The 2018-2019 Returning Resident Process is Coming!

Housing Space is Limited!

Planning to Live With Us Again?

Here’s How to Sign Up!

Step 1 “Application Process” (Monday, March 5th through Thursday, March 15th)
To participate in the Returning Resident Process, you must complete the application process in multiple sessions on the Housing portal (accessible from the Housing website). You will need your SJSU ID# and your SJSU ONE account password to log into the Housing portal. The first time you log into this portal, you will need to update your personal details, email address, emergency contact information, meal plan and parking information (if needed), complete your web profile page, sign your license agreement, and pay the $600 initial payment. Please make sure that you complete all pages of the online application by clicking on the “save and continue” button at the bottom of each page. **This step must be completed between the dates of Monday, March 5th and Thursday, March 15th, at 5pm.**

Step 2 “Same Space” Room Sign Ups (Monday, March 5th through Friday, March 16th)
If you are a current CVA or CVB resident and would like to keep your current space for next year, you will need to complete the “Same Space” room sign up page. This page will come up in the online application once you have completed the application and paid the $600 initial payment. If you want to keep your current space, please follow the instructions on the “Same Space” page of the application. If you do NOT want to keep your current space, and prefer to choose a different space, please ignore this page and log out of the application. Your application is complete at this point, and you will need to wait for steps 3 and 4. **To keep your current space, the “Same Space” step must be completed by Friday, March 16th at 5pm. PLEASE NOTE:** Not all rooms are eligible to retain. If you are not eligible to retain your room, a notification will be sent to you by February 2nd, 2018.

Step 3 “Roommate Group Sign Up” (Tuesday, March 20th through Thursday, March 22nd)
If you would like to live in a different space next year with roommates, skip “Same Space” Step 2 and log back into the portal during the “Roommate Group Sign Up” days (Tuesday, March 20th through Thursday, March 22nd). At this time, you will create and verify your roommate group, and wait to receive your lottery day/time, or wait list information. Lottery or Wait List notifications will be sent on **Wednesday, April 4th** to the email you entered on the Housing portal. (Roommates must be “verified.” Carefully review the back of this newsletter for more information on Roommate Groups.)

Step 4 “Room Selection by Lottery” (Tuesday, April 10th through Thursday, April 12th)
The last time you will log into the portal you will be able to select a room for next year by lottery day/time (Unless you have already retained your space). At this time, if you are part of a roommate group, your group leader must log into the portal to select a space for everyone in the group. If you are not part of a roommate group, you will log into the portal yourself to select a space. There is a chance that you, or the roommate group, could be placed on a wait list. Please see the back of this newsletter for more information on the Wait List. If you miss your lottery day/time, you may log into the portal and complete your room selection any time after your lottery day/time up until Thursday, April 12th at 5pm. **PLEASE NOTE:** The CVB apartment building is made up of primarily single rooms, not double rooms.

If you have completed Step 1. (completed the application and submitted the $600 payment) and receive a lottery date/time, but you do not select a room space, your application will be cancelled and you will be charged a $100 license processing fee.

**Information Session Dates & Times!**

Tuesday, February 6th, 5:30pm — Joe West 2nd Floor Lobby
Wednesday, February 7th, 5:30pm — CV2 Multipurpose Room
Tuesday, February 13th, 5:30pm — CVB Resident Activity Center
Wednesday, February 28th, 5:30pm — CV2 Multipurpose Room
**Roommate Groups**

“Roommate Group Sign Up” Days  
Tuesday, March 20th through Thursday, March 22nd

1. First, your group must decide who will be the group leader.
2. The group leader will then log into the Housing Portal and create the group on the Roommate Group page of the application.
3. When creating the group, the group leader will be asked to name the group and assign a group password.
4. Once the group is created, the group leader will collect all group members’ individual screen names and add people to the group using their screen names from the Housing portal. After this is done, it will be displayed on the Roommate group page, along with the students in the group. **PLEASE NOTE:** You may only add group members to your group if they have completed the Housing application process and completed Step 1 of the Returning Resident Process. In addition, added group members may not retain their current space.
5. In order to complete this process and be eligible to pick spaces during the lottery process, the group leader must now “verify” the group. Click on “verify group” at the bottom of the Roommate Groups page. Your roommate group is now complete and ready for your group leader to select spaces during the lottery process.
6. Roommate groups do not get preferred times to select rooms. Lottery days/times are randomly assigned. Everyone in the same roommate group will receive the same lottery date/time or wait list status. If your group is waitlisted you will no longer be assigned as a group, but will be assigned as individuals.

**Wait List**

Due to the limited number of spaces available, not all participants who complete the application and pay the $600 initial payment prior to Thursday, March 15th at 5pm, will receive a lottery day/time. Those who do not receive a lottery day/time will be notified and placed on the wait list (unless you opted out of the wait list on the Housing application).

Anyone who does not want to be placed on the wait list will have an opportunity to indicate this when they are completing the online application. Anyone on the wait list will remain on the list until we have a space available, or they may request to cancel. Wait list participants may cancel without penalty and receive a full refund of the $600 initial payment. Cancellations must be received in writing, prior to a space being assigned. Payments will be refunded within two weeks of receiving the request to cancel. While there is no way to tell when spaces will become available, University Housing Services expects to house all Returning Residents who are placed on the wait list.

**Remember These Dates!**

**Monday, March 5th through Thursday, March 15th at 5pm**  
Complete online application and make $600 initial payment, AND Same Space sign up

**Wednesday, March 7th**  
Final Spring 2018 Housing Installment Payment Plan payment is due March 7, 2018. Keep in mind that if you are currently enrolled, or plan on enrolling in the Spring 2018 Housing Installment Payment Plan, all residents must be current with all spring payments to be eligible to participate in the Returning Resident Process and no payment extensions may be granted.

**Thursday, March 15th**  
Last day to submit completed application and pay $600 initial payment by 5pm

**Friday, March 16th at 5pm**  
Last day to choose same space

**Tuesday, March 20th through Thursday, March 22nd**  
Create and verify Roommate Groups

**Wednesday, April 4th**  
Lottery day/time notification

**Tuesday, April 10th through Thursday, April 12th**  
Online Room Selection by lottery days/times

Have Questions? Contact University Housing Services  
If you have any questions as you complete the process, feel free to contact our office at (408) 795-5600 during regular business hours of Monday through Friday, 8:00am to 5:00pm. You may also email us at: uhs-frontdesk@sjsu.edu, and we will respond as soon as possible.