

New Student 2024-2025 HOUSING APPLICATION CHECKLIST

The earlier students apply for housing and complete the housing application, the more room type options they will have to choose from during Room Selection. The checklist below is for new students to housing (incoming freshman, transfer, international, graduate, or enrolled USI students not currently living on campus).

Note: All times listed are Central Standard Time.

- Be admitted to USI; receive myUSI login and password
- Starting December 1, 2023:** 2024-2025 Housing application opens; apply for housing in the Housing Portal
- Housing Application:** Pay the \$50 non-refundable application fee, \$200 prepayment, and sign the contract in the Housing Portal. This determines your housing application date and priority for the Room Selection process.
 - New for 2024-2025 is an expanded profile question section on the application. This will better assist students in finding suitable roommates that best match their habits and interests.
- Starting March 1, 2024:** Roommate Group Process Opens - New Students can search for potential roommates on the Housing Portal through the Roommate Group Process in the Housing application.
- May 6, 2024 at 4:30 p.m.:** Contract Completion
 - New Students who want to participate in May room selection must have their contract completed by this deadline. Contracts completed after the deadline will be assigned by Housing and Residence Life staff.
- May 10, 2024 at 8 a.m.:** Roommate Group Completion
 - New Students who want to participate in May room selection must have their roommate groups completed and all roommate group invitations must be accepted.
 - Deadline for students to remove themselves from a roommate group.
 - Deadline to ensure roommate groups have the same number of members as desired room type (Example: Roommate group wants a 2 person/2 bedroom apartment, therefore, only two students can be in the roommate group.)
- May 13, 2024:** Room Selection Timeslots
 - New Students with completed contracts will be sent an email with their room selection timeslot. Residents will choose their bedspace during their assigned timeslot. Only the group leader of each roommate group will participate in room selection and add the other members of their group into a space.
- May 20, 2024:** New Student and Current Housing Resident General Room Selection Begins - Room selection for individuals and roommate groups for New Students and individual Current Housing Residents.
- May 24, 2024:** Priority New Student and Current Housing Resident General Room Selection Ends
- May 28, 2024:** Room Changes Begin
 - New Students who participated in May room selection may change their assignment through the Room Selection Process (only if space available).
- June 1, 2024:** Deadline to cancel the 2024-2025 contract without penalty. The \$200 prepayment will be refunded.
 - Cancellation form on the Housing Portal.
- June 17, 2024:** Room Notification - Room information including building, room number, bedspace, and roommate/suitemate information available on the Housing Portal.
 - Students who contract after the May 6 deadline through 4:30 p.m. on June 12 or did not participate in room selection will be assigned through auto allocation based on preferences.
- June 18, 2024 and ongoing:** Students who contract after 4:30 p.m. on June 12 will be notified as assigned by HRL staff.
- July 22, 2024:** Move In Request Form - Move In Timeslot Reservation and Early Move In Request forms available on the Housing Portal.
 - Students reserve a day and time to move in based on their classification.
 - Review Move In information on Housing website.
 - Review Packing List and start packing for your new home!
- July 31, 2024:** Room Changes End - Deadline for New Students who participated in May room selection to make any changes to their assignment through the Room Selection Process.

**Dates and processes are subject to change at the discretion of Housing and Residence Life.*