

Preparing for Suite and Apt Selection In 8 Easy Steps

STEP 1

Fill out the housing application online via <http://my.pitt.edu>.

You can find **instructions in your @pitt.edu email inbox**, or online at <http://pc.pitt.edu/publications.php>

STEP 2

Locate your Lottery Number online through my.pitt.edu - Panther Central by following the instructions in your email.

STEP 3

Get together with friends and **decide what size suite or apartment you would like to bid for.**

Determine who will be group leader.

(This person does not have to be the one with the best lottery number; they will be the ones to select your room if you win).

STEP 4

Complete the Suite/Apartment- Style Bid Form online by locating here:

[My.pitt.edu - 2022-2023 Housing Applications and Information- 2022-2023 Guaranteed Upperclassmen- Suite & Apartment Style Bid Forms- Apply Here!](#)

STEP 5

Everyone in your group (if applicable) should receive an invitation via email to join the group. Each group member must complete the housing application by 2/1 and accept the invitation by 2/7 for the application to be complete.

STEP 6

Apartment/Suite-Style **Application is due online** by Monday, February 7, 2022.

STEP 7

Check Panther Central's website at 1pm on Tuesday, February 15, 2022 to see if your group won a bid for a suite or apartment! If so, proceed to Step 8.

If not, you and your group will participate in General Room Selection, as if you'd never applied for apartment-style housing. Details in your @pitt.edu email inbox!

STEP 8

At your assigned date and time, your group leader will need to log in to the Selection Website (more details forthcoming) and **select which open apartment you and your group will live in next year!**

1. **All students must have a valid housing guarantee for next year in order to participate in Suite and Apartment-Style Selection.** This means that all students must complete and submit their 2022-2023 Housing Application, which includes agreeing to the Housing/Dining Service Contract and paying the \$325.00 Housing Deposit, by the due date of February 1, 2022.

2. To locate your Housing Selection Index Number (Lottery Number): (1) log in to my.pitt.edu, (2) click on My Resources and select Panther Central, (3) on the right-hand side of the page, under Housing, choose 2022-2023 Upperclassman Housing Applications and Information, (4) In student portal choose: Housing Lottery- Pittsburgh Campus.

3. You are bidding for a certain size suite or apartment. This means, for example: if you and four other friends apply together, you will only be considered for five-person suites. If you and two other people apply, you will only be in the running for triples. There is no way to apply for multiple sizes, or to change your group's size after it has been submitted.

NOTE: UNDER NO CIRCUMSTANCES CAN A STUDENT PARTICIPATE IN MORE THAN ONE SUITE AND APARTMENT-STYLE APPLICATION. IF THIS OCCURS, ALL BIDS INVOLVED WILL BE VOIDED.

If your group wins a bid, and any individual included on the **Suite and Apartment-Style Application** cancels their housing contract **before** their designated selection time, the group's bid will be forfeited. Any individuals who cancel **after** the selection process will have their vacated bed space filled by Panther Central.

The first person on the application will be designated as the Group Representative (Group Leader), who will be the person who goes online to select your suite or apartment-style housing, should your group be given a bid. **This does not have to be the person with the best lottery number; anyone can be the Group Representative, but only the Group Representative will be given access to the selection site should your group win a room.**

4. Suite and Apartment-Style **Applications are now online.** One member of the group will need to initiate the application by logging into the Application (My.pitt.edu – Search for 'Housing' – Select 2022-2023 Housing Applications and Information – In PittPay, click Make Deposit – Press Continue – In the Housing Portal, select Guaranteed Upperclassmen – For a suite/Apt bid- select 'Proceed Here to Submit a Bid'

5. Students added to suite/bids will receive an email notifying them to log into their housing application to accept/deny the invitation. **Students must have a completed housing application to accept invitation.** All students must accept invites by 2/7 to have a complete bid. Note: if all students do not accept, the bid form is incomplete.

6. The online bid application must be submitted by 11:59 PM on Monday, February 7, 2022. Under no circumstances will any form be accepted after that date.

7. At 1PM on Tuesday, February 15, 2022, Panther Central will post the list of suite and apartment-style winners both online and in the office. The list will be a list of the names of the winning group representatives, as well as the date and time for those groups to log on to the selection site and choose a suite/apartment. **Only those groups appearing on this list will be permitted to choose a suite/apartment.**

Students who do not win a bid, or do not select a suite/apartment, may participate in General Room Selection (GRS) with their appropriate class (e.g. sophomore, junior). To find out when you will participate in GRS, please locate the date and time for your Lottery Number in the selection booklet that was emailed to you.

8. Suite and Apartment-Style Selection takes place online on Tuesday, March 1, 2022 through Thursday, March 3 2022.

Only the Group Representative is permitted access to the online selection website. Group representatives must be prepared to make both the suite/apartment selection **and** individual room selections for all roommates, as well as using the carbon copy of the application to identify meal plan choices, if applicable.