

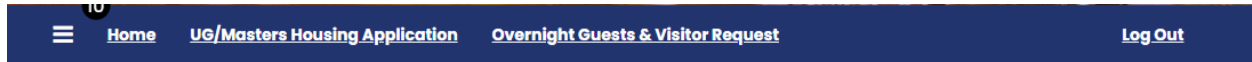
## How to Apply for Residential Housing on the StarRez Portal - Step-by-Step Guide

Welcome to the comprehensive guide on applying for residential housing using the StarRez portal. Follow these steps to successfully complete your application for the [Your University/Institution Name] undergraduate or specific professional program.

### Step 1: Accessing the StarRez Portal

1. Click on the provided link to access the StarRez portal.
2. Log in using your credentials or create a new account if needed.

### Step 2: Navigating the Top Tab Bar



1. After logging in, navigate to the top tab bar.
2. Locate and click on the tab corresponding to your program, such as "Undergraduate" or the specific professional program you are applying for.

#### Term Selector

Please select a term below to start or continue with your application.

<b>UG/Masters Academic Year 2024-2025</b> (8/15/2024 - 5/2/2025)	<b>Apply</b>
---	--------------

### Step 3: Application Pages

**Welcome!**

Welcome to the Residential Housing Application for LMU Undergraduate & Master's Students! Please find an overview of what steps you will encounter as you progress through the application below:

- Review & Confirm Your Personal Details
- Provide Roommate Preferences
- Complete Roommate Groups (*optional*)
- Provide Room Preferences (*New/Incoming Students*)
- Complete Room Selection (*Returning Students*)
- Sign Housing Agreement
- Select Meal Plan
- Pay Housing Deposit (*New/Incoming Students*)

**Housing Deposit Reminder**

Before moving into LMU Housing, you will be required to pay a housing deposit. Your housing deposit will be added once your application is received and processed by the Director of Housing Operations.

**Save & Continue**

#### 1. Welcome Page

- Read the welcome message and any important information presented.
- Click "Next" or "Continue" to proceed.

#### 2. Personal Details Page

- Fill in your personal details accurately.

- Provide any required information and click "Next" to move forward.

### 3. Accommodations Request Page

- If applicable, complete the accommodations request section.
- Follow any instructions provided on this page.

### 4. Room Preferences Page

**Roommate Preferences**

Create your Screen Name

Uncheck if you do not prefer to be searched by other applicants

Describe yourself here

**Save & Continue**

- Select the required number of room preferences before proceeding.
- Review and confirm your choices before clicking "Next."

**Standard Profile Page**

This is your Standard Profile. Use this page to setup your profile types which will be used for matching with a potential roommate.

**Room Questionnaire**

Morning Habits: Around 8am

Are you a smoker? No

How do you prefer to study? Quietly

I prefer to go to bed: Before 8pm

What is your favorite preferred time of day? Morning person

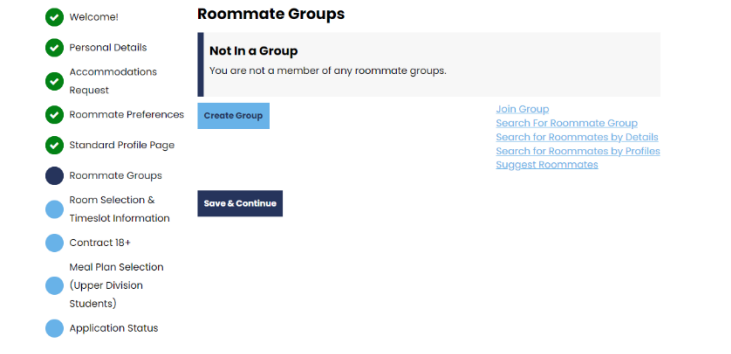
What is your favorite type of music? Pop

When is your preferred time to study?

### 5. Standard Profile Page

- Complete the standard profile information as prompted.
- Ensure accuracy and click "Next" to advance.

### 6. Roommate Groups Page

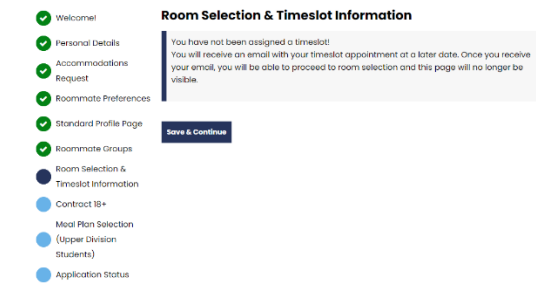


- **What is a Roommate Group?**
  - A roommate group allows a set of students to select their room spaces together within a single unit.
- **How to Create or Join a Roommate Group:**
  - **Create a Group:**
    - Allows you to create a group by searching for specific friends to add (2-5 people).
  - **Join a Group:**
    - Join an existing group using a password provided by the group leader.
  - **Search for Roommate Group:**
    - Join an already created group where members are looking for additional members.
  - **Search for Roommates by Details:**
    - Search for roommates based on personal details like name, ID number, or major.
  - **Search for Roommates by Profiles:**
    - Find roommates based on profiles, including preferences like sleep patterns, study habits, cleanliness, etc.
  - **Suggest Roommates:**
    - The system suggests potential roommates based on your preferences.

## Q & A

- **Can I create a group with specific friends?**
  - Yes, you can create a group with 2 to 5 people.
- **How can I join an existing group?**
  - You'll need a password from the group leader to join.
- **Is joining a roommate group mandatory?**
  - No, it's optional. Click "Save & Continue" if you prefer to select a space on your own.

## 7. Room Selection and Time Slots



1. After completing the roommate group section, proceed to the room selection page.
2. **Understanding Class Year, Lottery Numbers, and Time Slots:**
  - Class Year and lottery numbers determine the order of room selection.
  - Lottery numbers are randomly assigned and not tradable, salable, exchangeable, or transferrable.
  - Time Slots are assigned based on the number of participants and follow the class year and lottery number order.
3. Choose your room and bed space based on availability during your designated time slot.
4. Review and confirm your choices before submitting.

## 8. Sign the Contract

1. Sign the residential housing contract provided on the portal.
2. Ensure you carefully read and agree to all terms and conditions.

## 9. Meal Plan Selection

1. Visit the [Dine on Campus link] to explore meal plan options.
2. Choose the meal plan that best suits your preferences and needs.

## 10. Application Status and Housing Deposit

1. Your application status will be processed by the housing department.
2. Once completed, you will receive an email notification.
3. New students will have a housing deposit added to their account, payable at that time.

Congratulations! You've successfully completed the residential housing application on the StarRez portal. If you have questions, contact the [Your University/Institution Name] Housing Office for assistance.