

# Completing Your *Housing Application* In 6 Easy Steps

## **Step 1**

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

## **Step 2**

Select 2021-2022 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 2021-2022 Guaranteed First-Year Housing.

## **Step 5**

Complete your 2021-2022 Housing Application by June 1, 2021 at 11:59pm.

## **Step 6**

Confirm that everything is correct, and then hit SUBMIT.

Please read all of 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 2021-2022 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.
  - 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 2021-2022 Guaranteed First-Year 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 user-name.
7. Read and agree to the terms and conditions of the **Housing/Dining Services Contract**.
  - **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.**
  - **You must complete all steps of the housing contract, and submit the final 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

**IF YOUR GUARANTEED HOUSING APPLICATION IS NOT SUBMITTED ONLINE BY JUNE 1, 2021, YOUR PENDING GUARANTEE WILL BE INVALIDATED AND YOU WILL NEED TO APPLY FOR NON-GUARANTEED HOUSING INSTEAD.**