

Rising Sophomore Housing Application Guidebook



Welcome to the MyHousing Guidebook!

Here is all you need to know about how to submit your Rising Sophomore Housing Application on the new MyHousing system!

Remember you can always email the Office of Residence Life at reslife@xavier.edu or call 513-745-3203 if you have any questions!

Step 1: Log into the *[MyHousing](#)* portal at xavier.edu/myhousing

Use your Xavier credentials to log in

☰ Home

Login

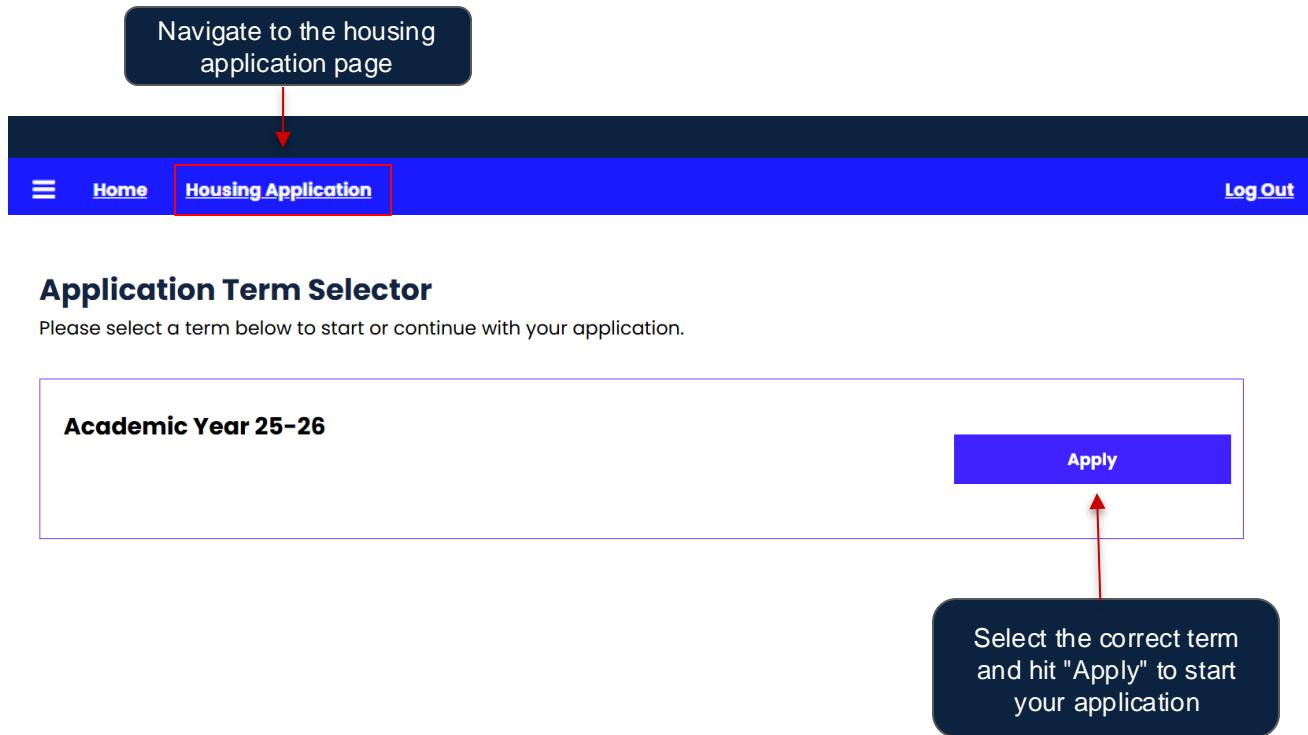
Click below to log in:

XAVIER - Student SSO Login

RESIDENCE LIFE

Contact us:
Phone: 513-745-3203
Email at reslife@xavier.edu

Step 2: Select the Correct Term of Housing Application



Step 3: Fill Out the Housing Application



The screenshot shows the Xavier University Housing Application page. At the top, the Xavier University logo is displayed. Below the logo, a blue navigation bar contains the 'Home' and 'Housing Application' links, and a 'Log Out' link on the right. The main content area is titled 'Rising Sophomore Housing Application'. It includes a descriptive text about the application process for first-year students in the 2025-2026 academic year, a list of eligible students, and a section detailing the tasks involved in the application. A deadline for submission is mentioned, along with a note about proxy access for under-18 students and contact information for assistance.

Review information
& click here

Save & Continue

Step 3: Fill Out the Housing Application - Personal Information

The screenshot shows a web-based housing application interface. At the top, a blue header bar contains a menu icon, the text "Home", and "Housing Application". Below the header, the main content area has a white background. A section titled "Personal Information" is displayed. It includes three input fields: "First Name", "Last Name", and "Student Number", each with a corresponding dark blue callout box containing a placeholder text and a red arrow pointing to the input field. Below this section is a horizontal line. To the left of the line is a dark blue rounded rectangle containing the text: "If you have a preferred name and any preferred pronouns, please list them here". A red arrow points from this text block to the "Preferred Name" input field, which is located below the line. Further down, there is a section titled "Please select the pronouns you use:" with a dropdown menu, and a section titled "If you selected Option Not Listed, please indicate your pronouns here:" with an input field.

Home Housing Application

Personal Information

First Name

Last Name

Student Number

Enter your legal first name

Enter your family name

Your 9-digit student ID (i.e. 000xxxxxx)

If you have a preferred name and any preferred pronouns, please list them here

Preferred Name

Please select the pronouns you use:

If you selected Option Not Listed, please indicate your pronouns here:

Step 3: Fill Out the Housing Application - Personal Information

Your personal
email address

Non-Xavier Email Address



Your personal cell phone number

Student Cell Phone Number



Save & Continue

Click here once finished



Step 3: Fill Out the Housing Application - Contact Information

Contact Information

Permanent Address

Street

Street 2

City

State

Zip Code

Make sure to fill out all contact information that applies

Emergency Contact

Emergency Contact Name

Relationship to you

Phone Number

Email

Step 3: Fill Out the Housing Application - Contact Information

Parent/Guardian Contact

Parent/Guardian First Name

Parent/Guardian Last Name

Relationship to you

Email

Phone Number

Street

Missing Person Contact

Missing Person Contact Name

Relationship to you

Email

Phone Number

Street

Street 2

Contact
information
continues



Step 3: Fill Out the Housing Application - Roommate Matching Profile

Roommate Matching Profile

Roommate Matching

Are you a smoker? (defined as smoking anything at least once a week)?

How clean do you plan to keep your room?

How comfortable are you rooming with a member of the LGBTQ+ community?

How comfortable are you with others from differing identities? (race, ethnicity, culture, sexual orientation, trans+, etc.)?

How do you feel about sharing your personal belongings in the room?

How likely are you to have overnight guests?

I am open to my roommate having an approved animal live with us?

What are your thoughts on a roommate's use of alcohol or marijuana?

Set up your roommate matching profile based on your habits & preferences

Please be sure to provide accurate information on the profile

What kind of atmosphere do you want your room to take on?

What times most accurately depict your anticipated bed time?

What times most accurately depict your anticipated wake up time?

What type of environment do you prefer to sleep in?

What type of relationship do you want to have with your roommate?

When studying, what noise level do you prefer?

Where do you plan to study the most?

Click here once completed

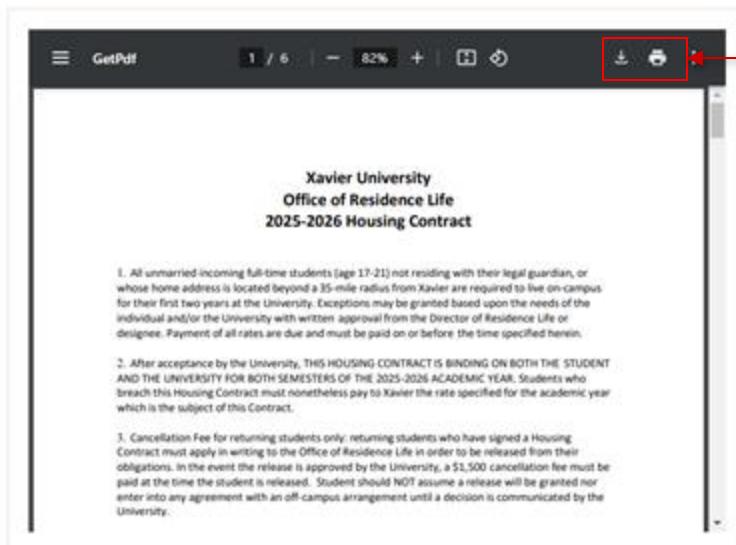
Save & Continue

Step 4: Review & Sign the Housing Contract

You can scroll to review the details of the contract

Rising Sophomore Process Contract

Enter your student number below to sign your contract.



Once you reviewed contract & confirmed all previous steps, please enter your **FULL 9-digit student ID number** (000xxxxxx) here as signature

Download or print a copy of the contract here

I have received and reviewed information about lead in your home:

Yes

I acknowledge the information about lead-based paint possible being in Brockman, Husman, Kuhlman, and Dana Houses.

Yes

Save & Continue

Don't forget to complete this part too!

Step 4: Review & Sign the Housing Contract

If you are currently under the age of 18, you will see this page that ask you to have your legal guardian to sign the housing contract

Parent/Guardian Agreement

As a student under the age of 18, a parent or guardian signature is required on your housing contract. Please select 'Send Agreement' below to send a copy of the agreement to your parent/guardian.

You will not be able to continue your application until a parent/guardian signature is received.

Add

First Name	Last Name	Email	Relationship	Send Agreement
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Click here to add contact information of your legal guardian & have the housing contract send to their email.

Save & Continue

Click here once completed

Please note that your legal guardian have to sign the contract first before you can proceed to complete this application.

Step 5: Add Hall Preferences

- Rising Sophomore Housing Application
- Personal Information
- Contact Information
- Roommate Matching Profile
- Rising Sophomore Process Contract
- Preferences
- Rising Sophomore Application Summary
- RSHS Roommate Groups
- Room Selection Information

Preferences

Add at least 2 unique location options for your hall & room preference

Please add at least 2 preferences. Please select at least 2 unique locations.

Add Preference

Click here to add another hall & room preference

Order	Location	Room Preference	Delete
1	---Please		Delete

You can add 2 more preferences.

I understand all students living in a residence hall will be assigned the Musketeer Unlimited Meal Plan. All students who has an apartment style assignment will be assigned the Flex 140 Meal Plan.

Don't forget to acknowledge the meal plan requirement here

Save & Continue

Step 6: Application Summary

-  Rising Sophomore Housing Application
-  Personal Information
-  Contact Information
-  Roommate Matching Profile
-  Rising Sophomore Process Contract
-  Preferences
-  Rising Sophomore Application Summary
-  RSHS Roommate Groups
-  Room Selection Information

Rising Sophomore Application Summary

Thanks for applying for the Rising Sophomore Housing Selection process! Your application summary information is below.

You may now search for other applicants in order to form an optional roommate group.

Roommate group size limit is 8 total.

Room selection times will be announced on February 28th.

If you have any questions or need more information, please contact us at reslife@xavier.edu or 513-745-3203.

You started your application for Academic Year 25-26 on 1/21/2025, and have signed the contract as of 1/22/2025. You have not paid the deposit, and have not paid the application fee. The status of your application is **Application Complete**.

[Return To Home](#)

Congratulations! You have now completed your housing application. You can either continue to form a roommate group, or come back when you are assigned a room selection time.

