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

### Application Process

Online Room Selection is a two part process:

1. filling out the housing application by Thursday, February 28
2. selecting a room

Students who apply by the February 28 deadline will be given a room selection number. The room selection number 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 2012 semester—the lower the room selection number, the better.*

**IMPORTANT**

- Some students may not be able to stay in their same room due to ThinkBig Programs and for administrative reasons.

* Due to increased campus enrollment and planned hall renovations, any student who will be an undergraduate for Fall 2013 and enrolled at Tech before Summer 2010 may not be guaranteed housing. The number of returning students who request a room in the initial application period (February 5 - 28) will determine whether 5th and 6th year seniors will be placed on the Wait List or be guaranteed housing. Please check your email for a detailed explanation and further information.

### 2013 Sign-Up Calendar

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td>Feb. 5 – Feb. 28</td>
<td>Pay $600 and Apply Online</td>
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<tr>
<td>February 28</td>
<td>Last Day to Cancel without a Penalty</td>
</tr>
<tr>
<td>March 4</td>
<td>View Room Selection Number</td>
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<tr>
<td>March 4</td>
<td>Self Assign Same Room</td>
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<tr>
<td>March 5</td>
<td>Self Assign Same Building Different Room</td>
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<tr>
<td>Mar. 8 – Mar. 15</td>
<td>Room Search &amp; Assign w/ Accepted Roommates</td>
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<td>March 21</td>
<td>Summer Apply Available</td>
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<td>April 5</td>
<td>View Fall 2013 Assignment</td>
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<tr>
<td>April 10</td>
<td>Last Day to Choose Same Room for Summer</td>
</tr>
<tr>
<td>April 19</td>
<td>View Summer 2013 Assignment</td>
</tr>
</tbody>
</table>

**www.housing.gatech.edu**
How to Apply for Housing

Log-In:
Go to www.housing.gatech.edu
Click on “My Housing” (top right hand side of the page)
Log in using your GT Account and your email password.
After log-in you will land on the student’s home page.
Please view your name, classification, and email address on the left hand side of the page for accuracy.
Then, choose Application at the top left hand side of the page to get started.

Term:
Select 2013-2014 Academic Year
• Housing does not offer a Fall Only contract

Select Welcome
This will begin your application.

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’re a President’s Scholar, Tech Promise or staff member, your delay of prepayment is automatically assessed when you apply online. If you are unable to make the $600 prepayment by February 28 please call the Central Housing Office or email information@housing.gatech.edu by February 28 please call the Central Housing Office or email information@housing.gatech.edu. 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 since penalties will be assessed.

Contact Phone Number
Please 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.

Building Preferences
You can list 6 housing preferences in order of interest. You may wish to review the building descriptions in advance at http://www.housing.gatech.edu/reshalls/index.cfm. You can update your preferences up until the time assignments are made.

Building Preference Comments
You can add any comments about your housing application.

Think Big Communities
If you want to be a roommate of a ThinkBig participant or be part of a ThinkBig program you will fill out this section—full details will be outlined online.

Profile Questions
Create your profile by answering a series of questions regarding your personal living preferences so that you may participate in the roommate matching process.

Profile Screen Name
Your screen name is used as your profile name for the purpose of roommate searching. It will be viewed by other students and allows you to be anonymous. If you prefer not to be anonymous, you can use your actual name. Maximum of 20 characters for your screen name is allowed.

Roommate Preferences
Search by Details:
If you would like to request a specific roommate, you can add that person to your application by entering ALL of the following: gtID#, Last Name, First Name.

Search by profile questions or Search by browse matching:
If you do not have a specific person in mind, you can compare profiles and identify new potential roommates based on how they match your profile; the system can give you a listing of potential roommates to choose from. You can contact potential roommates by email using your screen name on this step.

Your roommate request(s) can be updated up until the time assignments are made.

When you are accepted as a requested roommate, or your request for a roommate has been accepted/rejected, the system will send you an email inviting you to return to the portal to review and update your roommate selection(s). To be eligible to be assigned together, you must have either:
• requested someone who accepted your request or
• accepted when someone requested you

Roommate Over Building Choice
You will choose whether you prefer your roommate(s) over your preferred location or your preferred location over your roommate(s). Housing will use this information if you fail to self assign.

View Confirmation
You have finished all the steps of your application. You can log in and make changes to your application until an assignment is made.

The remaining steps of room selection will be locked until March 4.

Room Selection Number
On March 4 your room selection number will be viewable.

Renew Same Room
(Only choose this option if you DO NOT have a roommate request)
On March 4 — you can assign yourself to your same room for Fall 2013-14.
• Once you have an assignment you can delete that room assignment and participate in Renew Same Building New Room or Room Search & Assign.

Renew Same Building New Room
(Only choose this option if you DO NOT have a roommate request)
On March 5 — you can assign yourself to a new room in your current building for Fall 2013-14. (NOTE: North Ave. East cannot choose North Ave. West, South or North; Eighth Street East cannot choose Eighth Street West or South etc.)
• Once you have an assignment you can delete that room assignment and participate in Room Search & Assign until self assign is closed.

Room Search & Assign
(Have roommates in which you want to room together—This is your option!)
March 8 through March 15 you will be able to search and select your room. The student with the earliest online room selection timeslot will use his or her timeslot to self 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 signed-up for housing by February 28. We recommend requesting and accepting all potential roommates before the online room selection begins on March 8.
• Once you have an assignment you can delete that room assignment and reassign to another room until self assign is closed.

Cancel My Housing
If you cancel your application by February 28 you will not be charged penalties. This cancels your application. If you decide you want housing later, you must reapply.

Instructions for Student Athlete Housing
If you’re living in student athlete housing for fall 2013, you should see only the below steps – If you see additional steps please contact Merlene Aitken at 404-894-5055:
Welcome Information
Pay or Delay of Payment (accept penalty schedule)
Accept Contract
Contact Phone Number
View Confirmation
Your coach will provide Housing with your room assignment.

Instructions for Potential Staff Members
Please do not apply for housing until you’re notified whether you have or have not been offered a staff position. If you receive a staff position you can apply starting February 28. You should see only the below steps – if you see additional steps please contact Kaleitha Johnson at 404-385-1138
Welcome Information
Delay of Payment (accept penalty schedule)
Accept Contract
Contact Phone Number
Profile Screen Name
Roommate Preferences
View Confirmation

Instructions for Potential Staff Members
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