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

   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

George,

Congratulations on your acceptance and welcome to GW!

As a reminder, all first-, second-, and third-year students are required to live on campus unless they have been approved for a residency exemption prior to completing the housing application. Class year is determined based on the year that you began attending GW and your number of years in housing, not on credit hours.

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

- rank your building and room type preferences (your preferences must include at least one option on Foggy Bottom and one on the Mount Vernon Campus)
- 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 May 12, 2017 at 5:00pm Eastern time and housing assignments will be released on June 1st by noon Eastern time via your GW email address.

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 you 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 gwhousing@gwu.edu or by telephone at 202-994-2552.

Sincerely,

Seth Weinshell
Assistant Dean of Students, GW Housing

GW Housing
Division of Student Affairs

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Washington, DC 20037
Phone: (202) 994-2552 | Fax: (202) 994-2422
gwhousing@gwu.edu

1. Review welcome letter and proceed to the next step.
STEP 4 – Student Profile Information

1. Type in cell phone number.
2. Click next to move onto the next step.

*All other information on this page can only be changed by logging into the GWeb system.*
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 and Meal Plan Preferences

1. To add a building preference, click the green ADD button on the left.
2. Choose BUILDING in the first drop-down menu.
3. A list of buildings will populate in the second drop-down menu.
4. Once you choose your selection in the drop down, click SELECT.
5. Repeat steps 1-4, creating 10 unique building and room type preferences.

(SHORTER VERSION FOR BRIEFCASE USE)

For more information, visit the Living@GW website at http://living.gwu.edu.
Choose the Colonial Cash – Freshman Plan

Meal Plan

Meal Plan:
Colonial Cash - Fr.
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.
STEP 8 – Roommate Matching Questions

1. Respond to all roommate matching criteria questions, regardless of whether or not you have a requested 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 8 – Additional Application Information

7. Choose your answers to the Additional Application Information questions.
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.

(It is suggested that you download this agreement for your own records)
Step 10 – End of Process Confirmation

Thank you for completing your housing application. You may update your housing preferences through May 13th at 5pm 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 9am and 5pm EST.

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You have now completed your housing application!

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.