Application Guide 2022-2023

View online version of this guide

All first-year undergraduate students are required to live on campus and submit a housing application, unless exempt from the requirement. Access to online room selection and/or housing assignments is determined in large part by application date. Other factors that affect when assignments are made include gender; LLC participation, if any; building preference; and roommate, if any.

Before Applying
To apply for housing, you must first be accepted to UA and pay your Freshman Enrollment Deposit. Your application is not complete until you submit the contract and deposit and click Finish on the Application Confirmation page.

Log in
To begin the application, go to myhousing.ua.edu and login with your myBama username and password.

Once you have logged in, select “Housing Application” from the portal home page.
Application Guide 2022-2023

Parent/Guardian Information
If the student is under the age of 18, a parent/legal guardian is required to sign the housing contract. Provide the name and contact information of one parent/guardian before selecting Next to proceed.

NOTE: This information will be used during the housing contract step, so please make sure that you enter correct information.

First Name: Robert
Last Name: Smith
Phone Cell: 123-456-7890
Email: rsmith@email.com

NOTE: If you are declaring that you are an emancipated student, you will not be able to proceed until you have provided the necessary documentation to HRC Staff. Please contact us at housing@ua.edu or by phone at 888-498-2292.

Application
Application Information
Read this page carefully and click Next to continue.

Fall 2022/Spring 2023 Academic Year Housing Application Process

• Step 1: Apply For Housing
Complete all 3 parts of the housing application through the "Application Confirmation" step in part 3 (the application includes the housing contract and housing deposit steps). For freshmen, your ability to participate in online room selection in May and your login time are based on the date that you complete the housing application. Freshman students who complete their housing application by Feb. 1 are eligible to participate in room selection. Students who complete their housing application after Feb. 1 will be assigned by HRC staff. Upper-class students will receive specific information regarding the housing application process and deadlines via their UA Crimson email.

• Step 2: Preferred Roommate
Students that have completed a housing application will have the opportunity to find and request a roommate eligible for the same community as themselves using My College Roomie (MCR). More information about selecting roommates can be found on the main myHousing portal page under the myRoomie section.

• Step 3: Room Assignment
Freshman students who complete a housing application by the February 1 room selection participation deadline will be eligible to select a room online (this section opens in early May – you will receive more information about online room selection through email beginning in early spring). Upper-class students who complete a housing application by the February 1 participation deadline will be eligible to participate in room selection by Jan. 25.
Personal Details
Verify that your information is correct. If you need to revise any information, log into your student account in myBama to make any updates. On this page, students can update their HRC contact info and opt in to receive text message updates. When completed, click Next to continue.

Profile Information
If you need to make a change to any of the information below, please go to myBama to update the information. It may take 24 hours before the changes show up here.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Lucy</td>
</tr>
<tr>
<td>Last Name</td>
<td>Brown</td>
</tr>
<tr>
<td>Phone Cell</td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td>Female</td>
</tr>
<tr>
<td>Preferred Gender</td>
<td></td>
</tr>
<tr>
<td>Institution</td>
<td></td>
</tr>
<tr>
<td>Permanent Email</td>
<td><a href="mailto:lbrown754@crimson.ua.edu">lbrown754@crimson.ua.edu</a></td>
</tr>
<tr>
<td>Campus Email</td>
<td></td>
</tr>
</tbody>
</table>

The information below can be updated here directly at any time:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Email</td>
<td><a href="mailto:lbrown2020@outlook.com">lbrown2020@outlook.com</a></td>
</tr>
<tr>
<td>Personal Cell Phone</td>
<td>2053486576</td>
</tr>
</tbody>
</table>
Application Guide 2022-2023

Gender Identity and Sexual Orientation
To help us in our mission of fostering an inclusive environment for all students, we provide space to share their sex assigned at birth, space for any information you would like to provide regarding your gender identity and sexual orientation. Any information provided (optional) is protected by federal privacy laws and used only for official purposes. When completed, click **Next** to continue.

**Gender Identity**

NOTE: Information entered in this section is only for housing staff use, and does not override any information already in the UA system.

Sex at birth:  

**Gender Identity Comments**

This information is completely optional.

If you would like the opportunity, you may share more about your gender identity below. Alternatively, you may contact Housing and Residential Communities Housing Administration staff at (205) 348-5960 to share relevant information about your gender identity. Regardless of how it is shared, any information provided will be protected by federal privacy laws and used only by HRC staff. An HRC staff member may contact you in order to assist you in making your housing assignment. Staff will use your personal email or cell phone information to contact you.

**Sexual Orientation**

This information is completely optional.

If you would like the opportunity, you may share more about your sexual orientation below. Alternatively, you may contact Housing and Residential Communities Housing Administration staff at (205) 348-5960 to share relevant information about your sexual orientation. Regardless of how it is shared, any information provided will be protected by federal privacy laws and used only by HRC staff. An HRC staff member may contact you in order to assist you in making your housing assignment. Staff will use your personal email or cell phone information to contact you.

Do you consider yourself to be:

Sexual Orientation:  

[Buttons: Previous, Next]
Application Guide 2022-2023

Hall Preferences
Select your top 10 residence hall preferences if you apply beginning February 2 and will not participate in online room selection. In making assignments, staff consider building preference; LLC participation; gender; and roommate choice, if any. We cannot guarantee building or roommate preference, although we consider both, as space allows.

For more information about the residence halls, please view the halls pages on our web site.

To add a residence hall preference, follow these steps:
1) Click the “+” icon.
2) In the “Preference Type” drop-down box, select “Building.”
3) In the “Preference” drop-down box, select a residence hall.
4) Click on the “Select” link.
Repeat this process until you have selected 10 building preferences.

You can also state interest in Living-Learning Communities, and you may receive information during the year about communities for which you may be eligible. When finished, click Next to continue.

Would you like more information about living in a Living-Learning Community? ☑

DocuSign Contract Signature
Click “Click Here to Go to the Housing Contract”. Do not close your browser or change screens in the application until you sign the contract.

Contract

Click the button below to sign the housing contract.
Co-signature Email: smith@email.com *

Click Here To Go To The Housing Contract
Application Guide 2022-2023

Read the contract and sign the document electronically. If under the age of 18, you must provide the name and email address of a parent/guardian who will receive a copy of the contract for review via email and add their signature to your housing contract. **Be sure you provide a correct parent email address, so this step can be completed.**

Deposit
The housing application fee is $200 ($165 prepayment and $35 non-refundable housing application fee). Select “Make Payment” to submit your application fee. **Once you finish making the payment, you must click the “Next” button at the bottom of the page for the payment information to save correctly in the housing system.**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>AY Freshman Prepayment and Application Fee</td>
<td>$200.00</td>
</tr>
<tr>
<td>Fees Sub-Total</td>
<td>$200.00</td>
</tr>
</tbody>
</table>
Submit your payment information and select **Continue**.

To pay the housing deposit, click the "Make Payment" link below. Once you have made the payment, click on the "Next" button below.
Application Guide 2022-2023

Once your receipt shows on the screen, you can review the information and print a copy for your personal records. Make sure to select “Next” to ensure the payment is processed.

If you do not attend UA, cancel your housing application prior to May 1 to receive a full refund of your prepayment $165. If you cancel between May 2 and June 1 you will receive a refund of $100. To submit a contract cancellation, fill out the [online form](#). You must cancel with HRC, rather than Undergraduate Admissions, in order to receive a refund, if available.

Click **Finish** on the next page to complete your application.
Application Guide 2022-2023

The date your application is complete is the date that determines when you have access to online room selection or affects when your assignment is made. Be sure that you receive a confirmation email that your application is complete.

Housing Application Completed

You have created the following housing application:

Application Period: Academic Year 2022-2023
Name: Suzy Smith
Student Type: Freshman

Return to the myhousing portal
Visit the housing web site