RA and ARA Housing Application/Contract Submission

1. Go on-line to complete the housing application/contract process between March 26 and April 1 from your computer. Instructions noted below.

2. Once you have submitted your housing application, Residential Life will make your official assignment to your room.

Completing the on-line Housing application process.

★ If you are trying to login from off campus and study abroad, you will need to secure a VPN. If you haven’t already set up VPN access with Duo two-factor authentication, see the link below to begin the process. Follow the instruction in this link [https://tech.rochester.edu/remote-access-vpn-tutorials/](https://tech.rochester.edu/remote-access-vpn-tutorials/)

1. Go to [https://housing.ur.rochester.edu/myrescenterweb](https://housing.ur.rochester.edu/myrescenterweb)
   Login ID = student ID number
   Password = student ID number

Enter required information and click on Submit.
2. Select “Undergraduate Housing Application” by clicking on the application.

3. Read Contract Conditions and click on I agree.

4. Check personal information, enter an Email Address that you check regularly. Click on Next.
5. Preferences – Everyone needs to fill this out.

- You can’t move forward without filling this out. Click on Next.

- In the section “RA/ARA”, click on the arrow and select YES. Click on Next.

6. Contract Options – Select Regular Contract, Click on Next.
7. Roommate Selection –

For those RAs and ARAs with apartments, suites, or Center Doubles, apartment/suite/roommates will file this information directly.

8. Housing Application Signature – Click on Agree

9. Application Complete. You will receive an email confirming the housing application is complete.

Residential Life will assign you to your specific room.