1. Go on-line to complete the housing application/contract process between March 18 – April 13 from your computer.
2. Indicate the RA or ARA that you plan to live with on the preferences page. Residential Life will complete the assignment process by placing you with the correct RA or ARA.

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 apartment mate”, click on arrow and select YES. Click on Next.

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

Enter the name of the RA or ARA you will be living with. Click on Next.

![Roommates Selection](image)

8. **Housing Application Signature – Click on Agree**

![Housing Application Signature](image)

9. **Application Complete.** You will receive an email confirming the housing application is complete. Residential Life will assign you as the apartment mate with your preferred RA/CA. You will then receive an email with the actual building and room assignment. You will then need to log back into the student homepage and select a meal plan.