Phase 1: Self Service Housing Application Instructions

1) Login to [www.xavier.edu/thd](http://www.xavier.edu/thd) using your Xavier credentials

![Login to Xavier University website](image1.jpg)

2) Select Applications → Fall 2018 First Year Housing Application

3) Read the Housing Contract and sign at the bottom using your mouse cursor or finger. Click Continue.

![Sign Housing Contract](image2.jpg)

4) Complete the questionnaire in order to facilitate the roommate matching process (if you are applying during a selection process). Even if you know your preferred roommates this will help in pairing students with suitemates in the event of a cancellation or transfer.

![Questionnaire](image3.jpg)
5) Complete or verify the Emergency Contact and Missing Person Contact information. **All Asterisked values are required!**

![Emergency Contact Form](image)

Note: Once you complete an address it is recommended that you save it. If you press continue and have an incomplete form the system will clear all information.

6) Click Continue.

7) This screen will ask you to provide a list of preferences. This is not required but assists other students who may be interested in rooming with you based on where you are hoping to live. Our staff will also use this information if we would need to assign you manually.

8) Click Continue

9) The last page is for selecting a meal plan. Buenger, Brockman, Husman, Kuhlman, and Fenwick all require a residential meal plan. Commons, Village, Manor House, 1019 Dana, 1415 Dana, 1421 Dana, and University Apartments do not require meal plans. Once you have made a selection click Submit.

10) You will get a confirmation screen. The system will also send a confirmation email to your Xavier email address.

11) The application is complete!

**Underage Applicants:**

If you are under the age of 18 your guardian will be sent an email (to the email address you provide) with a verification code. They will need to click the link provided in the email, login to the system with YOUR credentials, and enter the code to sign off on your application. **Your application will not be complete until this step is done.**