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 or directly at 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 website to access the application.
STEP 2 – Landing Page

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

Step 3 – Application Welcome Letter

For more information, visit the Living@GW website at http://living.gwu.edu.
1. Review welcome letter and proceed to the next step.

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.

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.
STEP 5 – Selecting your Residential Community

1. On this page, you need to select your residential community. If you are not selecting one, you must choose “Not Applicable”.
2. Click Next Step to move on.
STEP 6 – Housing Preferences

To add a building preference, click the green ADD button on the left.
Choose BUILDING in the first drop-down menu.
A list of buildings will populate in the second drop-down menu.
Once you choose your selection in the drop down, click SELECT.
Repeat steps 1-4, creating at least 14 unique building and room type preferences.
(STEP 6 continued on next page)
STEP 7 – Roommate Preferences

*PROCEED TO ROOMMATE MATCHING CRITERIA IF YOU DO NOT HAVE A ROOMMATE PREFERENCE*

1. To add a roommate, click on the green ADD 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.

For more information, visit the Living@GW website at http://living.gwu.edu.
STEP 8 – Roommate Matching Questions

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

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

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 8 – Additional Application Information

7. Choose your answers to the Additional Application Information 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 Inclusive Housing. Select “YES” if you have chosen roommates of a different gender:

Do you have a passport?:

In an effort to best meet students needs, GW Housing 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 physical and/or medical condition that requires a housing accommodation?:

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

For more information, visit the Living@GW website at http://living.gwu.edu.
STEP 9 – 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.
You have now completed your housing application!

Congratulations, you have successfully completed the GW Housing Application for 2019-2020. If you have any questions, feel free to contact us at 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.