

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](https://myhousing.xavier.edu) portal at xavier.edu/myhousing


Use your
Xavier
credentials
to log in


 Home

Login

Click below to log in:

[XAVIER - Student SSO Login](#)



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

Step 2: Select the Correct Term of Housing Application



Application Term Selector

Please select a term below to start or continue with your application.

Academic Year 25-26

Apply

Select the correct term
and hit "Apply" to start
your application

Step 3: Fill Out the Housing Application



Rising Sophomore Housing Application

This housing application process is for students in their first year at Xavier to select housing for the 2025-2026 academic year. This includes:

- Students who started at Xavier in Fall 2024 as first years
- Students who started at Xavier in Fall 2024 as new transfer students
- Students who started at Xavier in Spring 2025

On the housing application, you will:

- Enter personal information
- Update address and emergency contact information
- Answer roommate matching questions
- Enter hall preferences
- Review and sign the housing contract

Deadline for application submission: **Monday, February 24th at 12 Noon**

If you are under 18 years of age, your parent/guardian will receive proxy access to also sign the contract.

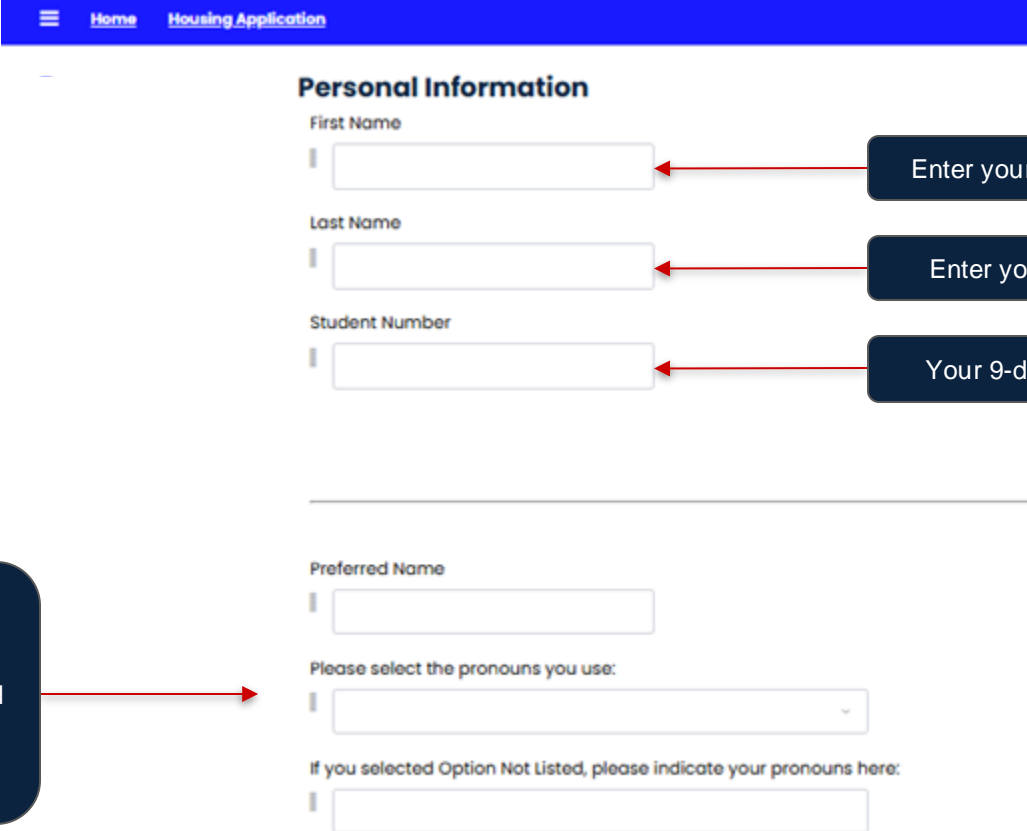
If you encounter any issues or need assistance, please reach out to us at reslife@xavier.edu or [513-745-3203](tel:513-745-3203).

Review information
& click here



Save & Continue

Step 3: Fill Out the Housing Application - Personal Information



The form is titled "Personal Information" and contains several input fields. A blue navigation bar at the top has a menu icon and links to "Home" and "Housing Application". The form fields are: "First Name", "Last Name", "Student Number", "Preferred Name", "Please select the pronouns you use:", and "If you selected Option Not Listed, please indicate your pronouns here:". Each of the first three fields has a red arrow pointing to a dark blue instruction box on the right. The "Preferred Name" field has a red arrow pointing to a dark blue instruction box on the left. The "Please select the pronouns you use:" field is a dropdown menu, and the last field is another input box.

Personal Information

First Name

Last Name

Student Number

Preferred Name

Please select the pronouns you use:

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

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

Step 3: Fill Out the Housing Application - Personal Information

The image shows a web form for a housing application. It has two input fields: 'Non-Xavier Email Address' and 'Student Cell Phone Number'. A blue 'Save & Continue' button is at the bottom. Three dark blue callout boxes with red arrows point to the form: one to the email field, one to the phone field, and one to the 'Save & Continue' button.

Non-Xavier Email Address

Student Cell Phone Number

Save & Continue

Your personal email address

Your personal cell phone number

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)?

(Please Select) ▾

How clean do you plan to keep your room?

(Please Select) ▾

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

(Please Select) ▾

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

(Please Select) ▾

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

(Please Select) ▾

How likely are you to have overnight guests?

(Please Select) ▾

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

(Please Select) ▾

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

(Please Select) ▾

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?

(Please Select) ▾

What times most accurately depict your anticipated bed time?

(Please Select) ▾

What times most accurately depict your anticipated wake up time?

(Please Select) ▾

What type of environment do you prefer to sleep in?

(Please Select) ▾

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

(Please Select) ▾

When studying, what noise level do you prefer?

(Please Select) ▾

Where do you plan to study the most?

(Please Select) ▾

Click here once completed

Save & Continue

Step 4: Review & Sign the Housing Contract

You can scroll to review the details of the contract

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

Rising Sophomore Process Contract

Enter your student number below to sign your contract.

GetPdf 1 / 6 82%

**Xavier University
Office of Residence Life
2025-2026 Housing Contract**

1. All unmarried incoming full-time students (age 17-21) not residing with their legal guardian, or whose home address is located beyond a 35-mile radius from Xavier are required to live on-campus for their first two years at the University. Exceptions may be granted based upon the needs of the individual and/or the University with written approval from the Director of Residence Life or designee. Payment of all rates are due and must be paid on or before the time specified herein.

2. After acceptance by the University, THIS HOUSING CONTRACT IS BINDING ON BOTH THE STUDENT AND THE UNIVERSITY FOR BOTH SEMESTERS OF THE 2025-2026 ACADEMIC YEAR. Students who breach this Housing Contract must nonetheless pay to Xavier the rate specified for the academic year which is the subject of this Contract.

3. Cancellation Fee for returning students only: returning students who have signed a Housing Contract must apply in writing to the Office of Residence Life in order to be released from their obligations. In the event the release is approved by the University, a \$3,500 cancellation fee must be paid at the time the student is released. Student should NOT assume a release will be granted nor enter into any agreement with an off-campus arrangement until a decision is communicated by the University.

Signature:

Signature

Print This Page

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 recieved.

Click here to add contact information of your legal guardian & have the housing contract send to their email.

Add

First Name

Last Name

Email

Relationship

Send

Agreement



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

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

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

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.

