



COMPLETE YOUR HOUSING APPLICATION IN 6 EASY STEPS

Step 1

To complete the **Housing Application**, which includes **Extended Contact Information**, **Signing the Housing and Dining Contract**, and selecting your meal plan, go to:
<https://my.pitt.edu/collection/all/upp-housingservices>.

Step 2

Select **2023-2024 Housing Applications and Information**.

Step 3

You will now be prompted to pay the **\$325 Housing Deposit through PittPAY**. Once the deposit is paid, you will be directed to choose the appropriate housing application. **Please read second page for more details.**

Step 4

In the Housing Portal, choose the appropriate housing application based on your guarantee status. For example, if you are guaranteed housing, select **2023-2024 Guaranteed Upper-Class Housing**. If you are a Non-Guaranteed Student, select the **2023-2024 Non-Guaranteed Upper-Class Housing**.

Step 5

Complete your **2023-2024 Housing Application** by **Feb. 1, 2023, at 11:59 pm**.

Step 6

Confirm that everything is correct, and then hit **SUBMIT**.



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Please read all the materials in the Housing Selection Processes and Deadlines Booklet before beginning the process.

1. Go to: <http://my.pitt.edu/collection/all/upp-housingservices>.
2. Select **2023-2024 Housing Applications** and Information.
3. If you have concerns about this step, please contact **Panther Central**. When you are finished with the deposit, you must click the **CONTINUE** button to move on to the housing contract and application.
 - a. It is important that you **do not close the window** before clicking the **CONTINUE** button and moving on to the application process. If you close the window, you will be prompted to re-pay the housing deposit when you attempt to re-enter the application. Do not pay the housing deposit more than once. If you are prompted to pay a second time, please contact **Panther Central**.
4. In the **Housing Portal**, choose the appropriate housing application based on your guarantee status. For example, if you are Guaranteed housing, select the **2023-2024 Guaranteed Upper-Class Housing Application**. If you are a Non-Guaranteed student, choose **2023-2024 Non-Guaranteed Upper-Class Housing Application**.
5. Confirm your personal Information and then enter your **Extended Contact Information**. When you have finished, click Next Step.
6. Read and agree to the terms and conditions of the **Meningitis Form**. In the box that asks for your **Student ID Number**, make sure to enter your **Peoplesoft Number** and not any other ID or username.
7. Read and agree to the terms and conditions of the **Housing/Dining Services Contract**.
 - a. **PLEASE NOTE:** If you are under 18, a parent or guardian will need to co-sign both the **Housing/Dining Services Contract** and the **Meningitis Form**. For each step of the process, you will need to enter an email address to be sent the co-signature information.

Your parent or guardian will receive a link as well as a co-signer code for each form; **the link must be followed**, and the code **must be entered** in order to co-sign the contract. It is your responsibility to follow up with your parent or guardian to ensure that they complete the electronic co-signature requirements.

Your application will remain “Pending” until co-signatures are received, and you will **NOT** be eligible for on-campus housing.

8. After completing the **Meningitis Form** and contract, proceed through the remainder of the application. On each page, after entering the required information, click **Next Step**.
 - a. You must complete all steps of the summary page, in order to retain your guarantee. After paying your deposit, entering your extended contact information, and agreeing to both the **Meningitis Form** and the **Housing/Dining Services Contract**, this involves proceeding through the LLC Interest page, the RSA Interest page, the **Meal Plan Selection** page, and the summary/finalize page.

Remember: you will have until the end of add/drop in the fall term to change your meal plan, so right now you are just selecting a preference. If you are placed in a building that does not require a meal plan, you will have the opportunity to cancel the preference you list now.

REMINDERS

9. If you are planning on submitting a **Suite or Apartment Style Bid**, you will need to complete the online application by **February 6, 2023**.
10. If you are a guaranteed student who plans to participate in **General Room Selection**, you must also select a **ROOMMATE PIN** back on the Housing Information landing page. Your roommate will need it to pull you into an open bed space.

IF YOUR GUARANTEED HOUSING APPLICATION IS NOT SUBMITTED ONLINE BY FEBRUARY 1, 2023, YOUR PENDING GUARANTEE WILL BE INVALIDATED AND YOU WILL NEED TO APPLY FOR NON- GUARANTEED HOUSING INSTEAD.



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