Submitting Your Housing Application

1) Login to www.xavier.edu/thd using your Xavier credentials.

2) In the left navigation, select Applications and then Fall 2020 First Year Student Housing Application.

   Applications/Forms

   Fall 2020 First Year Student Housing

   Application

   (Fall 2020)

3) Read the 2-year Housing Contract and sign at the bottom using your mouse cursor or finger. Click Continue.

   If you do not agree, exit the application here.

   If you agree, sign your name in the box below.

   clear signature

   Continue
4) You will now make any changes to your permanent address and contacts as defined below:
   a) Parent/Guardian—this individual will be sent a parental verification code by email if you are currently under the age of 18. Their submission of this code completes your application.
   b) Emergency Contact—in the event of a personal emergency who would you like us to contact.
   c) Missing Person Contact—if you go missing or have not had communication with others over the course of a few days or weekend, who would you like to be contacted. This individual can be the same individual listed as your emergency contact or someone different.

5) To complete this information for each item, click on the pencil to the right of that row. An “X” under completed indicates additional information for that item is needed.

6) A new box will open to enter the required information. All Asterisked values are required and you must click save after entering each one!
7) Click Continue when finished updating information on the Address and Contacts page.
8) The next screen allows you to enter up to three first-year hall 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. First Year Halls include Brockman, Buenger, Husman and Kuhlman Halls. Our staff will also use this information if we would need to assign you manually.

9) Click Continue
10) You will receive the below confirmation screen. The system will also send a confirmation email to your Xavier email address. The application is complete!

Underage Applicants:
If you are under the age of 18 the contact entered for parent/guardian will be sent an email (to the email address you provide) with a verification code AFTER you, the student, complete your portion. 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.