Applying for Housing for 2017-2018

All first-year undergraduate students are required to live on campus and will need to submit a housing application. Access to Freshman Room Selection and/or housing assignments are determined primarily by date of housing application, so the earlier you apply for housing, the more choices you will have.

Have you:
- been accepted to UA?
- paid your Freshman Enrollment Deposit?

If yes to both, great! You’re ready to apply for housing. IMPORTANT: Your application is not complete until you have submitted the contract and deposit and you click on Save & Continue on the Application Confirmation page.

To begin your application, you will use your myBama username and password.

![Image of MyHousing Portal login page]
Once you have logged in, you will click on the Application header, as shown below.

Select the term for which you are applying. Click **Save & Continue** as shown below.
Screen 1: Welcome

Click **Save & Continue** to continue.

Screen 2: Application Information

This screen has important information about the housing application, process and timeline. **PLEASE NOTE:** All correspondence related to your housing application and room assignment will be sent to your Crimson email account. Please check your UA Crimson email regularly.

Please read this page carefully and click **Save & Continue** to continue.
Screen 3: Personal Details

This page will display important information from your student account that you need to verify before your housing assignment is selected or assigned.

You must click on "Save & Continue" at the bottom of the page to move to the next step.

Personal Details

Please review and verify that all of your personal details below are correct. For any information that specifically says you cannot edit on this page, please go to the "Student" tab on myBama, to change the information in the UA system. It may take several hours for any changes made in myBama to show up here.

Please complete the cell phone, personal email address, signing up for SMS text messages, and parent contact information below, in order to facilitate communication between Housing and Residential Communities and you.

View only Information (You must make any changes to this information in myBama)

First Name:  
.Sarah

Last Name:  
.Student

Your first name, last name, and permanent address are stored in your student account and cannot be changed from this screen. This information will need to be revised in myBama if it is incorrect.

Note: Your Honors College participation also appears on this page. If this box is not checked (shown below), then your Honors College participation has not been confirmed for purposes of housing assignments.

This information must be updated by the Honors College:

University Honors College:  

To inquire about the status of your Honors College participation, please contact the Honors College.
The fields listed under HRC Contact Information can be changed from this screen. If your parent wants updates from HRC about deadlines or other important information, please enter parent contact information here.

On this page, students can opt in to receive text messages from HRC for important information during room selection, or info while you live on campus, i.e. a power outage in a certain building.

**Living-Learning Communities:**
If you would like information on our Living-Learning Communities, be sure to note that in this step, and the next page will provide you with more information about these opportunities.

**Gender Identity:**
For purposes of supporting students throughout the assignments process, please indicate your sex assigned at birth. This information does not change any information already in your myBama account.

There is also space for any other information you would like to provide regarding your gender identity. Any information provided (optional) will be protected by federal privacy laws and used only for official purposes.

When you have completed the information on this page, click **Save & Continue** to continue.
Screen 4: Profile
Next you will be able to personalize your roommate profile to best describe you to potential roommates. Be sure that you are honest about your behaviors and preferences, so that others can develop realistic expectations about living with you. For tips on creating your Roommate Profile or Searching/Selecting Roommates, please see our Roommate Guide (PDF).

![Profile screen from the application process]

**IMPORTANT:** **HRC Staff will not be using this information to help match roommates or to make assignments.** The information on this page will **ONLY** be used to help **YOU** find roommates in the Roommate Search with similar living preferences.
Screen 5: Preference Questions

- This page will allow you to give us more information about what your preferences are.
- The objective of these questions is to better accommodate student and family needs.
- Space that matches these descriptions on this page may not be available when your assignment is made or selected.
- If you are eligible to participate in Freshman Room Selection, and choose not to select your room online, HRC cannot guarantee that space that matches these descriptions will still be available when we make your assignment.

Click **Save & Continue** to continue.
Screen 6: DocuSign Contract Signature

This screen will allow you to read and agree to the Housing Contract. These are the standards you will be held to while living on campus, so it is important you get familiar with the contract.

Students who are under the age of 19 will also need the signature of a parent or guardian on the housing contract. For questions regarding the parent/guardian signature, please contact Housing and Residential Communities.

ONCE YOU CLICK ON "CREATE DOCUMENT" DO NOT CLOSE THIS BROWSER OR CHANGE SCREENS WITHIN THE APPLICATION UNTIL YOU HAVE SIGNED THE CONTRACT.
Read the contract and sign the document electronically.

If you are under the age of 19, you must provide the name and email address of a parent or legal guardian. Your parent/guardian will receive a copy of the contract for review via the email address you provide. Your parent will add their signature to your housing contract, as shown below.

IMPORTANT! You cannot proceed to the next step until all necessary signatures have been provided.
Once all required signatures have been provided, you can proceed with your housing application.

The Contract Signature screen will show that you have completed the contract. Click on the circle to proceed to the Deposit screen.

**Screen 7: Deposit**

Click on **Pay Now** to pay the $300 deposit ($25.00 non-refundable application fee and $275.00 prepayment).

If you do not attend UA, you may cancel your housing application with HRC prior to May 1, 2016, and you will receive a full refund of your $275.00 prepayment. If you cancel between May 2 and June 1, 2016, you will receive a refund of $175.00. To submit a contract cancellation, please fill out the [online form](#).
You will now be taken to the screen shown below. You may pay by credit card or electronic check and then click **Continue**.

Continue with your payment information, completing all of the fields marked with a red asterisk, and then click **Continue**.
Please enter the card type, card number, and expiration date. Verify that the entered name and address match the name and address on the credit card statement. Note: A receipt for this transaction will be sent to the email address entered below. Select Continue.

- Total: $1.00

* Indicates required information
- Credit Card Type: Visa
- Account Number: 
- Expiration Date: 09/2013
- Security Code: (View example)
- Name on Card: 

Billing Address of Credit Card
- Street Address 1: 
- Street Address 2: 
- City: 
- State: Alabama (AL)
- ZIP / Postal Code: 
- Country: United States
- Email: 

Return Policy Agreement
For information, go to http://housing.ua.edu/new_students/apply.cfm.

By clicking Continue, I agree to the above Return Policy

[Continue] [Print Agreement] [Cancel this payment transaction]
Once your payment has been processed, you will proceed to the Application Confirmation.

IMPORTANT: You must click Save & Continue at the bottom of this page to complete your application. If you do not, your application will not be marked as complete.

After you have clicked Save & Continue at the bottom of this page, you have completed your housing application.

The next two screens will allow you to search for, request and select potential roommates. For tips on creating your Roommate Profile or Searching/Selecting Roommates, please see our Roommate Guide (PDF).