



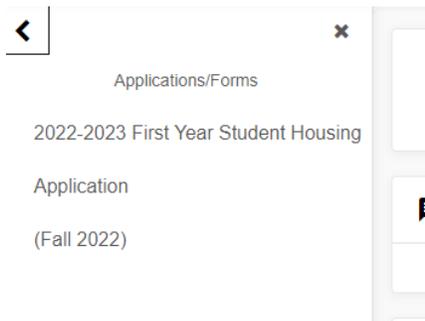
Office of Residence Life
Xavier University
3800 Victory Parkway
Cincinnati, OH 45207

Submitting Your Housing Application

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



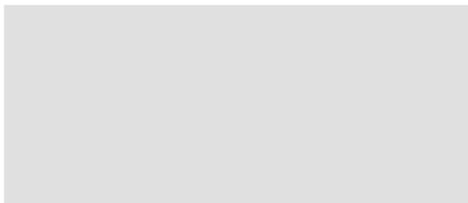
- 2) In the left navigation, select Applications and then First Year Student Housing Application.



- 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 your 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.

Addresses						
Required	Completed	Type	Street	City	Zip Code	
✓	✓	Permanent Address	[Redacted]	Cincinnati	[Redacted]	

Contacts									
Required	Completed	Type	Name	Relationship	Email	Mobile	Home	Work	
✓	✓	Parent/Guardian	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	
✓	✓	Emergency Contact	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	
✓	✓	Missing Person Contact	Test	Friend	slife@xavier.edu	1234567890	1234567890		

Continue

- 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!

Edit Contact: Missing Person Contact

Name * Test	Relationship * Friend
Email * reslife@xavier.edu	Mobile Phone * 1234567890
Home Phone * 1234567890	Work Phone
Address * Test	Address 2
Address 3	Address 4
City * Test	State * Arizona
Zip Code * 45102	Country * United States

Save Cancel



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

- 7) Click Continue, when finished updating information on the Address and Contacts page.
- 8) You will receive the below confirmation screen. The system will also send a confirmation email to your Xavier email address. The application is complete!

Application Complete - Fall 2020 First Year Student Housing Application

Thank you for completing the Xavier University Office of Residence Life Housing Contract and Preference Application. At this time, you have completed the process needed to secure your space for housing. Please check your Xavier email daily for information on the next steps of the process.

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

-Xavier Residence Life Staff

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.**