

## Step by Step Guide to the 2017-2018 GW Housing Application

### Step 1:

1. **Sign in to the Housing e-Services page by using your NetID and password.**

You can access the application by visiting [living.gwu.edu](http://living.gwu.edu) and clicking the blue box as seen below:



Or you can go directly to the Housing e-Services page at <http://go.gwu.edu/eservices>

*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.*

**Welcome to myGW!**

Members of the University community can access myGW by using their Net ID (also known as GWMail account) information.

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

Check out the Help files to get more information about the portal and its features.

**myGW Login**

Net ID: @gwu.edu

Password:

Stay signed in Do not check this if at a public computer

NOTICE: By signing into myGW you agree to the Terms of Service.

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



## Step 2 – Landing Page

1. Click on the “Apply for Housing” button to begin the 2017-2018 iHousing Application process.

The screenshot shows the GW Housing website landing page. At the top, there is a navigation bar with the GW logo, the word "Housing", and links for "Hello, George", "Other GW Resources", and "E-Services Home". The main content area features a large banner with the text "APPLY for HOUSING" in white, set against a background image of a modern brick building. Below the banner are five buttons: "REQUEST PROOF OF RESIDENCY", "REQUEST AN EXEMPTION", "OVERNIGHT STAY REQUEST", "APPLY TO CANCEL", and "DORM STORMING REQUESTS". The footer contains contact information for GW Housing, including the address, phone numbers, and email, along with the GW logo and the text "THE GEORGE WASHINGTON UNIVERSITY WASHINGTON, DC".

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



### Step 3 – Welcome Page

1. Review the application details, and ensure you are applying for the correct information.

The screenshot shows a dark blue header with the GW logo and the word "Housing". On the right side of the header, there are three navigation links: "Hello, George" with a dropdown arrow, "Other GW Resources" with a dropdown arrow, and "E-Services Home" which is highlighted in a lighter blue. Below the header, the main content area has a light gray background. It features a section titled "2017-2018 Continuing Student Application:" followed by a paragraph: "You are about to apply for an assignment in third-year housing. Once assigned, the term of the Housing License Agreement will be from August 26, 2017 - May 16, 2018." Below this paragraph is a blue hyperlink: "[No, this isn't the kind of housing I want to sign up for.](#)". At the bottom center of the content area is a dark blue button with the text "Next Step" and a white right-pointing arrow.

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



## Step 4 – Application

1. Review the welcome letter and the listed dates. Proceed to the next step to initiate the application.

GW Housing

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

George,

Welcome to the 2017-2018 Continuing Student Application!

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

- rank your building and room type preferences
- 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 **March 1, 2017 at 5:00pm Eastern time** and housing assignments will be released on **March 20th** by noon Eastern time.

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. Additionally, third-year students are given preference in the housing application process.

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

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)

**Next Step** →

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



## Step 5 – Student Profile Information

1. Provide a cell phone number in the designated space.
2. Proceed to the next step.

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

The screenshot shows the 'Profile Information' section of the GW Housing website. The form includes fields for First Name (George), Last Name (Washington), Gender (Male), University Email (gwhouse@gwu.), Phone (202-994-2552), and Cell Phone (202-994-2552). Below this is the 'Address' section with fields for Address Line 1 (2350 H St NW), Address Line 2 (106), City (Washington), State (District of Colurn), Zip Code (20052), and Country. At the bottom, there are three buttons: 'Previous Step', 'Save Progress', and 'Next Step'.

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

## Step 6 – Meal Plan and Building Preference

1. Add your building preference by clicking the green Add button, and then selecting “Building” as the preference type. Then, select a specific building preference. Then, select a preferred room type. Finally, click “Select.”
2. Select the meal plan that is available to you.

The screenshot shows the GW Housing website interface. At the top, there is a navigation bar with the GW logo, the word 'Housing', and user information: 'Hello, George' with a dropdown arrow, 'Other GW Resources' with a dropdown arrow, and 'E-Services Home' in a blue button. Below the navigation bar is a section titled 'Building and Room Preferences'. Under this title, there is a sub-header 'To add a preference:' followed by a bulleted list of instructions: 'Click ADD.', 'In the first drop down menu, choose the "BUILDING" option.', 'In the second drop down menu, choose specific building preferences.', 'In the third drop down menu, choose your room type.', and 'Click SELECT.'. Below the instructions is a table with three columns: 'Type', 'Preference', and 'Room Type'. A green plus sign in a circle is visible to the left of the table. Below the table is a section titled 'Meal Plan' with a 'Meal Plan:' label and a dropdown menu. At the bottom of the form are three buttons: 'Previous Step' with a left arrow, 'Save Progress' with a floppy disk icon, and 'Next Step' with a right arrow.

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

## Step 7 – Roommate Preference

1. If you have a preference for a specific roommate, click the green “Add” button. Enter your roommate’s RMS ID, and click “Search.” Verify your roommate’s name, and click “Select.” *Only mutual roommate preferences will be accommodated.*
2. Proceed to the next step.

The screenshot shows the 'Roommate Preferences' page in the GW Housing system. At the top, there is a navigation bar with the GW logo, the word 'Housing', and user options: 'Hello, George', 'Other GW Resources', and 'E-Services Home'. Below the navigation bar is a dark blue header with the text 'Roommate Preferences'. The main content area has a heading 'To add a roommate:' followed by a bulleted list of instructions: 'Click ADD.', 'Enter roommate's RMS ID.', 'Click SEARCH.', 'Verify the requested roommate's name.', and 'Click SELECT.'. Below the instructions is a form with a yellow header 'Roommate' and a white input field with a green plus sign icon. At the bottom of the form are three buttons: 'Previous Step', 'Save Progress', and 'Next Step'.

## Step 8 – Roommate Matching Criteria

1. Fill out the questionnaire with your preferences, even if you have already selected a roommate.

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

← Previous Step   Save Progress   Next Step →

*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>.





## Step 9 – Additional Questions

1. Review the additional questions and select the responses applicable to you.



Housing

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

### Additional Questions

If none of my housing preferences are available I would like to live in any available lower priced housing option:

I prefer to live in Gender Neutral Housing. Select "YES" if you have chosen roommates of the opposite gender:

I am 6'3" or taller and request an XL Bed:

My requested roommate has a Fall Only or Spring Only application:

## Step 10 – Housing License Agreement

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

1. Review the Housing License Agreement (HLA) before inserting your GWID.
2. Click the “I confirm...” check box once you have read and understand the HLA.
3. Insert GWID as your electronic signature of the Housing License Agreement. Remember to use a capital “G”
  - You can Email yourself or Download a copy of the HLA by clicking one of the links below
4. Click “I Agree” to move onto the next page.

GW Housing

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

### Contract

student, regardless of whether or not they are in a group, must complete an orientation library application.

- Cancellations will be granted retroactively. If a student or group is accepted, Student will have two weeks to accept Student's acceptance. If Student does not accept within two weeks, the acceptance will be rescinded and Student will be bound to the Terms and Conditions of the Housing License Agreement.

**Cancellation of License Agreement**

10. If Student is not required to reside in University housing pursuant to the terms of Section 5, Student may cancel this Agreement under the following circumstances listed in subsections A-E of this Section 10. In the event of cancellation, Student must notify GW Housing in writing by completing the "Request to Cancel the Housing License Agreement" online form on GW Housing e-Checkmate and may be charged a cancellation fee. Should Student, after a cancellation request has been approved for any reason outlined in subsections D-E, re-enroll at the University during any part of the period covered by the Agreement, the Terms and Conditions of the Agreement shall again be in effect unless Student is granted exemption by the Executive Director of GW Housing & GSA Financial Services or a designee.

A. Fourth and Fifth-Year Students Assigned to Housing prior to Thursday, April 28, 2016  
A fourth or fifth-year student may cancel his/her housing assignment no later than April 28, 2016 with a \$100 fee.

B. Fourth and Fifth-Year Students Assigned to Housing prior to Friday, May 25, 2016  
A fourth or fifth-year student may cancel his/her housing assignment and be assessed the fee as outlined in the fee schedule and both below:  
- On or between April 29, 2016 and May 25, 2016 Student may cancel for a \$200 fee.  
- If a student on the waiting list is assigned to housing on and between April 29, 2016 and May 25, 2016 fee has business days from the date of Student's initial assignment to cancel a housing assignment for a \$100 fee. After that five business day period, the student will have until May 25, 2016 to cancel for a \$200 fee.  
- After May 25, 2016 Student will be financially responsible for their housing charges for the entire academic year.

C. Fourth- or Fifth-Year Students Assigned to Housing After on or after Friday, May 25, 2016 (for either Fall 2016 or Spring 2017 semester)  
A fourth- or fifth-year student may cancel his/her housing assignment and be assessed the fee as outlined in the fee schedule and both below:  
- On or between April 29, 2016 and May 25, 2016 Student may cancel for a \$200 fee.  
- After May 25, 2016 Student will be financially responsible for their housing charges for the entire academic year. For cancellations after that five business day period, the student will be financially responsible for the housing charges for the entire academic year. A student who completes self check-in, gains access, or otherwise takes physical possession of an assigned residential dormitory space, forfeits the ability to cancel the housing assignment.

D. Students Studying Abroad  
A student studying abroad in a GW recognized program during the 2016-2017 academic year may cancel his/her assignment, based upon the submission of proper documentation, and will be assessed a fee as outlined in the fee schedule and both below:  
- Prior to June 15, 2016 (for students studying abroad in the Fall 2016 semester) or October 15, 2016 (for students studying abroad in the Spring 2017 semester): student will be charged a cancellation fee.  
- Beginning June 15, 2016 (for students studying abroad for the Fall 2016 semester) or October 20, 2016 (for students studying abroad for the Spring 2017 semester): student will be charged a \$100 cancellation fee.

E. Students Not Returning to the University  
A student not returning to the University for reasons of academic dismissal, graduation, government service, leave of absence or transfer will have the Agreement cancelled. Such student will not be assessed a cancellation fee contingent upon proper documentation, verifying the basis for not

I confirm that I have read and agree to the terms and conditions as outlined in the 2016-2017 Housing License Agreement.

GWID:  
G99999999

I Agree

Email  Download

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

GW Housing

THE GEORGE  
WASHINGTON  
UNIVERSITY  
WASHINGTON, DC

## Step 11 – End of Process Confirmation

*Congratulations, you have successfully completed the GW Housing Application for 2017-2018. 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.*

Thank you for completing your housing application. You may update and change your housing preferences as many times as you would like through **March 1st at 5pm** Eastern time.

Housing assignments will be released on **March 20th by noon** Eastern time. Due to the demand for housing and the unique preferences on each application, there will be a number of rising second- and third-year students who will be placed on a [waitlist](#). Students on this waitlist **are guaranteed housing** and GW Housing will ensure all students who are required to live on campus receive a housing assignment. Typically, students on the waitlist receive a housing assignment by mid-June.

If you have any questions in regards to your application or the Housing License Agreement, please feel free to contact GW Housing via email at [gwhouse@gwu.edu](mailto:gwhouse@gwu.edu) or by telephone at 202-994-2552, Monday through Friday between 9:00AM and 5:00PM EST.

### GW Housing

Division of Student Affairs

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