Step by Step Guide to the GW Housing Application

STEP 1:

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.

   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.

   Student Log-In

   Net ID: gwmail@gwu.edu
   Password: 
   Sign In

   Secure Your NetID

   GEORGE WASHINGTON
   TODAY
   GW’S OFFICIAL ONLINE NEWS SOURCE

   Frequently Asked Questions

   © 2013, The George Washington University
   2121 Eye St, NW Washington, DC 20052 Phone: (202) 994-0575 Fax: (202) 994-0068
   Site Maintained by Division of IT | Test Only

STEP 2 – Landing Page

1. Click on the APPLY/EDIT button to begin the First Year Student application.
Step 3 – Application

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

1. Type in cell phone number.

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

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**STEP 5 – Selecting your Residential Community**

For more information, visit the Living@GW website at http://living.gwu.edu.
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.
To add a building preference, click the green ADD button on the left.

Choose BUILDING in the first drop-down menu.

A list of buildings will populate in the second drop-down menu.

Once you choose your selection in the drop down, click SELECT.

Repeat steps 1-4, creating 10 unique building and room type preferences.

Choose the Colonial Cash – Freshman Plan
Step 7 – Roommate Preferences & Roommate Matching Criteria

For more information, visit the Living@GW website at http://living.gwu.edu.
*PROCEED TO ROOMMATE MATCHING CRITERIA (#10) IF YOU DO NOT HAVE A ROOMMATE PREFERENCE*

Roommate Preferences

If you have a roommate(s) request, begin by clicking on the green ADD button to the left. Enter roommate’s RMS ID and click the SEARCH button. Verify the requested roommate’s name and click SELECT. Should a different name appear, reconfirm the RMS ID number with your intended roommate. Repeat steps to add additional roommate(s).

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 6-8 for each additional roommate.
5. Respond to all roommate matching criteria questions, regardless of whether or not you have a requested roommate.

<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</td>
</tr>
<tr>
<td>2</td>
<td>I prefer to live in a Substance Free Environment</td>
<td>Yes/No</td>
</tr>
<tr>
<td>3</td>
<td>I prefer to do most studying in my room</td>
<td>Yes/No</td>
</tr>
<tr>
<td>4</td>
<td>I prefer a quiet room when studying</td>
<td>Yes/No</td>
</tr>
<tr>
<td>5</td>
<td>I keep a high standard of cleanliness in my room</td>
<td>Yes/No</td>
</tr>
<tr>
<td>6</td>
<td>I prefer that roommates maintain a clean room</td>
<td>Yes/No</td>
</tr>
<tr>
<td>7</td>
<td>I prefer to be awake and active before 8am</td>
<td>Yes/No</td>
</tr>
<tr>
<td>8</td>
<td>I am routinely still awake after midnight</td>
<td>Yes/No</td>
</tr>
<tr>
<td>9</td>
<td>I plan to address my roommate concerns directly</td>
<td>Yes/No</td>
</tr>
<tr>
<td>10</td>
<td>I prefer a quiet and restful room for sleep</td>
<td>Yes/No</td>
</tr>
<tr>
<td>11</td>
<td>I am a light sleeper or awakened easily</td>
<td>Yes/No</td>
</tr>
<tr>
<td>12</td>
<td>I’m comfortable with roommates borrowing my things</td>
<td>Yes/No</td>
</tr>
<tr>
<td>13</td>
<td>I like to have friends hang out in my room</td>
<td>Yes/No</td>
</tr>
<tr>
<td>14</td>
<td>I am comfortable with overnight guests</td>
<td>Yes/No</td>
</tr>
<tr>
<td>15</td>
<td>I plan to socialize frequently with my roommates</td>
<td>Yes/No</td>
</tr>
<tr>
<td>16</td>
<td>I spend a large amount of my free time gaming</td>
<td>Yes/No</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 8 – Additional Application Information

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

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 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:

[ ]

[ ] Previous Step   [ ] Save Progress   [ ] Proceed to Contract
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 Next Step to move onto the next page.

(It is suggested that you download this agreement for your own records)
Step 9 – End of Process Confirmation

Thank you for completing your housing application. You may update your housing preferences through May 15th 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.

Fall Move-In will be on Saturday August 29, 2015. Details can be found on the GW Housing Website.

Please continue to check your GW email throughout the summer for updates regarding housing and Fall Move-In.

GW Housing
Division of Student Affairs

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

You have now completed your housing application!

Congratulations, you have successfully completed the GW Housing Application for 2013-2014. If you have any questions, feel free to contact us at gwhouse@gwu.edu or call us at 202-994-2552.