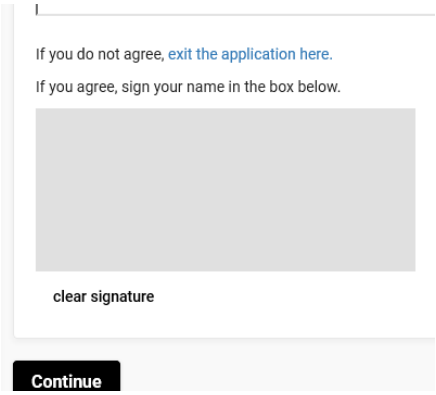
Office of Residence Life
Xavier University
3800 Victory Parkway
Cincinnati, OH 45207

Phase 1: Housing Self Service Application Instructions

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

2) Select Applications to left of screen → *Name of Application*.

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



4) When submitting the Rising Sophomore Application or Upperclass Application, students will complete the questionnaire. First Year applicants do not complete the questionnaire and instead make a profile on My College Roomie with separate instructions to follow.

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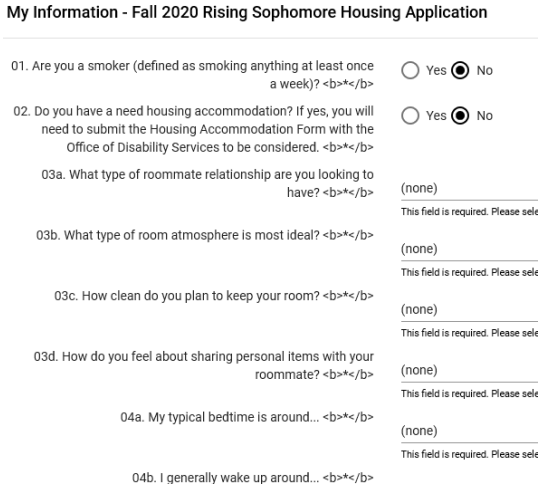
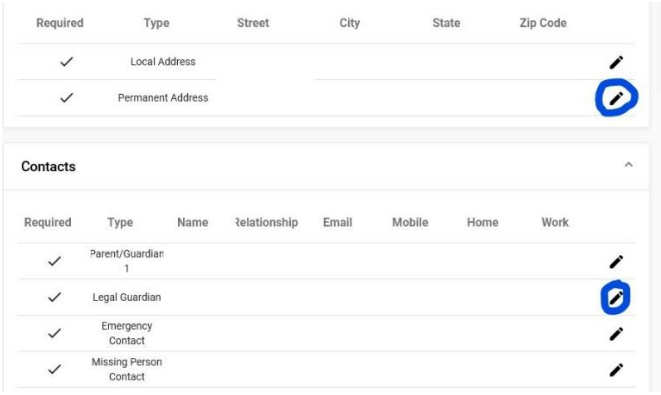
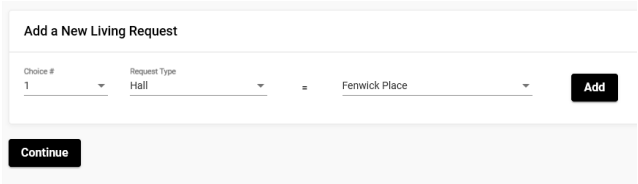


5) First Year applicants complete or verify the Emergency Contact and Missing Person Contact information. Click on the pencil to left of row to edit data. Once you have completed updating for that row, push save. <u>All asterisked (*) values are required!</u>



6) Click Continue.
7) The next 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 or assists our staff if we need to assign you manually.
8) Select the Choice # (1-3), Request Type: Hall, and then select from the list of halls. Then select Add. Press continue when finished. **First Year Student Communities:** Buenger Hall, Brockman Hall, Husman Hall, and Kuhlman Hall. **Returning Student Communities:** Apartment Areas, Buenger Hall, Fenwick Place and Kuhlman Hall.



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9) You will get a 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 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.

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