Step by Step Guide to the 2016-2017 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:

   ![Image of Housing e-Services](image)

   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.*
Step 2 – Landing Page

1. Click on the “Apply for Housing” button to begin the 2016-2017 iHousing Application process.
Step 3 – Welcome Page

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

2. If this is the correct application, click the button, and proceed to Step 4.
   If this is not the correct application, click the link indicating that “No, this isn’t the kind of housing I want to sign up for.”
   If this is not the correct application, you will be asked to choose the correct application, and it will take you back to Step 3.
Step 4 – Application

1. Review the welcome letter and the listed dates. Proceed to the next step to initiate the application.
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.
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.
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 – 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 9 – Additional Questions

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

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

I prefer to live in Gender Neutral Housing. Select "YES" if you have chosen roommates of the opposite gender:
- NO

I am 6’3” or taller and request an XL Bed:
- YES

My requested roommate has a Fall Only or Spring Only application:
- NO

For more information, visit the Living@GW website at http://living.gwu.edu.
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.
   - 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 11 – End of Process Confirmation

Congratulations, you have successfully completed the GW Housing Application for 2016-2017. If you have any questions, feel free to contact us at gwhouse@gwu.edu or call us at 202-994-2552.