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.
STEP 2 – Landing Page

1. Click on the **Apply/Edit** button to begin the Residency Exemption Application.

For more information, visit the Living@GW website at [http://living.gwu.edu](http://living.gwu.edu).
Step 3 – Application

1. Review welcome page and proceed to the next step.
   
   All other information on this page can only be changed by logging into the GWeb system.

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

1. Review the reasons for Residency Exemption and select the appropriate choice.
2. Click the hyperlink to open an email client and submit official documentation that supports your reason for Residency Exemption.
3. Once the documentation has been sent by email, click Next Step at the bottom of the page.
STEP 5 – Contract & Finish

1. Read the terms of each section carefully. Then, check the boxes next to each statement indicating you have read and agreed to it.

2. Input your GWID into the space provided and click [I Agree] to confirm your agreement.
   *When entering your GWID, please remember to use a “G” prior to any numerical values.*

3. Congratulations! You have successfully completed the GW Residency Exemption Application. If you have any questions, feel free to contact us at gwhouse@gwu.edu or call us at 202-994-2552.