will you be staying at GW during Thanksgiving Break (November 25-28, 2020)?:

No  

Will you be staying at GW during Winter Break (December 23, 2020 - January 9, 2021)?:

No  

Will you be staying at GW during Spring Break (March 15-20, 2021)?:

Not Sure  

In an effort to best meet students needs, GW CLRE partners with Disability Support Services to determine the accommodation needs of residents with a physical or medical need for a specific configuration of space. Students should visit Disability Support Services for more information on the housing accommodation policy.

Do you have a specific disability need that requires a housing accommodation?:

Have you already registered with Disability Support Services (DSS) and received a housing accommodation?:

Step 10: Housing License Agreement
- Review the Housing License Agreement (HLA) before inserting your GWID.
• Click on the “I Confirm” check box once you have read and understood the Housing License Agreement.
• Insert your GWID as your electronic signature of the Housing License Agreement.
• Ensure you put a capital “G” prior to the nine digits. Click on “I Agree” to complete the application.
Step 11: End of Process Confirmation

You have now completed the Housing Application! Housing assignments will always be sent to the student’s GW Email Address. If you have any questions, feel free to contact us at living@gwu.edu or call us at 202-994-2552. If you would like to register for GradGuard, click on the picture on this page.