Step by Step Guide to the 2019-2020 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:

   ![GW Housing e-Services](image1.png)

   Or you can go directly to the Housing e-Services page at [http://go.gwu.edu/eservices](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 website to access the application.

[For more information, visit the Living@GW website at http://living.gwu.edu.](http://living.gwu.edu)
Step 2 – Landing Page

1. Click on the “Apply for Housing” button to begin the 2017-2018 iHousing Application process.
Step 3 – Application

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

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**Welcome to the 2019-2020 Academic Year Housing Application!**

Through the housing application process, you will be able to:
- Select your building and room type preferences
- Respond to roommate matching questions

Your meal plan will be assigned based on your whether your housing assignment is considered a space with an In-Unit Kitchen or No In-Unit Kitchen.

Your RMS ID: 68018

Your RMS ID is your unique housing identifier that is used to make roommate requests. The roommate selection process has changed. Please review [this helpful guide](#) for more information about how to request your roommates.

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. 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 Weinshel
Assistant Dean of Students, GW Housing
Step 4 – Student Profile Information

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

All other information on this page can only be changed by logging into the GWeb System.
Step 5 – 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.”
Step 6 – Roommate Matching Criteria

1. Fill out the questionnaire with your preferences, even if you have already selected a 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.
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.
Step 8 – Additional Questions

1. Review the additional questions and select the responses applicable to you.
Step 9 – 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.

Step 10 – End of Process Confirmation

For more information, visit the Living@GW website at http://living.gwu.edu.
Step 10 – Finish Step

Thank you for completing your 2019-2020 housing application. You may edit your housing application as many times as you would like through April 11th at 5pm. Housing notifications will be issued on a rolling basis.

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 or by telephone at 202-994-2552, Monday through Friday between 9 am and 5 pm EST

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 or call us at 202-994-2552.