



## Step by Step Guide to GW Housing Application

### STEP 1 – Authenticate Identity

#### 1. Sign in using your NET ID and password.

You can access the application by visiting [living.gwu.edu](http://living.gwu.edu) or directly at [go.gwu.edu/eservices](http://go.gwu.edu/eservices)

Your NET ID is everything that comes before “@gwu.edu” in your GW email address.

*If you type in the wrong NET ID and password, the page will refresh to enter in the information again. Once you enter in the correct NET ID and password, you will need to return to the [Living](http://living.gwu.edu) website to access the application.*

**Email Sign-In**

Members of the University community can access email by using their Net ID information.

If you do not have a Net ID, you can get one from the IT Virtual Help Desk Account Center.

**Student Log-In**

Net ID: @gmail.gwu.edu

Password:

**SECURE YOUR NetID**

**GEORGE WASHINGTON Today**  
GW'S OFFICIAL ONLINE NEWS SOURCE

Frequently Asked Questions

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WASHINGTON, DC

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2121 Eye St, NW, Washington, DC 20052 Phone: (202) 994-GWGW (4949)  
Site Maintained by Division of IT | Text-Only

For more information, visit the Living@GW website at <http://living.gwu.edu>.



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## STEP 2 – Landing Page

1. Click on the APPLY for HOUSING button to begin the First Year Student application.



Click to Apply

For more information, visit the Living@GW website at <http://living.gwu.edu>.




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# Housing

## Step 3 – Application Welcome Letter

 Housing Other GW Resources ▾ [E-Services Home](#)  
Hello, George ▾

**George,**

**Congratulations on your acceptance and welcome to GW!**

As a reminder, all first-, second-, and third-year students are required to live on campus unless they have been approved for a residency exemption prior to completing the housing application. Class year is determined based on the year that you began attending GW and your number of years in housing, not on credit hours.

Through the housing application process, you will be able to:

- rank your building and room type preferences (your preferences must include at least one option on Foggy Bottom and one on the Mount Vernon Campus)
- request roommates
- respond to roommate matching questions

Your RMS ID: **18638**

Your RMS ID is your unique housing identifier that is used to make roommate requests. **Share your RMS ID only with students who you wish to request as roommates; if students other than your requested roommates enter your RMS ID on their housing application, your roommate group will be split apart.**

The application is available until **May 12, 2017 at 5:00pm Eastern time** and housing assignments will be released on **June 1st by noon Eastern time** via your GW email address.

GW Housing is often asked how the housing assignment process works. First, applications are randomized using a computer software. Then, applications are reviewed by the software for roommate requests and housing preferences. The software is designed to honor roommate groups over housing preferences. For example, if you are in a group of four but selected a single room, it will look for rooms that meet your roommate group size first. Roommate groups must be valid; meaning everyone in the group requested each other, in order to be assigned together. If the group is valid, they are then assigned. If the group is not valid, each person in the group is assigned as an individual. Next, the software looks at each housing preference and, if there is availability in the first room type you requested, you are placed there. If not, it continues to look through your preferences until space is found. If there are no spaces in any of your preferences, all of the room types that you did not choose are considered your last choice and you are placed where there is space for your group. If there is no availability for your group, you will be split apart.

If you have additional questions regarding on-campus housing or need assistance with the online application, please review the [Application Guide](#) or contact us at [gwhouse@gwu.edu](mailto:gwhouse@gwu.edu) or by telephone at 202-994-2552.

Sincerely,

Seth Weinschel  
Assistant Dean of Students, GW Housing

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**GW Housing**  
Division of Student Affairs

2350 H Street, NW  
Suite 106  
Washington, DC 20052  
Phone: (202) 994-2552 | Fax: (202) 994-1422  
[gwhouse@gwu.edu](mailto:gwhouse@gwu.edu)

### 1. Review welcome letter and proceed to the next step.

For more information, visit the Living@GW website at <http://living.gwu.edu>.



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## STEP 4 – Student Profile Information

1. Type in cell phone number.
2. Provide a preferred Name in the designated space.
3. Select your gender in the designated space.
4. Click next to move onto the next step.

The screenshot shows the 'Profile Information' and 'Address' sections of a web form. The 'Profile Information' section includes fields for First Name (Thomas), Last Name (Magnan), Preferred Name (.), University Email (tjmagnan@gwu), Phone ((802) 3702047), Cell Phone (802-370-2047), Sex (Male), and Gender (dropdown menu). The 'Address' section includes fields for Address Line 1 (74 Emch Dr), Address Line 2, City (Enosburg Falls), State (Vermont), Zip Code (05450-4485), and Country. A 'Gender' dropdown menu is open, showing options: Agender, Genderqueer, Identity not listed, Man, Non-binary/ Gender fluid, Questioning or not sure, Trans Man, Trans Woman, Transgender, and Woman. At the bottom, there are 'Save Progress' and 'Next Step' buttons.

**Profile Information**

First Name: Thomas  
Last Name: Magnan  
Preferred Name: .  
University Email: tjmagnan@gwu  
Phone: (802) 3702047  
Cell Phone: 802-370-2047 \*  
Sex: Male  
Gender: [dropdown]

**Address**

Address Line 1: 74 Emch Dr  
Address Line 2: [empty]  
City: Enosburg Falls  
State: Vermont  
Zip Code: 05450-4485  
Country: [empty]

Please visit [GWeb Information System](#) to update your personal information or your address.

[Save Progress](#) [Next Step →](#)

**Gender:**

- Agender
- Genderqueer
- Identity not listed
- Man
- Non-binary/ Gender fluid
- Questioning or not sure
- Trans Man
- Trans Woman
- Transgender
- Woman

All other information on this page can only be changed by logging into the [GWeb system](#).

For more information, visit the Living@GW website at <http://living.gwu.edu>.



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## STEP 5 – Selecting your Residential Community

1. On this page, you may select to live part of a learning community. For the academic year of 2021-2022, the only available learning community will be Corcoran scholars, which will reside in Mitchell Hall.
  - a. If you do not decide to live in the learning community, please leave the box unchecked.
2. After, Click Next Step to move on.

### Living Learning Communities

There are a number of living learning communities available for first-year students. For more information on the variety of living options available visit the [GW CLRE website](#).

Selecting a living learning community will supersede all building preferences, meaning if you select one of the options below and are selected for that community, you will be automatically placed into the building where that community resides. Students will only be placed into these communities if there is space available. The Living Learning Communities will live in the following buildings:

#### Corcoran Scholars: Mitchell Hall

**If you are forming a roommate group, make sure that all members are also requesting this living learning community. If they do not, you *will not* be assigned together.**

Select yes, if student wants to live in corcoran Scholar housing::

If you selected "yes", please make your roommate group is with other Corcoran Scholar students:

For more information, visit the Living@GW website at <http://living.gwu.edu>.



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## STEP 6 – Housing Preferences

### Preference Buildings

#### Room Preferences

| Type | Preference | Room Type |
|------|------------|-----------|
|      |            |           |

Students must select the preferred room size of their choice to be placed in housing.

All selections made will be done in order by ranking.

Do not select duplicate options for either of your four choices.

Ex. A student looking to live in a single room must select "Single" or "Single Suite" as their first choice. A student that prefers to live in a room with four other students must select "4-person unit" to be placed in this priority.

Students who select duplicate room sizes will be accommodated last in the order of selection.

Please select your first housing size preference::

Please select your second housing size preference::

Please select your third room size preference::

Please select your fourth housing size preference::

1. To add a building preference, click the green ADD button on the left.
2. Choose BUILDING in the first drop-down menu.
3. A list of buildings will populate in the second drop-down menu.
4. Once you choose your selection in the drop down, click SELECT.
5. Repeat steps 1-4, creating at least 10 unique building and room type preferences.
6. In accordance to selecting a building, you must also choose your desired room type:
  - a. The 4 room preferences are a single, single suite, 2-person unit and a 4-person unit.
    - i. Please check with <https://living.gwu.edu/2021-2022-housing-rates>, to note if your desired room type is offered at your desired building preference.
7. DO NOT duplicate options for your 4 room preference choices.

For more information, visit the Living@GW website at <http://living.gwu.edu>.



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## STEP 7 –Roommate Matching Questions

1. Respond to all roommate matching criteria questions, regardless of whether or not you have a requested roommate.

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Hello, George ▾ Other GW Resources ▾ E-Services Home

### Roommate Matching Questions

| #  | Description  | Preference   |
|----|--|--|
| 1  | I am a smoker (even socially)                      | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Pref |
| 2  | I prefer to live in a Substance Free Environment   | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Pref |
| 3  | I prefer to do most studying in my room            | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Pref |
| 4  | I prefer a quiet room when studying                | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Pref |
| 5  | I keep a high standard of cleanliness in my room   | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Pref |
| 6  | I prefer that roommates maintain a clean room      | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Pref |
| 7  | I prefer to be awake and active before 9am         | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Pref |
| 8  | I am routinely still awake after midnight          | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Pref |
| 9  | I plan to address my roommate concerns directly    | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Pref |
| 10 | I prefer a quiet and restful room for sleep        | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Pref |
| 11 | I am a light sleeper or awoken easily              | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Pref |
| 12 | I'm comfortable with roommates borrowing my things | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Pref |
| 13 | I like to have friends hang out in my room         | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Pref |
| 14 | I am comfortable with overnight guests             | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Pref |
| 15 | I plan to socialize frequently with my roommates   | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Pref |
| 16 | I spend a large amount of my free time gaming      | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Pref |

*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.*

For more information, visit the Living@GW website at <http://living.gwu.edu>.



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## STEP 8 – Roommate Preferences

**Roommate Preferences**

To add a roommate:

- Click **ADD**.
- Enter roommate's **RMS ID**.
- Click **SEARCH**.
- Verify the requested roommate's name.
- Click **SELECT**.

**Roommate**

Roommate Search Criteria

**RMS ID:**  
52927

Found: Thomas Jefferson

1. To add a roommate, create a group, and click on the green Invite button, on the left, under the roommate preferences section.
2. Enter in roommate's RMS ID, and click SEARCH.
3. **IMPORTANT:** Verify that the correct name of your requested roommate is populated. If it is correct, click SELECT.  
*If the name does not match, please double check that you have the right RMS of your roommate.*
4. Repeat steps for each additional roommate.

\*Not every student creates a group, one student(leader) creates the roommate group, and the other roommates accept the request from the leader\*

For more information, visit the Living@GW website at <http://living.gwu.edu>.



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## Step 9 – Additional Application Information

### 7. Choose your answers to the Additional Application Information questions.

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

Do you have a passport?:

Will you be staying on Campus during Fall Break?:

Will you be staying at GW during Thanksgiving Break (November 24-27, 2021)?:

Will you be staying at GW during Winter Break?:

I have been vaccinated or intend to be vaccinated prior to my arrival to campus in fall 2021 with a vaccination approved by the United States Food & Drug Administration.:

I have received a COVID-19 vaccination that is not currently approved by the United States Food & Drug Administration (link) and do not expect to be able to receive an additional U.S. FDA-approved COVID-19 vaccination prior to arriving to campus.:

COVID-19 vaccination is not available in my current place of residence and I do not anticipate being able to receive vaccination prior to arrival to campus. I fully intend to receive a vaccination and comply with all GW requirements, ASAP.:

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## STEP 10 – Housing License Agreement

*(It is suggested that you download this agreement for your own records)*

1. Review the License Agreement before inserting your GWID.
2. Click the “I confirm...” check box.
3. Insert GWID as your electronic signature of the Housing License Agreement.
  - a. Enter in the form of G12345678 including the capital G.
4. Click “I Agree” to move onto the next page.

Contract

Hello, Thomas ▾ Other GW Resources ▾ E-Services Home

GetGeneratedContractDocument 1 / 7

**GW Housing** THE GEORGE WASHINGTON UNIVERSITY  
UNDERGRADUATE HOUSING  
LICENSE AGREEMENT  
FALL 2017- SPRING 2018

This Housing License Agreement ("Agreement") is made between the George Washington University as Licensor, hereinafter referred to as "the University" or "GW", and the individual named below as Licensee, hereinafter referred to as the "Student" or the "Licensee". The University and the Student hereby agree that the University will license a housing assignment to the Student subject to the following, without limitation, the requirement that the Student participate in the GW Living program.

STUDENT: \_\_\_\_\_ GWID: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

TERM OF LICENSE AGREEMENT: Academic Year, FALL 2017 - SPRING 2018

COMMENCING: August 26, 2017 or January 13, 2018 (for SPRING 2018 applicants only)

TERMINATING: December 21, 2017 (for FALL 2017 applicants only) or May 16, 2018 (for SPRING 2018 applicants only)

FALL 2017 Opening: August 26, 2017 at 8:00AM EST. FALL 2017 Closing: December 21, 2017 at 5:00PM EST

I confirm that I have read and agree to the terms and conditions as outlined in the 2017-2018 Housing License Agreement

I Agree to the terms and conditions of this Contract. Please enter your GWid, which is a "G" followed by 8 numbers.

GWID:

[I Agree](#)

[Email](#) [Download](#)

[Previous Step](#)

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## Step 11 – End of Process Confirmation

Thank you for completing your housing application.

If you have any questions in regards to your application or the Housing License Agreement, please feel free to contact us via email at [gwhouse@gwu.edu](mailto:gwhouse@gwu.edu) or by telephone at 202-994-2552, Monday through Friday between 9am and 5pm EST.

**You have now completed your housing application!**

**Congratulations, you have successfully completed the GW Housing Application for 2021-2022 academic year. If you have any questions, feel free to contact us at [gwhouse@gwu.edu](mailto:gwhouse@gwu.edu) or call us at 202-994-2552.**

**You can edit your building preferences and roommate groups via the “Update Buildings and Roommates” button on e-Services.**



For more information, visit the Living@GW website at <http://living.gwu.edu>.



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