



Box T-0280  
Stephenville, TX 76402  
254.968.9083  
[housing@tarleton.edu](mailto:housing@tarleton.edu)



## Step by Step Instructions:

- ◆ Before applying to live on-campus, it will be necessary to apply for admission to the university and receive your University Identification Number (UID). Your UID will be sent in a letter once your application is processed. To apply for admission, please go to <http://www.applytexas.org> or print an application from <http://www.collegefortexans.com/applying/commonapp.cfm> and submit it to the Office of Undergraduate Admissions.
- ◆ When applying online to live on-campus, your assigned **UID** will be **both** your **“username”** and **“password.”**
- ◆ Upon receipt of your UID, visit our Residential Living & Learning Main Page: [www.tarleton.edu/~housing](http://www.tarleton.edu/~housing). On this website you will find some helpful information regarding housing at Tarleton State University. You will find “New Tarleton Student Housing Application Instructions,” “Housing Contract” and “Housing Application Website” links.
- ◆ After reviewing these instructions completely, please click on the Housing Application Website link and you will be able to apply to join one of our on-campus communities.
- ◆ When you access the Housing Application Website, you will see a link that says **“I want to apply for housing.”** Please click that link to log in.
- ◆ Both your **“username”** and **“password”** will be all nine digits of your **University Identification Number, UID**. Once you have successfully logged in, you can change your password using the **“profile”** link listed on the left side of the screen.
- ◆ To complete your application, click on the red **“apply”** under the **“application”** link on the left side of the screen.
- ◆ Select the appropriate **Application Period. This is very important as we will assign and bill you for the period you select in this drop down menu.**
- ◆ Review your profile information, if there is anything that needs to be corrected please contact the Admissions Office in writing at [uadm@tarleton.edu](mailto:uadm@tarleton.edu). **It will be necessary to click “new” or “continue” throughout the process to complete and save your application.**
- ◆ There are **three items that are very important** for you to fill out correctly so we can assure your assignment is the best it can be:
  - ⇒ **Meal Plan Preference** (this appears as a drop down menu)
    - \*please be aware there is a minimum of a 115 block meal plan required for all students living in a Residence Hall, if you request a 60 block meal plan and are assigned to a hall, your meal plan will be upgraded to a 115 meal plan.
  - ⇒ **Building Preference** (this appears directly under the meal plan preference selection and you record your building preferences by clicking on the “new” link).
  - ⇒ **Roommate Preference** (this appears as a table where you enter your preferred roommates UID in the University ID field).
- ◆ The Housing application requires a one time deposit of \$100. There are two ways of paying this deposit: 1. Contact the Cashier’s Office at (254)968-9607 and make a payment over the phone with a credit card (254-968-9607). 2. Print the confirmation page and mail a check to the Residential Living & Learning Office.
- ◆ Upon completion of your application, you will receive a **printable ticket number** and your application will be listed as pending status in the **“tools”** link on the left side of the screen.

[Student Website](#)   [2008/2009 Housing Contract](#)  
[2009/2010 Housing Contract](#)

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**Remember, at anytime, if you have any questions or concerns please contact our office.**

