How To Create An Online Application for Housing for First Year Students

Access to the portal begins May 8, 2019 at 12:00 Noon

We have provided a Step-By-Step Guide to assist residents on how to create an online application for housing. This application assists the Office of Residence Life when assigning roommates. Although we are unable to guarantee 100% compatibility, students who do not have a roommate request will be matched with others who have a similar profile. To ensure accuracy, we encourage all students to complete their own preference profile.

Students who do not create an online application by May 29, 2019 will automatically be assigned a roommate.

By completing an online application, students will be able to request a roommate if they so desire. In addition, we ask that you please note the following:

• Students should determine who amongst them will be the “requestor”.
• Both students must then log into the housing portal and create their own online housing application.
• Once both students have created their online housing application, the “requestor” will make the initial roommate request.
• Once the request has been received by the other student, they will need to log back into the portal and “accept” the roommate request.
• Since roommate requests must be mutual (one student requests, the other student accepts), if a request is not accepted, the students will not be placed together.

Students who do not have a specific roommate request will be automatically assigned a roommate.

Those who submitted their housing deposit after May 1, 2019 may experience a delay in creating their online housing application. These students, must wait until they have received a housing packet before logging into the housing portal to create their online application.
Please enter your Banner ID number (this is your R-number or Student ID number).

Enter your birth date in the form of Month/Day/Year. PLEASE INCLUDE THE SLASHES. Example: 04/17/1980.

Click the “Log In” Button.
After you have successfully logged into the housing application portal, you will see the screen below:

In order to proceed to the next step, please click on the Application button OR click “HERE”
Please select Academic Year 19-20.

Click the “Continue” Button and proceed to the next step.
Your personal details such as your home address, gender, date of birth, etc. will automatically be listed. Please review this information for accuracy. Please contact the Registrar’s Office if you find that the information listed is incorrect.

- Please provide “Emergency Contact” and “Missing Persons Contact” information.
- Please click the “SAVE & CONTINUE’ button and proceed to the next step.
PERSONAL PREFERENCE PROFILE

- You will complete your personal preference during this step.

- You are required to answer each question as best as possible.

- TO ENSURE ACCURACY, WE ENCOURAGE YOU TO COMPLETE YOUR OWN PREFERENCE PROFILE.

- Please click the “SAVE & CONTINUE” button and proceed to the next step.
REQUEST YOUR ROOMMATE

ALL ROOMMATE REQUESTS MUST BE MUTUAL

One of you must make the initial request, while the other must then accept the request for it to be considered mutual. In addition, in order to search and find your potential roommate, they MUST have already started the online application for housing.

- If you have a roommate request, please enter their information in this section and click on the “Search” button.

- If you choose not to request a roommate, please continue on to the next step by clicking on Housing Contract Terms and Conditions in the menu on the left.

- Undeclared students are required to be in the Living Learning Community, and are only permitted to request other undeclared students as roommates.
During this section you will find your requested roommate.

Please keep in mind, that there may be student(s) listed who requested you to be their roommate. You will only be permitted to request or accept ONE other person.

You must accept the roommate who has requested you in order for your request to be accommodated. ALL ROOMMATE REQUESTS MUST BE MUTUALLY ACCEPTED.

Please take your time and select carefully, as you will not be able to change your request once you have accepted or declined a potential roommate.

Please click the “SAVE & CONTINUE” button and proceed to the next step.
Please read the Housing Contract Terms and Conditions CAREFULLY.

Please type in your initials.

Then click the “Sign” button at the bottom of the page to proceed to the next step.
MEAL PLAN SELECTION

All residents who reside in traditional residence halls, such as Pine Hall, Mackin Hall and Bischoff Hall are REQUIRED to select a meal plan.

- Please review the Dining Services webpage for detailed descriptions of all the meal plan options. (Click on the link listed below)

- Please select your meal plan.

- Please carefully read the information provided regarding dining services and make note of the deadline to change your meal plan.

- Please click the “SAVE & CONTINUE” button and proceed to the next step.

Dining Services:  http://www.ramapo.edu/students/reslife/mealplans.html
YOU HAVE SELECTED YOUR MEAL PLAN IN THE PREVIOUS STEP.

- Please type in your initials to accept the MEAL PLAN SELECTION.
- Please click the “SAVE & CONTINUE” button and proceed to the next step.
APPLICATION STATUS

CONGRATULATIONS!
YOU HAVE SUCCESSFULLY COMPLETED THE APPLICATION FOR HOUSING!

- Please print this page and keep it in a safe place for your records.
- You will NOT be able to change your application once it has been submitted.
- Please note, your application will read NOT COMPLETE until your actual housing assignment has been assigned.
- You will receive information about your housing placement via your Ramapo email account ONLY. This email will be sent on or about July 3rd.
- We strongly encourage you to check your Ramapo email account as well as the Residence Life webpage for updates regarding important housing information.