

# How to Create An Online Application for Housing for First Year and Transfer Students

Access to the portal begins June 2, 2025 at 12:00 Noon

We have provided a Step-By-Step Guide to assist residents in creating 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 12 noon on June 11, 2025 will not be considered for housing.

When 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.

If you have not received the Welcome Letter (sent via email) to all new incoming students please email [reslife@ramapo.edu](mailto:reslife@ramapo.edu) before creating the online housing application. These students, must wait until they have received a Fall 2025 Housing Update email before logging into the housing portal to create their online application.

## Home

Please click on the "Student Login" tab above.

A short, scenic walk from all classes and dining halls, Ramapo College residences are situated along the campus perimeter where beautiful walking trails and woods surround the 300-acre campus. The College has taken great care in the design and placement of the residences: many have beautiful views of the Ramapo Mountains.

Students can select from a range of comfortable and convenient housing at Ramapo. There are traditional suite arrangements, garden-style apartments, and a townhouse complex.

Once assigned, campus housing is guaranteed for all four years as long as the student does not withdraw from housing or remains in good academic and social standing, and all outstanding charges are paid. First year students are assigned to the halls reserved especially for them. Students can reserve housing after their first year, according to a system based on the number of credits earned.



- Please click on the Student Login link on the menu bar at the top of the screen.
- This will direct you to the Ramapo Single Sign On screen where you will need to authenticate your Ramapo user name and password.

After you have successfully logged into the housing portal, you will see the screen below:



## Home

Name: **Derek Doe**  
Student ID: \*\*\*\*  
Email: \*\*\*\* Classification: **New Applicant**

Hi Derek Doe!

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- Please click on the Housing Application link on the menu bar at the top of the screen.

# Term Selector



## Term Selector

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

Fall 2025 [CLICK HERE](#)

- Please click on the box that says “Apply”

# Personal Details



6  
Home Housing Application Update Emergency Contact Information Log Out

- Personal Details
- Personal Preferences
- Roommate Request (New Students)
- Roommate Group Check
- Residence Agreement
- Meal Plan Selection (New Students)
- Application Status



## Personal Details

Name: Derek Doe, .Doe  
Middle Name:  
Preferred Name: Derek Doe  
Gender: Male  
Date of Birth: 1/31/2004

Screen Name:  
Derek Doe

Home Address  
Street Address:  
Street Address 2:  
City:  
State/Province:  
Zip/Post Code:  
Country: (Please Select Country)  
Phone Number:  
Cell Phone Number:  
Email Address:

Emergency Contact Address  
Emergency Contact Name:

Your personal details such as your home address, gender, date of birth, etc. will automatically be listed. Please review this information for accuracy. Contact the Registrar’s Office at [registrar@ramapo.edu](mailto:registrar@ramapo.edu) 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



6  
Home Housing Application Update Emergency Contact Information Log Out  
Doe

- Personal Details
- Personal Preferences
- Roommate Request (New Students)
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- Meal Plan Selection (New Students)
- Application Status



## Personal Preferences

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

### Cleanliness

How neat are you?:

### Overnight Guests

How often do you have overnight guests?:

### Sharing personal belongings

How do you feel about sharing your personal belongings? (i.e. food, clothes, tv, etc.):

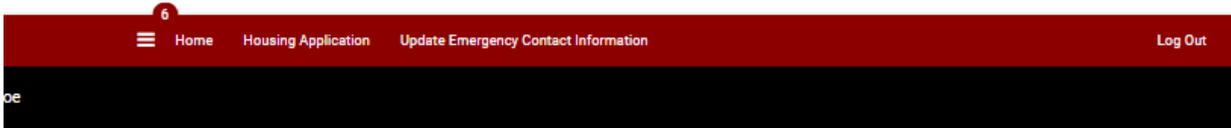
### Significant Other

How comfortable are you with a significant other spending time in the room?:

- You will be 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

**This section is optional.** If you are not requesting a roommate, click the “Save & Continue” button to proceed to the Residence Agreement. Skip to page 14 and follow the rest of the directions.



Personal Details   Personal Preferences   Roommate Request (New Students)   Residence Agreement   Meal Plan Selection (New Students)   Application Status



### Roommate Request (New Students)

#### No Roommate Requests

You do not have a roommate request(s).

[Join Roommate Block](#)  
[Search for Roommates by Details](#)  
[Search for Roommates by Profiles](#)  
[Suggest Roommates](#)

SAVE & CONTINUE

### ALL ROOMMATE REQUESTS MUST BE MUTUAL

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

- In order to find your requested roommate, click on the “Search for Roommates by Details” button. Then enter their information in this section.
- If you would like to search for others who are looking for a roommate, please click on the “Search for Roommates by Profile” OR if you would like the portal to suggest roommates click on the “Suggest Roommates” button. For either of these options selected, you will have the ability to request them, send them a message and/or view their profile.
- If you choose not to request a roommate, please continue onto the next step by clicking the “Save & Continue” button.

## Roommate Search By Details



6  
Home Housing Application Update Emergency Contact Information Log Out

- Personal Details
- Personal Preferences
- Roommate Request (New Students)
- Submit Application
- Residence Agreement
- Meal Plan Selection (New Students)
- Application Status



### Roommate Search By Details

First Name:

Last Name:

Screen Name:

Exclude results that cannot be added or joined

MANAGE REQUEST(S)

SEARCH

[Join Roommate Block](#)  
[Search for Roommates by Profiles](#)  
[Suggest 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; however you will only be permitted to request or accept ONE other person.
- You must accept the roommate who you wish to live with in order to be placed together. **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.
- Once you have entered their information, click the “Search” button. Keep in mind in order to find someone; they MUST have started their housing application.

Personal Details Personal Preferences Roommate Request (New Students) Submit Application Meal Plan Selection (New Students) Application Status



### Roommate Search By Details

First Name:

Last Name:

Screen Name:

Exclude results that cannot be added or joined

[Join Roommate Block](#)  
[Search for Roommates by Profiles](#)  
[Suggest Roommates](#)

Mike .Duke Classification: New Applicant Gender: Male Description:		<input type="button" value="REQUEST ROOMMATE"/> <input type="button" value="SEND MESSAGE"/> <input type="button" value="VIEW PROFILE"/>
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- Once you have found your roommate, you will send them a request by clicking on the “Request Roommate” button.
- Once the request is sent, you will be directed to create a Roommate Group Name (see screen shot below).
- Only one member of the roommate group should create the actual Roommate Group within the portal.

Personal Details Personal Preferences Roommate Request (New Students) Submit Application Meal Plan Selection (New Students) Application Status



### Roommate GroupDetails

Roommate Group Name:

GO BACK

SAVE ROOMMATE GROUP

- After creating your Roommate Group Name, click the “Save Roommate Group” button.

Personal Details Personal Preferences Roommate Request (New Students) Roommate Group Check Submit Application Meal Plan Selection (New Students) Application Status



### Roommate Request (New Students)

Your request to add Mike .Duke to group TheCastle has been sent.

#### Roommate Group: TheCastle

VERIFY GROUP DELETE ROOMMATE BLOCK

[Search for Roommates by Details](#)  
[Search for Roommates by Profiles](#)  
[Suggest Roommates](#)

Derek .Doe (Group Leader)  
Classification: New Applicant  
Gender: Male  
Description:

#### Outgoing Requests

Mike .Duke  
Classification: New Applicant  
Gender: Male  
Description:  
Expiry Date: 6/8/2022 09:01

SAVE & CONTINUE

- Once you have created your Roommate Group Name, you will be able to view any outgoing or incoming requests.
- **After the requested roommate accepts the request, the Requestor will need to log back into the portal to Verify the roommate group.** Once groups are verified; no other roommate changes can be made.
  - The group should not be verified until the requested roommate accepts.

# Roommate Group Check



8

Home   Housing Application   Update Emergency Contact Information   Log Out

- Personal Details
- Personal Preferences
- Roommate Request (New Students)
- Roommate Group Check
- Submit Application
- Meal Plan election (New Students)
- Application Status



## Roommate Request (New Students)

**Verified**

Your roommate request has been verified.

### Roommate Group: TheCastle

Your group is full

- [Search for Roommates by Details](#)
- [Search for Roommates by Profiles](#)
- [Suggest Roommates](#)

Derek .Doe (Group Leader)  
Classification: New Applicant  
Gender: Male  
Description:

[VIEW PROFILE](#)

Mike .Duke  
Classification: New Applicant  
Gender: Male  
Description:

[SEND MESSAGE](#)

[VIEW PROFILE](#)

[SAVE & CONTINUE](#)

- Once roommate requests are accepted; both roommates will see a Roommate Group Check status.



Personal Details Personal Preferences Roommate Request (New Students) Roommate Group Check Submit Application Residence Agreement Meal Plan Selection (New Students) Application Status



### Roommate Group Check

**Roommate Group Information**  
Roommate Group Name: TheCastle  
Roommate Group Leader: Derek Doe .Doe

**Roommate Group Status**  
Your roommate group is verified.  
Your roommate group size is 2

SAVE & CONTINUE

# Submit Application



8

Home Housing Application Update Emergency Contact Information Log Out

- Personal Details
- Personal Preferences
- Roommate Request (New Students)
- Roommate Group Check
- Submit Application
- Residence Agreement
- Meal Plan Selection (New Students)
- Application Status



## Submit Application

Please submit this application by clicking the "Submit" button below and continue to the next step to sign your housing agreement.

SUBMIT

- Click the Submit button in order to complete the Residence Agreement

# Residence Agreement



9  
Home Housing Application Update Emergency Contact Information Log Out  
Doe

Personal Details Personal Preferences Roommate Request (New Students) Roommate Group Check Submit Application Residence Agreement Meal Plan Selection (New Students) Application Status



Residence Agreement

- After reading and electronically signing the Residence Agreement click the Save & Continue button in order to select your meal plan.

# Meal Plan Selection



10

Home Housing Application Emergency Contact Information Log Out

Personal Details Personal Preferences Roommate Request (New Students) Roommate Group Check Submit Application Residence Agreement Meal Plan Selection (New Students) Application Status

✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

## Meal Plan Selection (New Students)

Fall 2024:  
Simple 7

Residents that reside in Bischoff, Mackin or The Overlook are required to purchase a meal plan for each semester.

For further information pertaining to meal plans, please refer to the New Student Housing Guide you received via email or visit the [Ramapo College Dining Services](#) webpage.

SAVE & CONTINUE

All residents who reside in traditional residence halls, such as Overlook, Mackin and Bischoff Halls are **REQUIRED** to select a meal plan. Please review the Dining Services webpage for detailed descriptions of all meal plan options located [here](#).

- Please select your meal plan.
- Students that do not complete the application process by selecting a meal plan will automatically be assigned the Tasty 10.
- Please click the “Save & Continue” button.

# Application Status



10  
Home Housing Application Update Emergency Contact Information Log Out

- Personal Details
- Personal Preferences
- Roommate Request (New Students)
- Roommate Group Check
- Application
- Residence Agreement
- Meal Plan Selection (New Students)
- Application Status



Application Status

CONGRATULATIONS! You have now completed the housing application process.