Step by Step Guide to the GW Housing Application

STEP 1 – Email Sign In

Email Sign-In

Members of the University community can access email by using their Net ID information.

If you do not have a Net ID, you can get one from the IT Virtual Help Desk Account Center.

1. Sign in using your NET ID and password.
   You can access the application by visiting the GW Housing website or directly at http://my.gwu.edu/mod/rms

   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/EDIT button to begin the 2014-2015 General Housing (2nd, 3rd, 4th) Application.

Welcome to GW Housing e-Services. This page provides links to find your RMS ID, current Housing assignment, and housing applications. Housing applications for returning students can be found in the Continuing Students section.

Prior to starting your housing application, please visit the GW Housing website where you can learn more about building information and housing rates. To better understand the steps of the application, please take a few moments to view these instructions. Please note these are general instructions and your application may not include all sections.

In order to begin your housing application, you will need your GWID (University ID). If you are requesting a roommate(s), you will also need to obtain their RMS ID(s) from them.

<table>
<thead>
<tr>
<th>Student Information</th>
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<tbody>
<tr>
<td>RMS ID Lookup</td>
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<tr>
<td>View Assignment</td>
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<table>
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<tr>
<th>New Student Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-Year Students (Incoming Fall Freshmen only)</td>
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<td>Exchange Students</td>
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<td>Transfer Students</td>
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</tbody>
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<tr>
<th>Continuing Student Applications</th>
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<tr>
<td>Affinity Housing</td>
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<tr>
<td>Focus on Fall Abroad Community (FOFAC)</td>
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<tr>
<td>South Hall</td>
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<tr>
<td>Spring Only</td>
</tr>
<tr>
<td>Greek</td>
</tr>
<tr>
<td>Fall Only</td>
</tr>
<tr>
<td>Resident Advisor</td>
</tr>
<tr>
<td>General Housing (2nd, 3rd, 4th year)</td>
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<tr>
<th>Housing Forms</th>
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<td>Residency Exemption Request</td>
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For more information, visit the Living@GW website at http://living.gwu.edu.
Step 3 – Application

1. Review welcome letter and proceed to Step 4.

Greetings George!

Welcome to the 2014-2015 Continuing Student Housing Application!

Through the housing application process you will be able to rank your building and room type preferences, request roommates, and respond to roommate matching criteria which will allow GW Housing to best meet your individual housing needs. After completing your housing application, you will be able to return to the application to edit your preferences until February 17, 2014 at 5:00pm Eastern time.

If you have additional questions regarding on-campus housing or need assistance with the online application, please do not hesitate to contact GW Housing at gwhouse@gwu.edu or by telephone at 202-994-2552.

Your RMS ID: 54302

Your RMS ID is your unique housing identifier that is used to make roommate requests. This ID will stay with you throughout your time at GW. Share your RMS ID only with students who you wish to request as roommates; sharing it with other students may invalidate your roommate request(s).

Sincerely,

Seth Weinshel
Director, GW Housing

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GW Housing
Division of Student Affairs

2123 1st Street, NW
Washington, DC 20052
Phone: (202) 994-2552 | Fax: (202) 994-1422
gwhouse@gwu.edu

For more information, visit the Living@GW website at http://living.gwu.edu.
STEP 4 – Student Profile Information

1. Type in cell phone number.
2. Click next to move onto Step 5.

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

Student Profile Information

The information below reflects your official student record. You are required to update or provide a cell phone number. If any of the uneditable information (first name, last name, etc.) is not up-to-date, please visit GWeb Information System to update your university record.

First Name: George
Last Name: Washington
Gender: Male
University Email: gwhouse@gwu.edu

Address Line 1: 2129 I Street NW
Address Line 2:

City: Washington
State: District of Columbia
Zip Code: 20052
Country:

Cell Phone: 202-984-2552
Phone:
STEP 5 – Building Preferences

Click the green ADD button below and choose the “BUILDING” option in the first drop down menu. Next click the second drop down menu to choose specific building preferences. In the third drop down menu, choose your room type and then click SELECT. Repeat these steps for your additional building and room type preferences. Click the edit icon in order to update your preferences.

<table>
<thead>
<tr>
<th>Type</th>
<th>Preference</th>
<th>Room Type</th>
</tr>
</thead>
</table>

1. **Click the green ADD button.**
2. **Set Preference Type to “BUILDING”.**
3. **Select your building preference in the following drop down.**
4. **Select your preferred room type.**
5. **To finalize your preference, click the select button.**
6. **Repeat steps 1-5 for additional building preferences.** Rising 2nd-year students should select a minimum of 10-15 room type preferences. Rising 3rd- and 4th-year students should select a minimum of 5-10 room type preferences.
STEP 6 – Roommate Preferences

*PROCEED TO ROOMMATE MATCHING CRITERIA (#5) 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. 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 1-3 for each additional roommate.
5. Respond to all roommate matching criteria questions, regardless of whether or not you have a requested roommate.
Roommate Matching Criteria

Please respond to the statements below regardless of whether or not you have requested a roommate in the previous section.

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

Meal Plan Selection

GW requires that all residential undergraduates carry a Colonial Cash plan based on their class level. If an incorrect meal plan is selected, GW Housing will update your plan.

Meal Plan:
Colonial Cash - Senior Plan

1. Select your Meal Plan, based on your 2014-2015 class year.
2. Click “Next Step.”

STEP 8 – Additional Application Information

Additional Application Information

Please read the following questions carefully. Your answers will work in conjunction with your previously stated preferences to provide you with your ideal housing assignment.

If none of my housing preferences are available I would like to live in the lowest price housing option available:
NO

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

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

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

For more information, visit the Living@GW website at http://living.gwu.edu.
STEP 9 – Housing License Agreement

Review the License Agreement before inserting your GWID.

Click the “I confirm...” check box.

Insert GWID as your electronic signature of the Housing License Agreement.

Click the “I Agree” button.

Review the following pop-up windows and select “OK” to confirm.

(It is suggested that you download this agreement for your own records)
STEP 10 – Housing Summary

Housing Application Summary

Please review the summary below. It is suggested that you email or download this summary each time you edit your application.

Click submit at the bottom of the page to complete your housing application.

1. This screen allows you to review your housing selections that you have made through the application process. You may download this document as a PDF or Email it to yourself by using the buttons at the bottom of the page.

2. Once you have reviewed your summary, click “SUBMIT”.

* Please note that each time you make an update to your application before the application period closes, your summary will change.
Step 11 – End of Process Confirmation

Thank you for completing your housing application. You may update your housing preferences through February 17 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 during regular business hours.

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Congratulations, you have successfully completed the GW Housing Application for 2014-2015. If you have any questions, feel free to contact our office at gwhouse@gwu.edu or call us at 202-994-2552.