How To Create An Online Application for Housing for Transfer Students

Access to the portal begins July 3, 2019 at 12:00pm

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 (unfortunately 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 July 10, 2019 by 12 noon 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:

![Image of the housing application portal]

In order to proceed to the next step, please click on the Application button OR click “HERE”
SELECT APPLICATION

• 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

You can search for possible roommates in the search boxes below and invite them to room with you or you can skip this step and you will be assigned a roommate based on your profile answers.

If you choose not to request a roommate please continue by selecting the Housing Contract Terms and Conditions step from the menu on the top of the page.

If you wish to request a roommate please do so below. PLEASE NOTE: In order to search and find your potential roommate they MUST have already started the on-line application for housing.

Roommate requests must be mutual. One of you must make the initial request, while the other must then log back into the portal and accept the request for it to be considered mutual. If both of these steps are not complete, your request will not be accommodated.

If someone has already requested you as a roommate, you may skip the search below and continue by selecting the Roommate Request step from the menu on the top of the page.

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.
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.
HOUSING CONTRACT TERMS AND CONDITIONS

By clicking "SIGN" at the end of the page you are agreeing to the terms and conditions outlined and are submitting your housing application to the Office of Residence Life.

Please input your initials to confirm that you have read and agree to the residence agreement:

Note Type:

This agreement, titled the "Residence Agreement Academic Year 2018-2019" is a legally binding agreement which all residents must sign electronically. Here and after this agreement becomes a legally binding contract with Ramapo College of New Jersey. This agreement financially obligates the student to pay for the fall and spring semesters of the Housing Agreement unless they officially withdraw from housing through the department of Residence Life. The authentication procedures for Star Rez, serves as an electronic signature for students. Electronic submission of application information does not guarantee confirmation of a housing assignment. Students are only released from their financial obligation to pay if they withdraw from housing using the proper housing withdrawal procedures. If a student chooses to move off campus, he/she will forfeit their guaranteed housing status and must reapply for any future housing requests.

A. GENERAL HOUSING TERMS AND CONDITIONS

1. The Residence Agreement is for the entire 2018-2019 academic year and cannot be transferred to any other academic year.

2. On campus residence is only available to Ramapo College of New Jersey students who are registered as full time (which is

- 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.
All students who reside in traditional residence halls are REQUIRED to select a meal plan. Transfer students were automatically assigned the Simple Seven Meal Plan. However, as part of the on-line application process you must select a meal plan. This will allow you the opportunity to keep the Simple Seven or choose a different plan. Should you choose a different plan, your student account will be adjusted accordingly by August 1, 2019.

- 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 August 14th.

• We strongly encourage you to check your Ramapo email account as well as the Residence Life webpage for updates regarding important housing information.