Fall 2015 Housing Application Instructions

Visit www.tarleton.edu

1) Click on the “myGateway” link
2) Enter your login information:
   **Gateway ID:** University Identification Number (UID)
   **Password:** Birthday in the following format (mm/dd/yy)

3) Click on the Duck Trax folder and click on “Student Housing” when the menu options expand.
4) Enter the “New & Transfer Students” portal.
5) Review the application links and select the appropriate application period.
6) Click to begin and complete the application and contract process.

Visit the Housing Website
Visit the Residential Living & Learning website for all your housing questions. Move-in dates and times, what to bring, housing rates, and much more can be found at the click of a button!

- Important Dates
- Move-In Guide
- Housing Rates
- Residential Facilities
- Technology

Apply for Housing
Tarleton State University has a two year residential requirement in order to increase student success. Research shows that students who live on campus have higher satisfaction with their educational experience, perform better academically and persist with their education.

Fall 2015 Housing Application
Summer 2015 Housing Application (opens March 9, 2015)
Self-Assignment & Roommate Selection (Fall 2015 only)
Roommate Group PIN - reset or create your group PIN here

Pay $100 Deposit
All students must submit a one time deposit fee of $100 that may be used for any damages throughout your stay in our residence halls. Please note that your application will not be considered complete until the deposit and application have been processed.

7) The application is not complete until the following criteria have been met:
   • Application/contract is submitted
   • $100 deposit is paid
   • Student has been accepted to the university
Deposit Instructions

To make a debit/credit card payment:

- **On-line:** Click **“Pay Your $100 Deposit”, step 3** on the New & Transfer Student landing page.
- **Call or stop by:** Tarleton Cashier’s Office, Administration Bldg., 254-968-9607.

Mail a check or money order issued to **Tarleton State University** to:

**Please include the student’s first and last name and University ID #.**

Tarleton State University  
Cashier’s Office  
Box T-0120  
Stephenville, TX 76402

Bring cash, check, or money order to:

Cashier’s Window  
Administration Building  
Open Monday - Friday 8:00am to 4:00pm

This is a one-time deposit and will remain on file as long as the resident remains in on-campus housing. Please refer to the Housing Contract for cancellation dates to qualify for a deposit refund.