START
Go to housing.gatech.edu
Click “My Housing”
Log in using your GT Account and email password
Choose “Application” on the gold bar
Select “2017-2018 Academic Year” (Housing does not offer a Fall Only contract)
Click on “Begin Application” to start
PAYMENT PAGE
You will need to either make a $600 prepayment or accept a delay of prepayment. If your expected family contribution is $18,000 or less according to your financial aid records or if you are a President’s Scholar, Tech Promise, or student staff member, your delay of prepayment is automatically assessed when you apply online.
If you are unable to make the $600 prepayment after you have begun the application, please call the Central Housing Office or send an email to information@housing.gatech.edu and use the subject “Delay of prepayment” and include your gtID#.
To complete the payment page, you will be asked to accept the Application Cancellation Penalty Schedule. Penalties will be assessed to your student account if you cancel your application/contract.
ACCEPT CONTRACT
Carefully read and accept the contract electronically. An application is considered complete after you accept the contract. Penalties will be assessed after this step.
CONTACT PHONE NUMBER
It is to your advantage to list your best contact phone number or cell phone number so we can contact you quickly in case we have questions about your application/room assignment.

ACCOMMODATION REQUEST DUE TO DISABILITY
Even if you have previously registered with Disability Services and the Department of Housing for required disability-related accommodations, you must self-identify on every housing application by clicking the check box and describing your housing accommodation needs.

LIVING LEARNING COMMUNITIES
If you have been accepted or receive acceptance into the I-House, WST (Women, Science and Technology), 2nd Year Grand Challenge, 2nd Year Honors, or the 2nd Year SMArT program, your housing assignment will be made for you. You will not be able to participate in self-assignment.

PROFILE QUESTIONS
Create your profile by answering the questions regarding your personal living preferences so that you may participate in the roommate matching process.

ROOMMATE PREFERENCES
SEARCH BY “ADD KNOWN ROOMMATES”
If you do not have a specific person in mind, you can compare profiles and find new potential roommates based on how they match your profile; the system can give you a listing of potential roommates from which to choose. You can then contact any potential roommates by email using your screen name on this step.
SEARCH BY “PROFILE” OR “BROWSE MATCHING”
If you do not have a specific person in mind, you can search and select your room. The student with the earliest room selection time slot will use his or her time slot to assign and pull in “accepted” roommate(s). Ideally we suggest all accepted roommate(s) gather at one computer to choose the room(s) together.
To be pulled in, all potential roommates must have applied for housing by the March 5 deadline. We recommend requesting and accepting all potential roommates before the room selection process begins on March 8.
Room change process.

RENEW SAME ROOM
(Choose this option if you DO NOT have an accepted roommate request.)
On March 6 you can assign yourself to your same room for Fall 2017 – 2018. Rising second-year students may choose this option if currently in Woodruff, Fulmer, or Harris.

RENEW SAME BUILDING NEW ROOM
(Only choose this option if you DO NOT have an accepted roommate request.)
On March 7 you can assign yourself to a new room in your current building for Fall 2017-2018. Rising second-year students may choose this option if currently in Woodruff, Fulmer, or Harris.

NOTE: Woodruff North cannot choose Woodruff South; North Avenue East cannot choose North Avenue West; South, or North; Eighth Street East cannot choose Eighth Street West or South, etc.

ROOM SEARCH AND ASSIGN
(Have accepted roommates with which you want to room together? This is your option!)
March 8 through March 30 you will be able to search and select your room. The student with the earliest room selection time slot will use his or her time slot to assign and pull in “accepted” roommate(s). Ideally we suggest all accepted roommate(s) gather at one computer to choose the room(s) together.
Once you have an assignment you can delete that room assignment and reassign to another room until self-assignment is closed on March 30. Deleting your assignment will also delete the assignment for any roommate(s) that you assigned.
The Department of Housing may consolidate accommodation needs.

PLEASE NOTE: If you fail to self-assign for Fall 2017 by March 30, the Department of Housing will make your room assignment in a Woodruff suite.

CANCELL MY HOUSING
If you cancel your application by the March 5 deadline, you will not be charged penalties. This cancels your application. If you decide later that you want housing, you must reapply.

ROOM CHANGE
Room Swap will be available beginning April 1. Swaps can be made up until you check out your room key at Fall 2017 move in. If you want to change your room assignment, make your request using the Room Swap tab on the gold navigation bar in “My Housing”.

INSTRUCTIONS FOR ATHLETE HOUSING
If you are living in student athlete housing for Fall 2017, you should see only the below steps.

INSTRUCTIONS FOR STAFF MEMBERS
Please do not apply for housing until you are notified whether you have or have not been offered a staff position. After you accept your position, you will receive an email letting you know that you can apply for housing. You should see only the below steps.

• Welcome
• Delay of Payment (accept penalty schedule)
• Accept Contract
• Contact Phone Number

Your coach will provide GT Housing with your room assignment.

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• Accept Contract
• Contact Phone Number
• Profile Screen Name
• Roommate Preferences

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APPLICATION PROCESS

Students who apply by the March 5 deadline are guaranteed housing for Fall 2017 and will be given a room selection number. The room selection numbers will be sorted by and within class status according to the number of credit hours earned at Georgia Tech at the end of the Fall 2016 semester. The lower the room selection number, the better. Rising second-year students’ room selection numbers begin after the upper-class students’ room selection numbers.

A rising second-year student is a freshman who enrolled at Georgia Tech in summer or fall of 2016. You are considered a rising second-year student even if your class status is sophomore, junior, or senior due to your AP credit hours.

Online self-assignment will begin March 6 and continue through March 30.

IMPORTANT

If the number of students who apply for housing by the March 5 deadline exceeds the number of available rooms, some students might have to wait to be assigned. You will be GUARANTEED housing and will be assigned a room as cancellations are received. This is not a waitlist, and you will be held to the cancellation penalty schedule if you cancel.

Georgia Tech Housing genuinely appreciates the trust you place in our services, and we value you as a customer.

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