Step-by-Step Instructions
Housing Application for
Newly Admitted Students
2012 – 2013 Academic Year

PRIORITY DEADLINE TO APPLY: JULY 1ST

ANY APPLICATIONS AFTER THIS DATE WILL BE ASSIGNED BASED ON AVAILIBILITY OF SPACE.

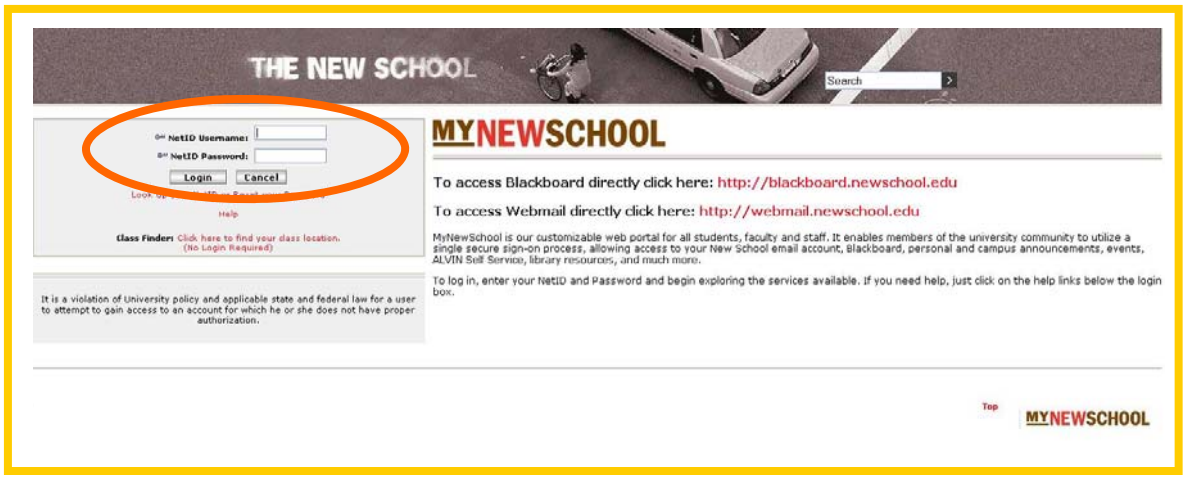
LISTED BELOW ARE THE BASIC STEPS TO APPLY FOR STUDENT HOUSING FOR THE 2012-2013 ACADEMIC YEAR FOR NEWLY ADMITTED STUDENTS.

BEFORE APPLYING FOR HOUSING YOU MUST:

1. Be admitted to a and accepted to a degree program at The New School.
2. You must have paid your tuition deposit.

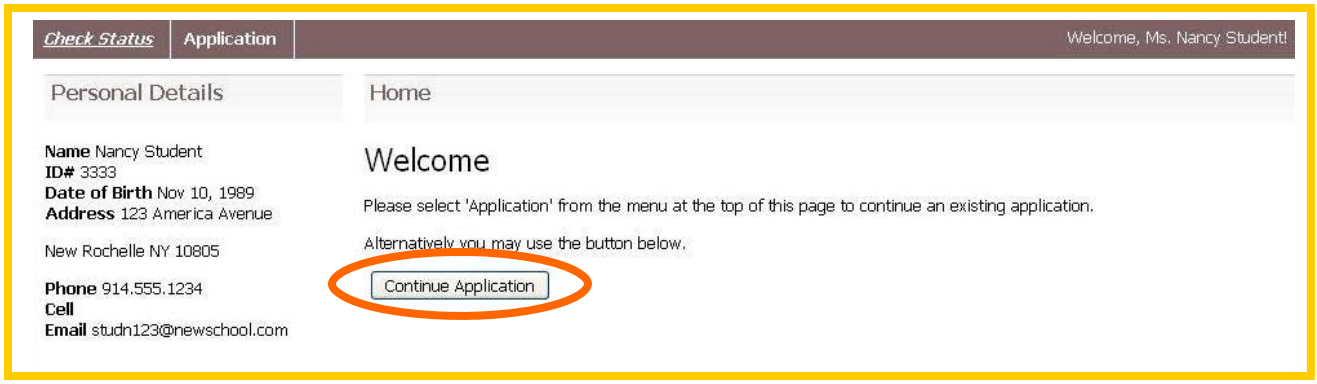
STEP 1: Accessing the Application

1. Log into the MY.NEWSCHOOL.EDU portal. You will need your New School Net ID Username and password. You will receive this from The New School's Office of Student Services and Information Technology directly.



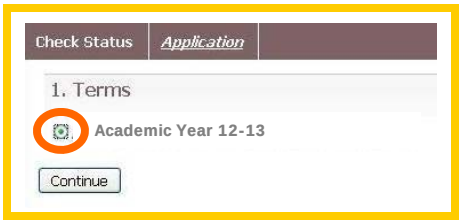
2. Once you are on logged in, locate the Student Housing & Residence Life box in the Student Channel ("Student" tab on top) & click on the link for the 2011-2012 housing application.

3. You will now be in the Housing Application. Click on "CONTINUE APPLICATION".



STEP 2: Application Terms

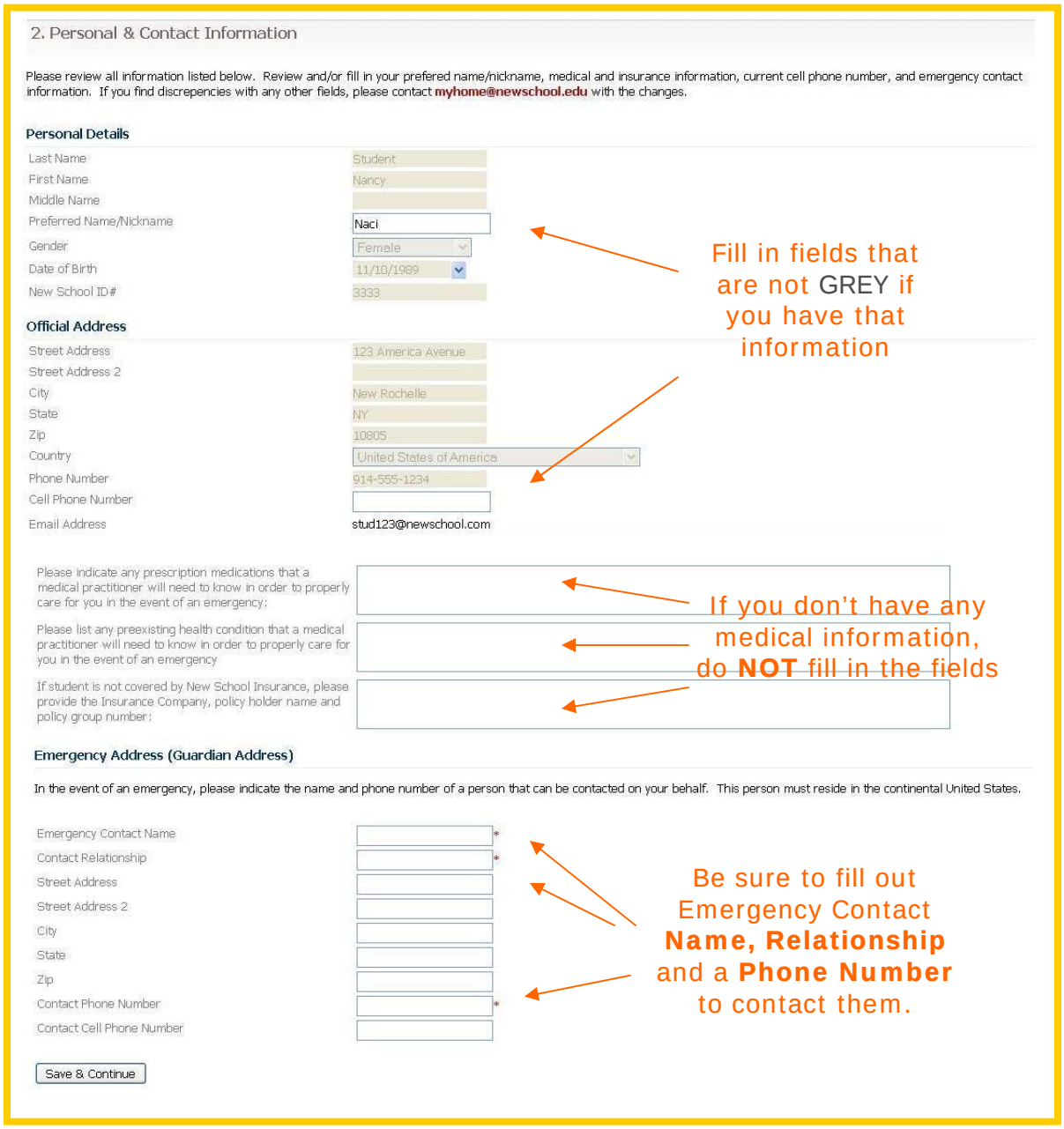
A window will open offering a description of an application. Click on current "Academic Year 12-13" and click either on "continue" or *Application*. Please have your credit card information available in order to make a non refundable housing deposit payment of $ 250.00. *Please note that housing applications 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

Please note that certain information has already been completed for you in this section of the application: Please complete all other necessary blank fields.

If you do not have any medical history to report, please leave these fields blank.
When done, click on "Save and Continue" at the bottom of the page to continue.



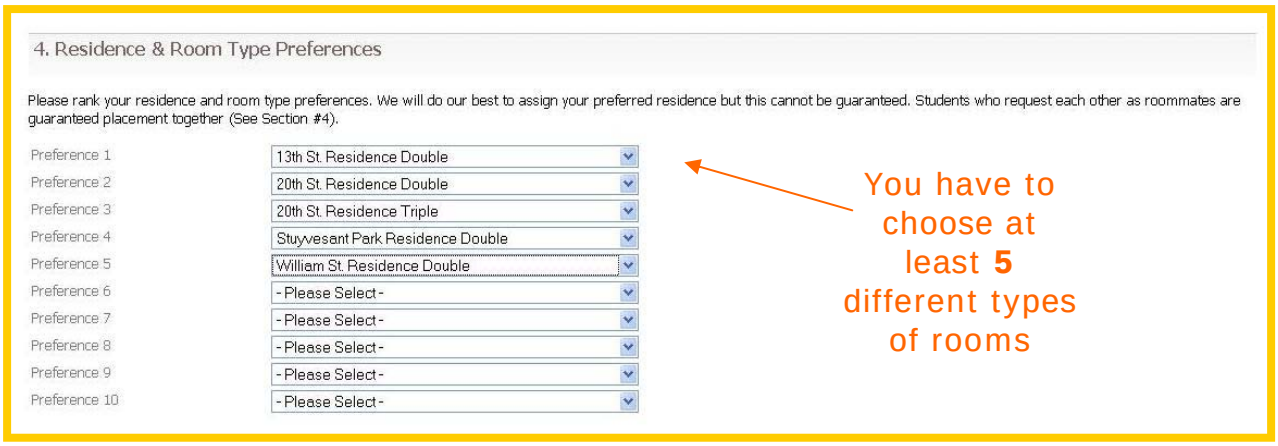
STEP 4: Profile: Room Environment & Lifestyles

This section will allow you the opportunity to indicate certain preferences in regard to your living environment and lifestyle choices. If you have no specific preferences, please click on the middle circle of a question. Gathering this information is crucial in the assignment process to ensure you will have compatible roommates and/or suitemates.

You may also indicate your desire to participate in any of our Special Living Learning Communities.

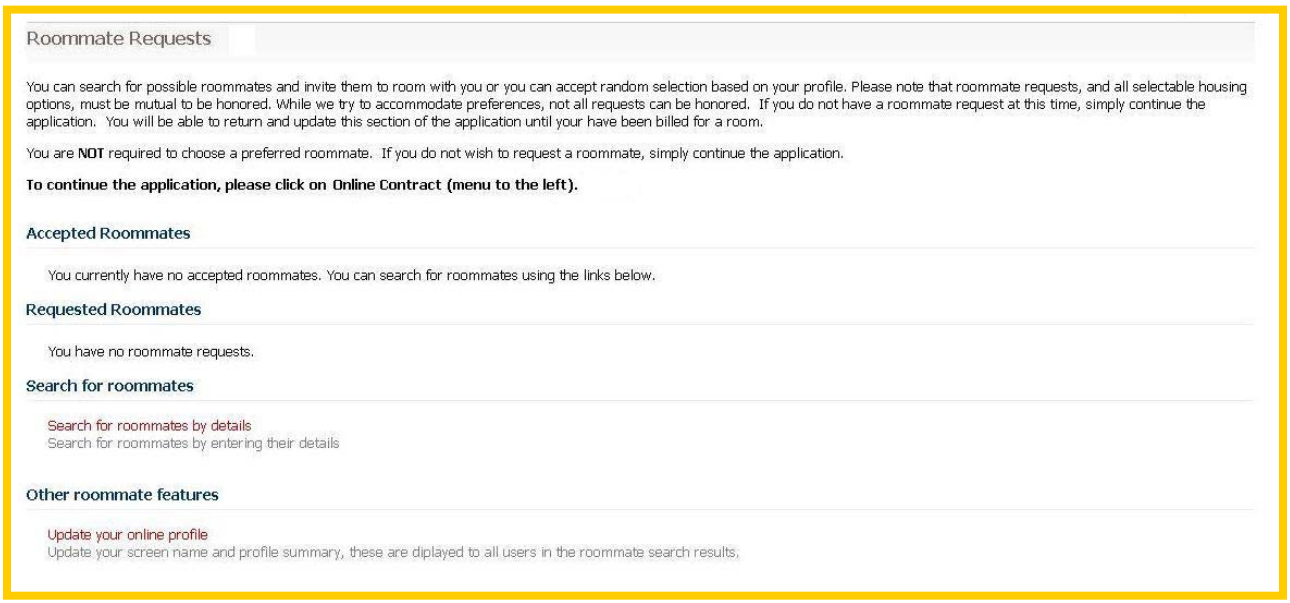
STEP 5: Residence & Room Type Preferences

In this section you will see a drop down box which will allow you the opportunity to select your residence preferences and room types. In order to move on to the next page, you will have to select **<u>at least</u> 5 choices**. Please be advised that single rooms are very limited. It is recommended that you choose more then one room type for the best results. Also please remember that **YOU MAY NOT GET YOUR FIRST CHOICE**. Room assignments are made on a combination of your choice availability, your profile answers and any roommate preferences you have. Your first choice is not guaranteed.



STEP 6: Roommate Requests

Follow the directions listed for Step 6 to find a roommate. If you do not wish to search for a roommate at this time, simply click on "Online Housing Contract" on the left menu.

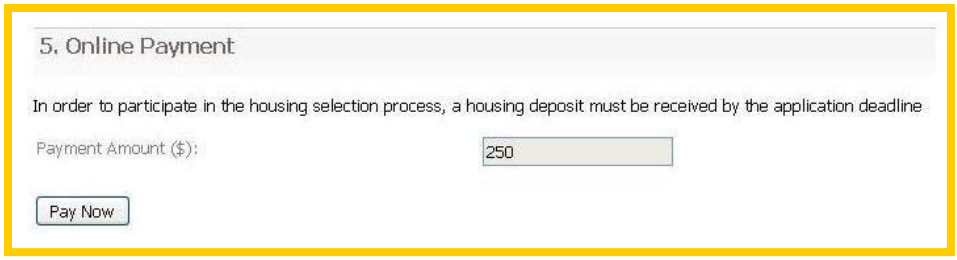


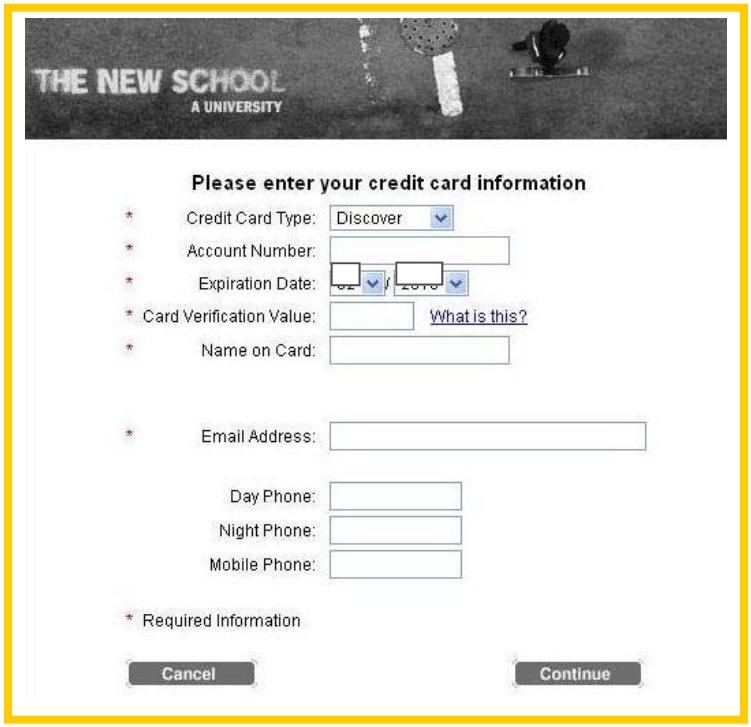
STEP 7: Online Housing Contract and License Agreement – e-sign

All students must agree to the Residency Agreements 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.*

STEP 8: Online Payment

At this time, you will be asked 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.*

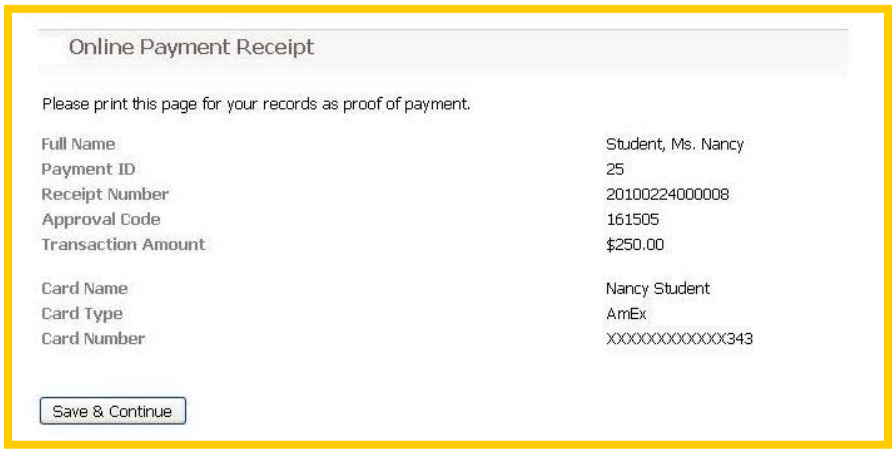




STEP 9: Online Payment Receipt

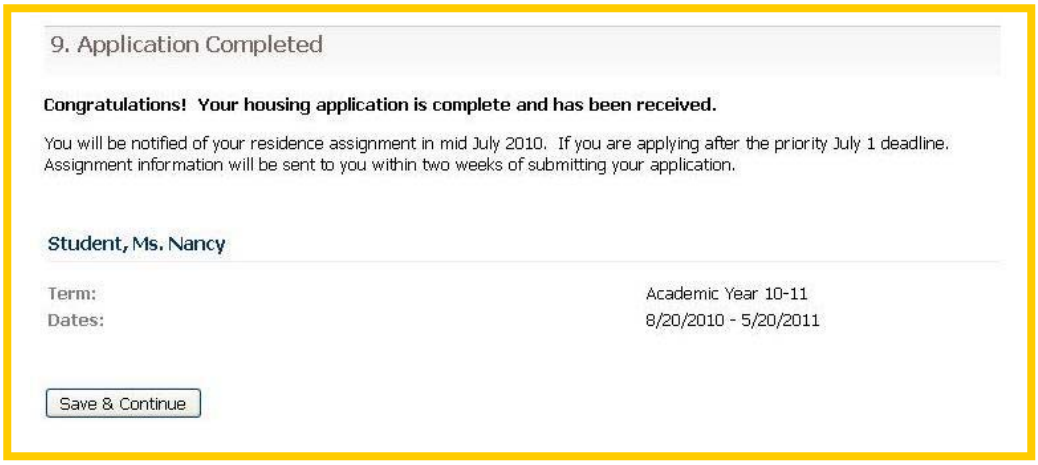
After making a housing deposit payment, your payment will be verified as "accepted" or declined". If declined, you will need to submit different credit card information.

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



STEP 10: Application Completed - Congratulations!

You may log off. Check your email for status updates and important announcements.



9. Application Completed

Congratulations! Your housing application is complete and has been received.

You will be notified of your residence assignment in mid July 2010. If you are applying after the priority July 1 deadline. Assignment information will be sent to you within two weeks of submitting your application.

Student, Ms. Nancy

Term:	Academic Year 10-11
Dates:	8/20/2010 - 5/20/2011

Save & Continue

Room and roommate assignments will be made in mid-July and emailed to your new school email address.

If you have any questions, please contact **MyHome@newschool.edu.**