How to apply for on-campus housing

1. Go to [https://nsu.datacenter.adirondackssolutions.com/nsu_thdss_test](https://nsu.datacenter.adirondackssolutions.com/nsu_thdss_test) 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. If you will be staying on campus for the fall and spring semesters, only one application is necessary.
4. Review and sign the housing contract with your signature.

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

6. Fill in the questions. Please answer honestly and complete all 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 your 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 by providing the contact info of your parent(s)/legal guardian. This information will be used in the event of an emergency. 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**.

**Important:**
If the student applicant is under the age of 18, they will need to enter the correct contact information for parent/legal guardian to receive the parental verification form via email.

**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 desired residential community.

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. Please select a dining plan and then click Submit.
Changing a Meal Plan:
Students may change their Meal Plan only two more times before the deadline. To change your Meal Plan, please click on menu, then 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 either 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 directed to pay your housing deposit. Accepted methods of purchase include Visa, MasterCard, American Express, and Discover credit cards.

1. After completing the application form you will then be presented with a page on how to pay your housing deposit payment. A new window/tab (based on web browser settings) will open for you to make the deposit payment. Please do not exit out the application until the new tab closes and they are returned to application.
When paying your deposit

Please do not refresh the page or press the submit button multiple times. Wait until the payment process is completed and the confirmation appears.

Do not close this window or click the Back button on your browser.

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Step 5a. Parent/Guardian Signature

Upon completion of the housing application, if the student is under the age of 18 they will need to receive the parent/guardian verification signature to complete the application process. This is automatically sent to the email of the Guardian contact information.

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Step 6. Review/Update your Student Housing

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 with roommates.

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).

**Important Note:**
Please note that roommate requests are not guaranteed and the preferred roommates must have applied and paid for housing in order for them to appear in your search.