Housing How-To Quick Reference Guide

How to fill out the Housing Application
Log onto your myUSI and select the red Housing Icon.
Select the button for the Fall 2017-Spring 2018 Housing Application

On-Campus Housing Application
Fall 2017 - Spring 2018

STEP 1: Apply for housing. A $50 non-refundable application fee will be required. Once you begin Step 1, you will not be able to re-access or change the information in this step. If the window times out or you close the application before you click the FINISH button, you will need to call Housing and Residence Life at 812-468-2000.

Click HERE to Apply for On Campus Housing For Fall 2017-Spring 2018

On-Campus Housing Contract
Fall 2017 - Spring 2018

STEP 2: Contract. Sign your on-campus housing contract. A $200 prepayment will be required.

Click HERE to Sign Your Contract for On Campus Housing for Fall 2017-Spring 2018

On-Campus Room Selection Process
On-Campus Housing Application

This step allows students to apply for on-campus housing for Fall 2017-Spring 2018. This is **NOT** a Contract. A $50 non-refundable Application Fee will be required for all students to submit the application.

Welcome

Archie Eagle

Check to make sure this page says your name

Note that there will be a $50 non-refundable Application fee
Note there will be a $50 non-refundable Application Fee.

Look at the timeline and make note of important dates!

Select the next step button.
At this point you will be prompted to pay the $50 non-refundable Application fee. Once the fee is paid you will be able to continue on to the rest of the Application.
Fill in your information in the boxes – note that the personal email address will not receive information regarding the Application and Contract process. All USI correspondence will be sent to your USI eagles email address.
Additional Information

USI works to maintain a safe environment for all members of the University community. The following questions will help us better maintain this environment.

Have you ever been convicted of a misdemeanor, felony, including any sexual offense, or other crime (excluding routine traffic offenses and convictions expunged or sealed by the sentencing court or juvenile court or otherwise protected from disclosure by the specific authority of law), or been required to register as a sex offender?

Are any criminal charges currently pending against you?

If your answer is "Yes" to any of these questions, you will be asked to provide additional information. Being convicted of a crime, pending criminal charges, probation, suspension, dismissal or expulsion do not serve as an absolute bar to admission, but will require additional evaluation.

If Yes, please explain:

Please provide a parent/family email address:

USI Housing and Residence Life will use this address to send out information about general Housing processes.
Provide us with emergency contact information. If the Emergency Contact Information is the same as the Missing Person Contact Information you can simply check the box to copy the information.

Please provide a parent/family email address:

USI Housing and Residence Life will use this address to send out information about general Housing processes.

### Emergency Contact Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>c</td>
</tr>
<tr>
<td>Last Name</td>
<td>c</td>
</tr>
<tr>
<td>Street Address</td>
<td>c</td>
</tr>
<tr>
<td>City</td>
<td>c</td>
</tr>
<tr>
<td>State</td>
<td>District of Columbia</td>
</tr>
<tr>
<td>Zip Code</td>
<td>c</td>
</tr>
<tr>
<td>Ph-Home</td>
<td>c</td>
</tr>
<tr>
<td>Phone Work</td>
<td>c</td>
</tr>
<tr>
<td>Phone Cell</td>
<td>c</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:c@gmail.com">c@gmail.com</a></td>
</tr>
<tr>
<td>Relation</td>
<td>c</td>
</tr>
</tbody>
</table>

### Missing Person Contact Information

Check the box if your Missing Person Contact Information is the same as your Emergency Contact Information:
Once all of your information has been filled out, click the next step button.
What type of room are you looking for?

Floor Plan for a 4 person, 2 bedroom unit in the Residence Halls

Floor Plan for a 4 person, 2 bedroom unit in the Campus Apartments

This is where you will tell us what type of room you are looking for.

**Apartment Room Rates**
- 4 Person 2 Bedroom - $2,334/semester
- 2 Person 2 Bedroom - $4,131/semester
- 2 Person 1 Bedroom - $2,805/semester
- 1 Person 1 Bedroom - $5,168/semester

**Residence Hall Room Rates**
- 4 Person 2 Bedroom - $2,334/semester
- 1 Person 1 Bedroom - $2,805/semester

Select + below to add preferences.

These are preferences only and subject to availability. You will not be guaranteed this selection. Students will select their actual space during the room selection process on the appointment date they are given based on when their contract is received.
You can click the green button to add preferences of room types. Keep in mind that these are preferences. You will actually select your room during the Room Selection process.

Select the green button to add roommate preferences. You will actually select your roommates during the Room Selection process.

Click the next step button.
Answer these survey questions – the answers to this survey will be available for other residents to see during the Room Selection process.

### Survey Questions

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Preference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Are you a Smoker?</td>
<td>☐ Yes ☐ No ☐ No Pref</td>
</tr>
<tr>
<td>2</td>
<td>Do you keep a Tidy Room?</td>
<td>☐ Yes ☐ No ☐ No Pref</td>
</tr>
<tr>
<td>3</td>
<td>Do you enjoy Gaming / Music on while studying?</td>
<td>☐ Yes ☐ No ☐ No Pref</td>
</tr>
<tr>
<td>4</td>
<td>Primarily uses room for Study?</td>
<td>☐ Yes ☐ No ☐ No Pref</td>
</tr>
<tr>
<td>5</td>
<td>Are you an Early Riser?</td>
<td>☐ Yes ☐ No ☐ No Pref</td>
</tr>
<tr>
<td>6</td>
<td>Do you go to Bed Early?</td>
<td>☐ Yes ☐ No ☐ No Pref</td>
</tr>
</tbody>
</table>

The answers to the survey questions above will be displayed for others to see during the room selection process. If you have concerns about the information being shown during the room selection process, please email Living@usi.edu or call us at 812-468-2000.
This is where you can review the various meal plan options.
Please select a meal plan in the drop down box. This must be completed in order to move forward.

If you are planning to live in the Residence Halls, you must select the Red, White, or Blue Meal Plan.

Meal Plan:  

Click the next step button
Special Needs

A very limited number of extra-long twin beds are available for students 6'3" or above. If you wish to be placed on the waiting list to receive an extra-long bed, please email your request to Living@usi.edu.

* Please note that you MUST be 6'3" or taller and this is not a guarantee of extra-long bed availability.

Special Accommodation Requests

Do you have any special needs as described by the American with Disabilities Act that will require accommodation? Check box if YES.

☐

Please give a detailed description:
Review the summary of the application to make sure you have filled everything out correctly.

Click the finish button! If you do not click finish then your application will not be processed.
Once the Housing Application has been completed and you have clicked finish you will be asked questions that will lead you to the next step of the process. Freshmen will be given the opportunity to apply for a Living Learning Community before completing a Housing Contract. If you are not a freshman your next step in the process is to complete the Housing Contract. You must complete a Housing Contract in order to guarantee a spot on campus.

If you have questions, please call our office at 812-468-2000 or email us at living@usi.edu