

# How to Complete a Housing Application

DIVISION OF STUDENT ENROLLMENT, ENGAGEMENT, AND SUCCESS

RESIDENCE LIFE

# Access your Housing Application

- Access your Housing Application by logging onto my.Hofstra.edu
- Under Student Services, Click on the Residence Life menu, and then select Residence Life Room Application(for the term which you are applying) or click on “my apps” and click on the Housing Icon.

The screenshot shows the my.Hofstra.edu website interface. On the left, a dark blue sidebar menu contains various service categories. A red arrow points to the 'Student Services' option. The main content area is divided into several sections: 'General', 'Registration', 'Student Accounts', 'Student Records', 'Residence Life Menu', and 'Campus Services'. A red arrow points to the 'Residence Life Menu' link. Below this, a list of links is displayed under the heading 'Residence Life Menu'. A red arrow points to the 'Residence Life Room Application (Summer 2023/Fall 2023 applicants)' link. At the bottom of the page, there are sections for 'LINKS', 'CONTACT US', and 'SOCIAL'. A red arrow points to the 'Student Services' link in the sidebar.

A grid of application icons is shown. The icons are arranged in a 4x4 grid. The icons are: Night Shuttle, NJ Transit, Parking Permits, PridePrint, Qualtrics, Room Change, SAP 7 (Mac), Language Learning, SAP 7.4 (Mac), SAP 7.4 (Windows), Top Dog, Work Request, Housing, International E-forms, Kivuto VMAP, and Navigate. A red arrow points to the 'Housing' icon, which is a purple square with a white starburst pattern.

- Select the term for which you are applying for.

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

<b>Fall 2024</b>	<b>Apply</b>
<b>Spring 2024</b>	<b>Apply</b>

Our Office  
Room 126 Wellness and Campus Living Center  
250 Hofstra University  
Hempstead, New York 11549-2500  
Phone: 516-462-6000

# Application Process

- To begin the Housing Application, click on “Start Application”.
- Students have the ability to move through the application process by completing each page outlined on the side bar and clicking on the “Save and Continue” button.

**Home page**

Personal Details

Room Preferences

Roommate Matching Questionnaire

Roommate Selection

Housing Contract

Application Complete!

Apply for Dining

Housing Timeline

## Welcome Home

From your first day as a Hofstra student, you will feel that you belong here. Hofstra University will become your home away from home. Choosing Hofstra is more than just choosing where you will spend the next four years – it’s choosing to become part of a family and knowing that you will always be able to call Hofstra your home. Whether you are joining us for the first time, or returning home to campus, we are ready to welcome and support you with all your housing needs.

### Housing Accommodations

Requests for any disability related housing accommodations (ADA) must be reviewed and approved by [Student Access Services \(SAS\)](#) before a housing assignment can be made. Please contact SAS at 516-463-7075 to speak with our accommodations manager and for further information. To arrange for academic accommodations for the upcoming semester, students must register with the Office of Student Access Services.

**Start Application**

# Personal Details

- Student information displayed is based on information the University has on file.
- To make any changes to your student information, click on the link indicated.
- Students who require an ADA accessible room must Type the word “Yes” or “No”. In order to be assigned an accessible room, you must be registered with and your accommodation approved by the [Student Access Services Office](#).
- Click on “Save and Continue”.

The screenshot displays a student portal interface. On the left, a navigation menu lists various sections: Home page (checked), Personal Details (checked), Room Preferences (checked), Roommate Matching Questionnaire (checked), Roommate Selection (checked), Housing Contract (checked), Application Complete! (checked), Apply for Dining (checked), and Housing Timeline (unchecked). The main content area is titled "Your Information" and includes a link "Here" for editing. Below this, personal details are listed: First Name (.law), Last Name (.linda), Date of Birth, Hofstra ID (232323), and Gender Identity (Female). A second list of sections follows: Roommate Matching Questionnaire, Roommate Selection, Housing Contract, Homesteading, First Year Assignments, and Application Summary. The "Accommodation Information" section contains a note about ADA rooms and a "Requested ADA Room" input field with the value "no". A "Please Note" section at the bottom explains the requirement for registration and approval by the Student Access Services Office.

**Your Information**  
To change your student personal information displayed below go [Here](#)

First Name  
.law

Last Name  
.linda

Date of Birth

Hofstra ID  
232323

Gender Identity  
Female

**Accommodation Information**  
Please type YES below if you require an ADA room.

Requested ADA Room  
no

**Please Note**  
In order to be assigned an accessible room you must be registered with and your accommodation approved by the [Student Access Services Office](#).

# Living Learning Communities(LLC's)

- Students interested in residing in a Living-Learning community (LLC), should enter and confirm housing preferences by clicking on the “ADD” button and then selecting a LLC preference from the drop down menu.
- Students not interested in residing in a LLC housing option, should select “Not Interested” from the drop down menu.

- ✓ Home page
- ✓ Personal Details
- ✓ Living Learning Communities (LLC's)
- ✓ Room Preferences
- ✓ Roommate Matching Questionnaire
- ✓ Roommate Selection
- ✓ Housing Contract

## Living Learning Communities (LLC's)



Add

Order	Preference	Actions
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1	Not Interested in LLC	
---	-----------------------	--

2	<input type="text" value="The UMOJA"/> <input type="button" value="OK"/>	
---	--	--

---Please Select---  
The UMOJA Scholars(Bill of Rights Hall)

You can add 1 more preferences for this application.

Please select at least 0 preferences.

# Room Preferences

- Students can select their Location and Room Type Preference from the drop down menu and click on “Add Preference”. Be sure to list these preferences in priority order.
- Click on the “Save and Continue” button

- ✓ Home page
- ✓ Personal Details
- ✓ Room Preferences
- ✓ Roommate Matching Questionnaire
- ✓ Roommate Selection
- ✓ Housing Contract
- ✓ Application Complete!
- ✓ Apply for Dining
- Housing Timeline

## Room Preferences

Use the Add Preference button to the right to add up to three room preferences.

Please select your site, building, and room type preferences. Please be sure to list your selection in priority order

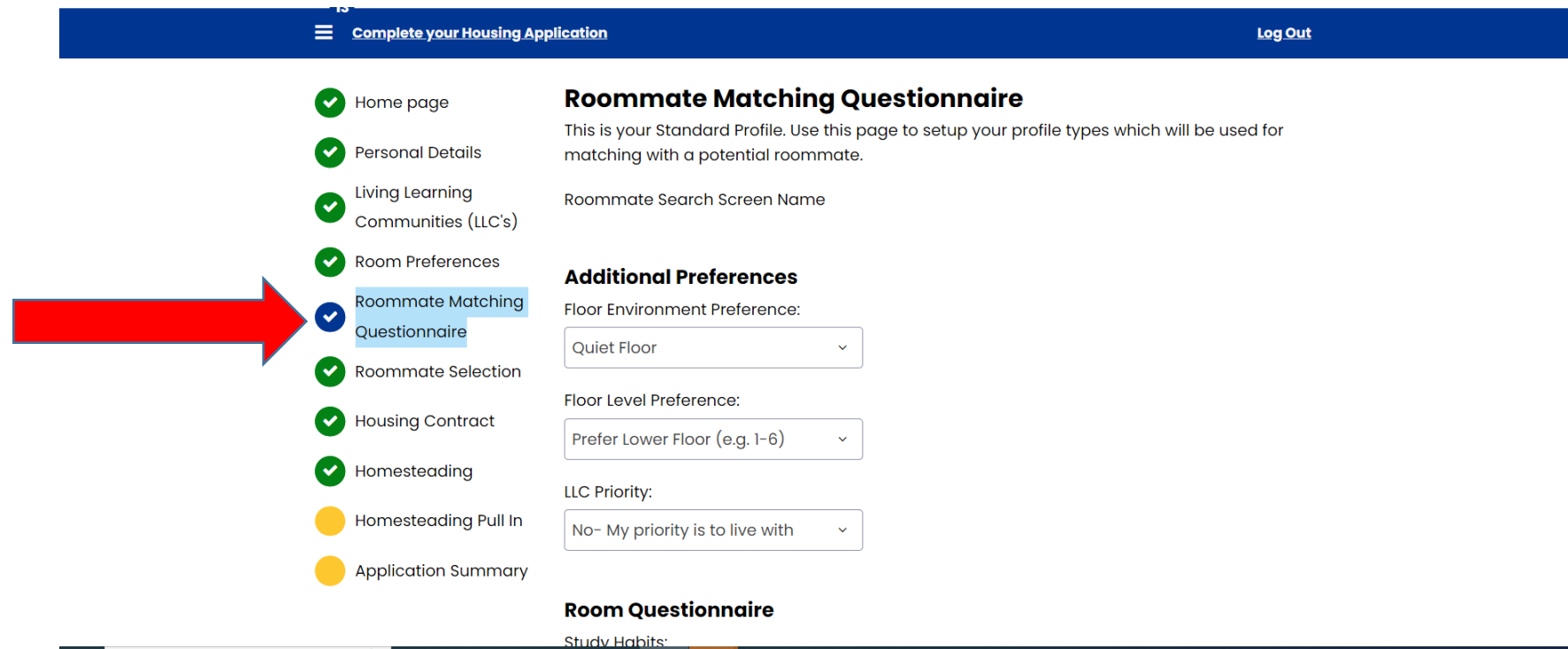
Please add at least 0 preferences. Please select at least 3 unique locations.

Order	Location	Room Preference	Delete
1	GRAD RES	Double	Delete
2	GRAD RES	Single Room	Delete

Add Preference

# Roommate Matching Questionnaire

- This is a student standard profile. Students will use this page to setup their profile types which will be used for matching with a potential roommate. **Completing this page is extremely important if you are looking to be paired with random roommate.**
- Please ensure you complete each prompt to increase your chances of a good match.



The screenshot shows a web application interface for completing a housing application. At the top, a dark blue header contains a hamburger menu icon, the text "Complete your Housing Application", and a "Log Out" link. On the left, a vertical sidebar lists application steps, each with a circular icon: a green checkmark for completed steps and a yellow circle for pending steps. The "Roommate Matching Questionnaire" step is currently active, indicated by a blue checkmark and a light blue highlight, and is pointed to by a large red arrow. The main content area is titled "Roommate Matching Questionnaire" and includes a sub-header "Additional Preferences" with three dropdown menus: "Floor Environment Preference" (set to "Quiet Floor"), "Floor Level Preference" (set to "Prefer Lower Floor (e.g. 1-6)"), and "LLC Priority" (set to "No- My priority is to live with"). Below this, the "Room Questionnaire" section is partially visible, starting with "Study Habits:".



# Roommate Selection

- Students can search for roommates by details(MUST have the student's Hofstra ID#) or by Profiles(pro prospective roommates that appear, will be based off of the Roommate Matching Questionnaire).
- Only students, who have a completed housing application, and do not already have a housing assignment can be added to a group.
- Students will only see other students of the same biological sex.

The screenshot shows a web application interface for housing selection. At the top, a dark blue header contains the number '14', a hamburger menu icon, the text 'Complete your Housing Application', and a 'Log Out' link. On the left, a vertical sidebar lists navigation options with green checkmarks: Home page, Personal Details, Living Learning Communities (LLC's), Room Preferences, Roommate Matching Questionnaire, Roommate Selection (highlighted with a blue checkmark), and Housing Contract. The main content area is titled 'Roommate Selection' and features a light gray box with the message: 'You have not selected any roommates. If interested in selecting a roommate kindly utilize the roommate searching options below on the right.' Below this message are two blue links: 'Search for Roommates by Details' and 'Search for Roommates by Roommate Profiles'. At the bottom of the main content area is a blue button labeled 'Save & Continue'.

# Housing Contract

- Students are encouraged to read through the entire housing contract prior to electronically agreeing to the terms. The housing contract is a one year contractual agreement.
- By clicking on the “tick box” , you acknowledge that you have read, and understand, the housing contract. Click on “Save and Continue.

- ✓ Home page
- ✓ Personal Details
- ✓ Room Preferences
- ✓ Roommate Matching Questionnaire
- ✓ Roommate Selection
- 👉 Housing Contract
- ✓ Application Complete!
- ✓ Apply for Dining
- Housing Timeline

## Housing Contract

By Signing below, I acknowledge and understand that:

(1) I am 18 years of age or older and I intend to be legally bound to all the terms and conditions of the ["The Residential Living Agreement"](#), to the rules and regulations contained in ["The Living Factor"](#) and the ["The Code for Community Standards"](#), which are incorporated by reference in ["The Residential Living Agreement"](#), and to any future amendments to these rules and regulations; OR I am under the age of 18 and understand my parents(s) /legal guardian(s) must complete a separate housing agreement and that I understand I must comply with all rules and regulations as outlined in the above documents.

(2) I have had the opportunity to review the documents referenced in paragraph (1) in their entirety and print for my records;

(3) I am submitting my electronic signature which is the legal equivalent of having placed my handwritten signature on the Residential Living Agreement; and

(4) I am submitting my request to reside in University housing and I shall be responsible for payment pursuant to the terms of the Residential Living Agreement.

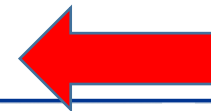
NOTE: Be sure that you review the appropriate contract for the TERM for which you are applying. I also understand that the housing deposit payment does not guarantee that I will receive a housing assignment or that my preferences will be met. My signature also indicates that I understand that the housing deposit prepayment is NONREFUNDABLE after May 1 when applying for the Fall term OR January 1 when applying for the Spring term.

If you have any questions while applying for housing using the on-line system, please contact the Office of Residence Life at (516) 463-6930 or by e-mail at [reslife@hofstra.edu](mailto:reslife@hofstra.edu).

By checking below you acknowledge that you have read, and understand, the above contract.

Save & Continue

● Housing Timeline



# Application Complete

- Your application is now complete!

- ✓ Home page
- ✓ Personal Details
- ✓ Room Preferences
- ✓ Roommate Matching  
Questionnaire
- ✓ Roommate Selection
- ✓ Housing Contract
- ✓ Application Complete!
- ✓ Apply for Dining

## Application Complete!

You have successfully entered/updated your Housing Room Application!

Students will receive an assignment confirmation in early June if applying for the fall term and early January for the spring term. If you have questions relating to your application submission please contact the Office of Residence Life via email at [Reslife@Hofstra.edu](mailto:Reslife@Hofstra.edu) or by calling 516-463-6930.

[Save & Continue](#)

# Apply For Dining

- Students can select a dining dollar plan by clicking the link indicated and following the steps.
- All undergraduate resident students must select a dining dollar plan as it is a requirement of residency. Undergraduate resident students who do not select a dining dollar plan will have the lowest allowable one based on number of credits earned assigned .

- ✓ Home page
- ✓ Personal Details
- ✓ Room Preferences
- ✓ Roommate Matching Questionnaire
- ✓ Roommate Selection
- ✓ Housing Contract
- ✓ Application Complete!
- ✓ Apply for Dining
- Housing Timeline

## Apply for Dining

If you have not already selected your dining plan for the upcoming semester you may apply [HERE](#)

Please note: All undergraduate resident students must select a dining plan. Undergraduate resident students who do not select a dining plan will have the lowest allowable plan assigned to their account as it is a condition of residency.

[Return To Home Page](#)

[Return To Home Page](#)