



# Housing Application Instructions

## Where do I go to get started?

**First::** Apply to Tarleton and you will receive your student UID #.

**Next::** Complete the on-line application located on our website, **Tarleton.edu/housing**

**Then:** Pay your \$100 Deposit (Instructions available under FAQ or on the application)

Click **Housing Application** from the Main Menu of the Homepage.

Click on **Apply Now** in the Information menu.

## How do I log in?

**First::** Click on the **Apply and Maintain Your Housing Here!** link.

**Next::** Log in using your 9-digit UID number as your Username and Password.

**Then:** When the Change Password screen opens, create a new password and log out.

**Finally:** Log in once again using your UID # Username and your NEW password.

Under Options, click **Application** then **Apply**.

## What information do I need to provide?

**Note: IT IS NECESSARY TO CLICK "NEXT" OR "CONTINUE" TO ADVANCE .**

**First::** Choose the appropriate **Application Period** and confirm your Primary Profile information.

**Next::** **Read the Housing Contract** for the appropriate year. (You are responsible for upholding its terms)

**Then:** Choose your **Meal Plan Preference** (see link for more information) and **Building Preferences**.

**Then:** Enter your **Specific Roommate** choice(s) and indicate preferences on **Roommate Matching List**.

**Finally:** Look over **Your Application Summary** carefully. Instructions for how to place your deposit are located on this page. Read the disclosure at the bottom of the page thoroughly. Once you click on "**Continue**" you will be given a confirmation message indicating that you have completed the on-line process.

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