Step by Step Guide to the 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 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 button to begin the First Year Student application.
Step 3 – Application Welcome Letter

1. Review welcome letter and proceed to the next step.

George,

Congratulations on your acceptance to GW!

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

- rank your building and room type preferences
- 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. 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).

The application is available until May 13, 2016 at 5:00pm Eastern time.

Housing assignments will be released June 2, 2016 by noon Eastern time.

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

Sincerely,

Seth Weinahel
Director, GW Housing

GW Housing
Division of Student Affairs

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 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.
   (STEP 6 continued on next page)
6. Choose the Colonial Cash – Freshman Plan
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. 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.

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 Neutral Housing. Select "YES" if you have chosen roommates of the opposite gender:

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

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

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.
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

You have now completed your housing application!

Congratulations, you have successfully completed the GW Housing Application for 2015-2016. If you have any questions, feel free to contact us at gwhouse@gwu.edu or call us at 202-994-2552.