How to apply for on-campus housing

Step 1: Access the Application

1. Go to log-in page and log-in using your NSU username & password.
   - Please ensure your browser’s cookies are enabled. See [https://www.whatismybrowser.com/guides/how-to-enable-cookies/](https://www.whatismybrowser.com/guides/how-to-enable-cookies/) on how to enable your browser’s cookies.
2. You will then enter your student housing portal. On the left navigation menu, click on Apply for Housing.
3. Select the application you want to complete.

Important: You can only complete one housing application per semester.
4. Review and sign the housing contract with your signature.

5. After signing the Housing Contract, you will be taken to the housing application form.

6. Fill in the questions. Please answer honestly and complete the required questions marked with an asterisk (*).
7. Then press continue after you’ve completed the questions.

**Step 2: Enter Your Address & Contact Info.**

1. On this page you will be required to fill out the first entry of address and contact information. To make changes click on the pencil icon.
### Addresses

<table>
<thead>
<tr>
<th>Required</th>
<th>Type</th>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Primary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Secondary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Contacts

<table>
<thead>
<tr>
<th>Required</th>
<th>Type</th>
<th>Name</th>
<th>Relationship</th>
<th>Email</th>
<th>Mobile</th>
<th>Home</th>
<th>Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>✗</td>
<td>Guardian 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Guardian 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2. Address information. Enter the primary address you use. Fields marked with an asterisk (*) are required.

3. Once you’re done, click on **Save** to complete your address information.

4. Update your contacts with the legal parent/guardian to use. This information will be used as an emergency contact. To make changes click on the pencil icon 🖋️.
5. After you’ve entered the required information correctly, press **Save**.
6. Upon completing the address and contact information, press **Continue**.

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**Step 3: Add a Living Request**

1. To add a living request, you will need to select at least 1 choice for the Request Type and what hall.
2. Select the hall you want for the upcoming term. Please note that the halls are separated by gender and some are co-ed. Those details are included in parentheses by the name of the residence hall.
3. You can select up to 3 choices for your hall preference for your residential community. Please note that the preference choice is based on the number and first-come-first-serve availability.

4. After you’ve selected one or two hall preference choices, you’re then ready to select your Meal Plan.

Step 4: Select Your Meal Plan

1. The dining plan options will appear for you.
2. This application requires that you select a dining plan to continue.

3. Please select a dining plan and then click Submit.

4. Then press Submit.

**Changing a Meal Plan:**

Students may change their Meal Plan only two more times before the deadline. This is done by going to the menu, select Dining, Dining Plans, and then Change my Meal Plan. Please note that the deadline to change your Meal Plan for the Fall 2020 term is due no later than **August 21, 2020**.

**Meal Plans for Students:**

- Meal Plan eligibility is determined by the student’s enrollment and criteria.
- All students can select the 19, 14, 10 Meal Plan.
- Upperclassmen can select the 130 Block & 160 Block Plans.
- Residents that are eligible and submit a request for Spartan Suites can apply for the 07 Meal Plan. This eligibility requires a student to meet a 2.5 or higher GPA, and have met 60 credits or be at least 20 years of age.

**Step 5: Pay the Housing Deposit**

After you’ve completed your Meal Plan selection, you will then be taken to the area to make your housing deposit payment. Accepted methods of purchase go with Visa, MasterCard, American Express, and Discover.
8. After completing the application form you will then be presented with a page on how to pay your housing deposit payment.

1. Go to Personal Information on the left navigation menu.
2. Here is where you can adjust your personal information and contact data.

3. Go to Roommate Profile to make changes. This helps for pairing students for roommates.
Step 7. Select Your Roommate

1. Select the Term
2. On Search for roommate enter the criteria of the student(s) you like as your roommate. This will include fields such as first name, last name, study habits, sleeping habits, cleaning habits, etc.
   a. Note: All fields are optional.
3. After selecting the information you want to search by, click on Search and a list of available names that match your preference(s) will appear.
4. Select the roommates you like. Please note that you can select up to 2 roommates maximum for the traditional halls and 3 roommates maximum for Spartan Suites (they provide a 4 bedroom suite).