Step by Step Instructions:
Room Selection Application for Continuing Students
2012-2013 Academic Year

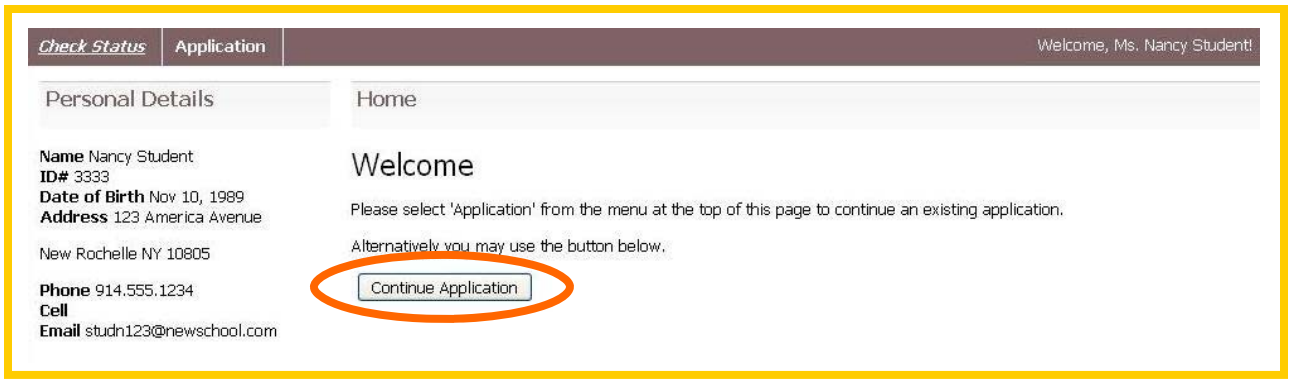
DEADLINE TO APPLY: APRIL 2ND

LISTED BELOW ARE THE BASIC STEPS TO APPLY FOR HOUSING IN ORDER TO PARTICIPATE IN THE ROOM SELECTION PROCESS FOR THE 2012-2013 ACADEMIC YEAR:

Step 1: Accessing the Application

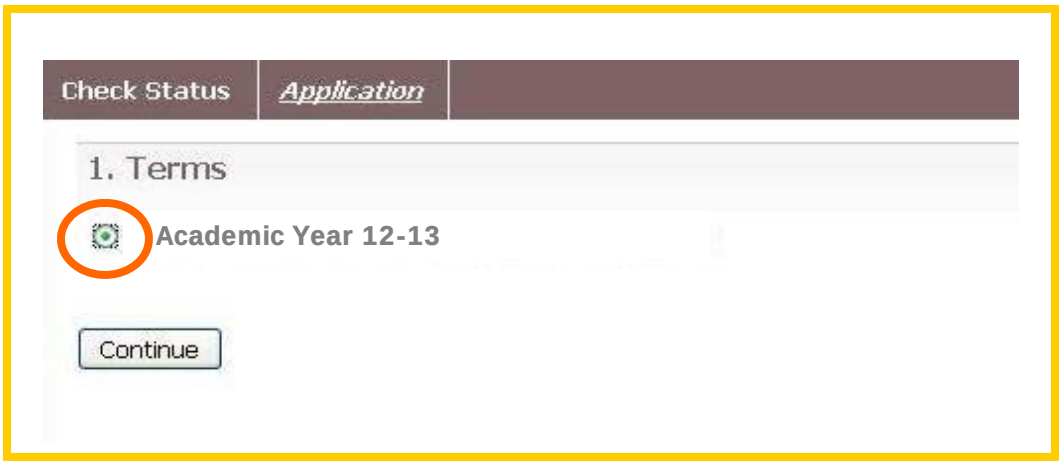
Continuing Students who are eligible TO APPLY FOR STUDENT HOUSING will:

1. Log into the MY.NEWSCHOOL.EDU portal. You will need your net id and password
2. Locate the "Student Housing and Residence Life" box in the Student Channel & click on the link for the 2012-2013 housing application.
3. You will now be in the Housing Application. Click on "CONTINUE APPLICATION".



Step 2: Application Terms

A window will open offering a description of an application. Click on "Academic Year 12-13" and click either on "Continue". Please have credit card information available in order to make a non refundable housing deposit payment of $ 250.00. *Please note that housing applications and contracts cover the full academic year and no refunds are given if you decide to move off campus during the academic year contract period.*

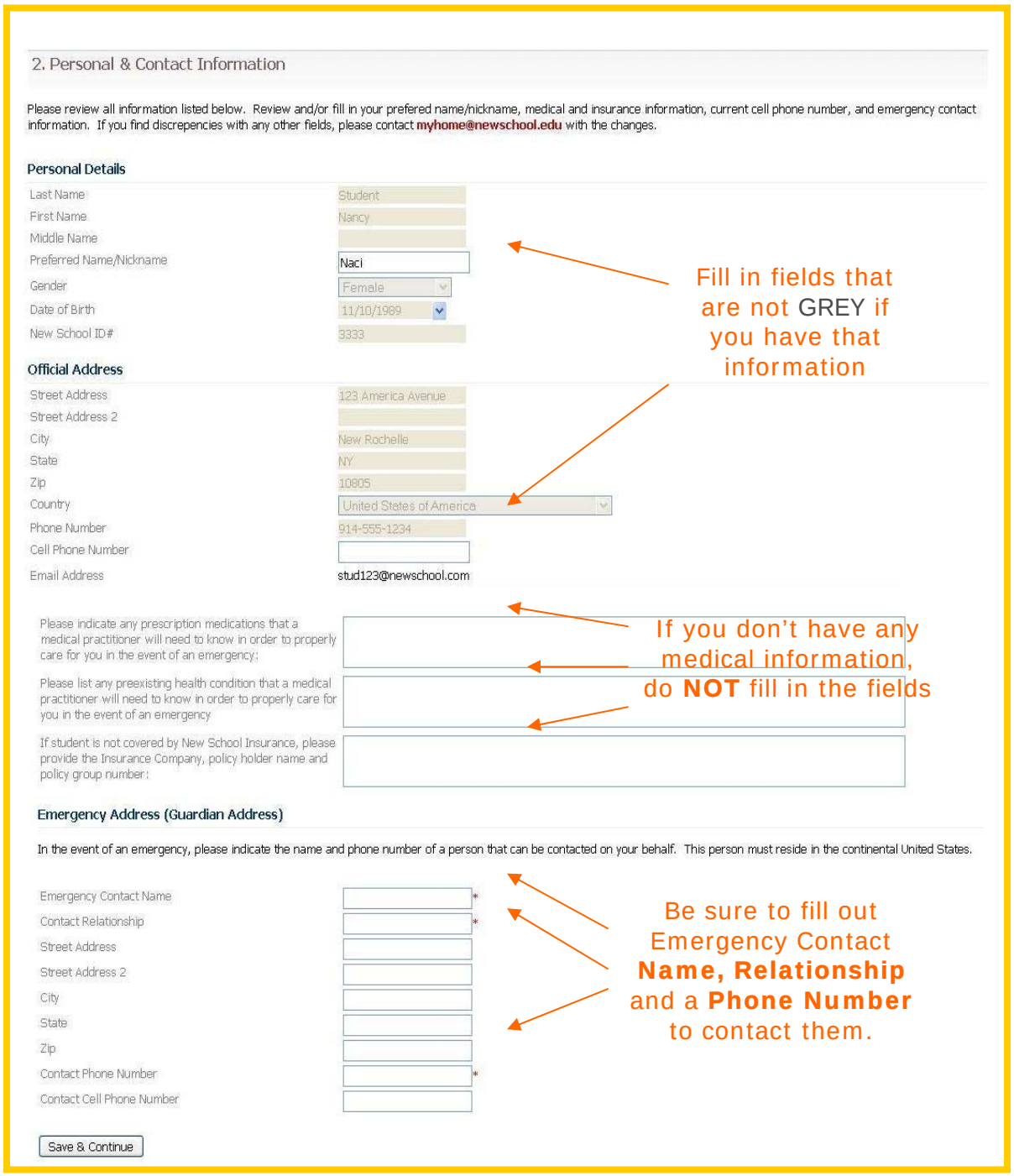


Step 3: Personal & Contact Information

In this section, please note that certain information about yourself already exists on the page and can not be edited. Please fill in all other blank fields.

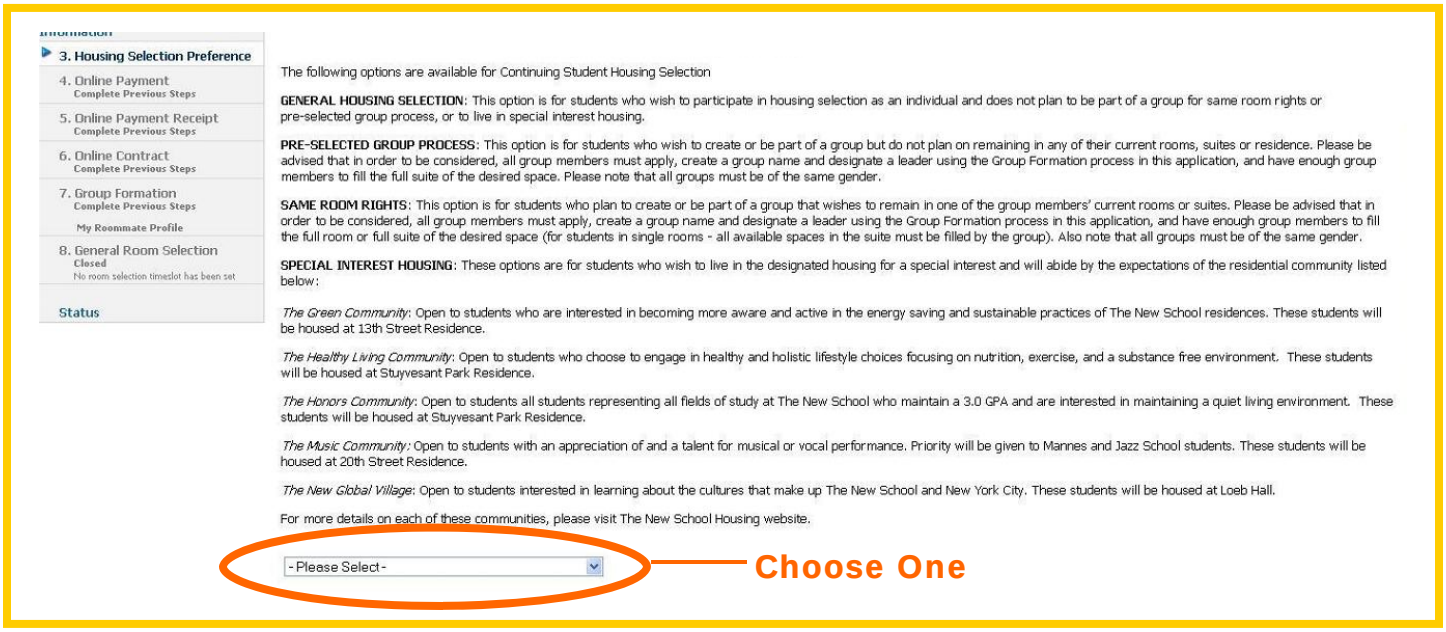
If you do not have any information to provide for questions pertaining to medical issues, please leave these fields blank.

Once completed, click on “Save and Continue” at the bottom of the page.



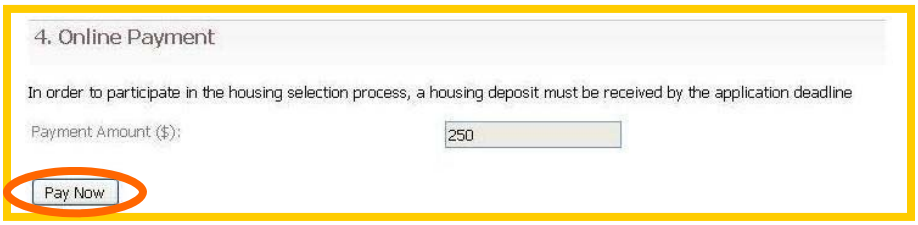
Step 4: Housing Selection Preference

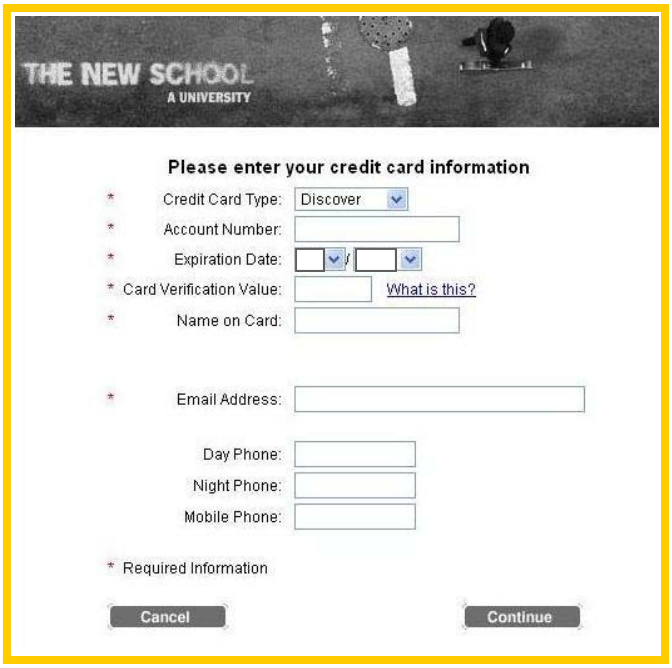
Please read the housing choices offered and then scroll to the drop down box and select one choice from the following: General Selection, Pre-Selected Group (use this option for Gender Inclusive Housing), Same Room Rights or any of the 5 Special Interest Housing Communities. Academic Year room rates are also listed here for your information.



Step 5: Online Payment

At this time, you will need to make a $ 250.00 non refundable housing deposit payment in the form of a credit card. Please have all credit card information available. An application is not complete without this deposit. *Please remember that housing applications and contracts are for the academic year ending in mid-May of 2013. No refunds are given if you decide to move off campus during the academic year contract period.*

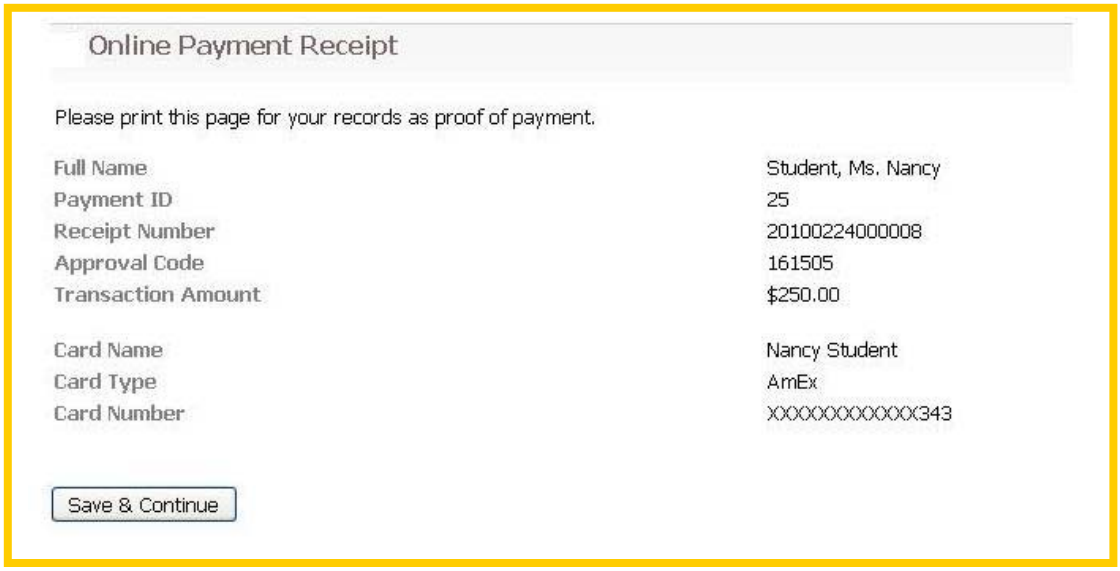




STEP 6: Online Payment Receipt

After making a housing deposit payment, your payment will be verified as "accepted" or declined". If declined, you will need to submit different credit card information.

It is recommended that you **print out the payment receipt page for you records**.



Online Payment Receipt

Please print this page for your records as proof of payment.

Full Name	Student, Ms. Nancy
Payment ID	25
Receipt Number	20100224000008
Approval Code	161505
Transaction Amount	$250.00
Card Name	Nancy Student
Card Type	AmEx
Card Number	XXXXXXXXXXXX343

Save & Continue

STEP 7: Online Housing Contract and License Agreement – e-sign

All students must agree to the Residency Agreement and the linked Conditions of Residency. Click the box to agree and click save and continue to move to the next step. *Please remember that this contract covers the full academic year to May 2013. No refunds will be given if you decide to move off campus prior to May 2013.*

Online Contract

Housing Contract & License Agreement & Acknowledgement Of Housing Selection for AY 2012-2013

By clicking the "I Agree" button you are signing The New School Electronic Housing Contract & Agreement for the full academic year of 2012-2013. I also understand that there will be no refunds after August 30, 2012.

I Agree

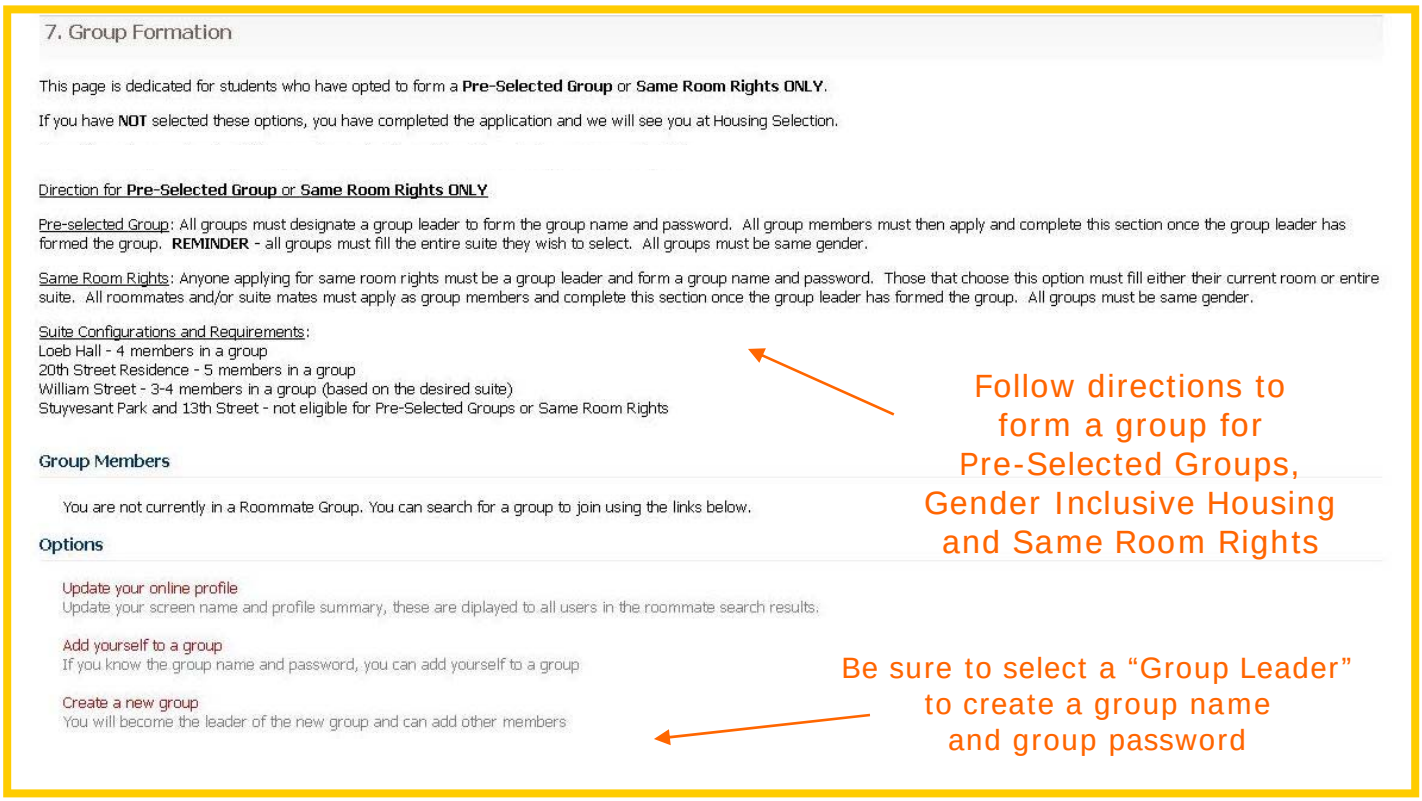
IF YOU ARE PARTICIPATING IN **GENERAL SELECTION** OR A **SPECIAL INTEREST COMMUNITY**,

YOU HAVE COMPLETED THE APPLICATION PROCESS AND MAY LOG OFF.

IF YOU ARE PARTICIPATING IN **PRE-SELECTED GROUP** OR **SAME ROOM RIGHTS**,

YOU MUST CONTINUE ONTO STEP 7.

STEP 8: Group Formation



ALL GROUPS, GENDER INCLUSIVE HOUSING and SPECIAL INTEREST COMMUNITY APPLICANTS - Please read this section carefully:

- Students choosing Pre Selected Groups, Gender Inclusive Housing or Same Room Rights may select from the following residences: Loeb Hall, 20th Street, William Street and 23rd Street Residences. Qualified groups (those that are complete) will receive a Group Lottery number and select a suite on **Monday, April 16th at 13th Street Residence (between 6th and 7th Aves).**

- Students choosing to live in **GENDER INCLUSIVE HOUSING** and **ALL SPECIAL INTEREST COMMUNITIES** will be asked to sign a contract stating that they understand and are willing to live by the standards and expectations of that particular community. For more information, visit our website at www.newschool.edu/studentservices/housing

PLEASE NOTE THAT APPLYING IS REQUIRED, BUT IT IS NOT ENOUGH TO GUARANTEE YOUR HOUSING ASSIGNMENT. In order to secure a housing assignment for the academic year, you must select a room/suite as an individual, part of a pre-selected group or special interest community in mid April during a designated date and time assigned to you.

GENERAL HOUSING SELECTION WILL TAKE PLACE AT
STUYVESANT PARK RESIDENCE LOCATED AT
318 EAST 15TH STREET (BETWEEN 1ST & 2ND AVE)

If you miss the General Housing Selection date, you can attend **"Make Up Day" on Friday, April 20th at Central Housing (79 Fifth Ave, 5th Floor)** to choose a room on a space available basis.

If you have any questions, please contact **Myhome@newschool.edu** or speak with the Resident Hall Director of your residence.