Step by Step Guide to the 2016-2017 Exchange Application

Step 1: Logging into GW Housing e-Services

1. **Sign in using your NetID and password.**
   You can access the application by visiting [living.gwu.edu](http://living.gwu.edu) or directly at [my.gwu.edu/mod/rms](http://my.gwu.edu/mod/rms). If you type in the wrong NetID 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. Scroll down to view all menu options. Click on the “Apply for Housing” button to begin the 2016-2017 Spring Only Application.
Step 3: Welcome Letter Review

1. Review the welcome letter for important information about deadlines. Proceed to the next step.
Step 4: Profile Information

1. Review the profile information listed and confirm that everything is accurate. Type in your cell phone number.

All other information on this page can only be changed by logging into the GWeb System.

Visit the GWeb Information System to update your personal information or your address.

For more information, visit the Living@GW website at http://living.gwu.edu.
Step 5: Roommate Preference

1. If you have a preference for a specific roommate, click on the green “+” button. Enter your roommate’s RMSID, and click “Search.” A student must tell you their RMSID in order for you to enter it. Verify your roommate preference’s name, and click “Select.”
2. Proceed to the next step.
Step 6: Roommate Matching Questions

1. 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.
Step 7: Additional Application Information

1. Review each option for the Additional Application section and then select either “Yes” or “No.” Please ensure that if you need an XL Bed you select “Yes.”
2. Proceed to the next step.
Step 8: Additional Application Information

1. Review the Housing License Agreement (HLA) before inserting your GWID.
2. Click on the “I Confirm” check box once you have read and understood the Housing License Agreement.
3. Insert your GWID as your electronic signature of the Housing License Agreement. Ensure you put a capital “G” prior to the nine digits.
4. Click on “I Agree” to complete the application.
Step 9: End of Process Confirmation

1. You have now completed the Exchange Application! Assignments are made on a rolling basis and students will begin to receive notifications as early as the end of November. Housing assignments will always be sent to the student’s GW Email Address.
   If you have any questions, feel free to contact us at gwhouse@gwu.edu or call us at 202-994-2552.

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Thank you for completing your housing application. You may update your roommate preferences through November 4, 2016 at 5:00pm Eastern time.

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.

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