



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

Sign in with your Xavier University username and password

Username

Password

Sign in

Xavier University - Secure Login
By logging into this page, you are agreeing to the terms of our [Acceptable Use Policy](#).

- 2) Select Applications to left of screen → *Fall 2021 Rising Sophomore Housing Application*.
- 3) Read the 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.

Enter your full name to give consent (Hand drawn signature will be auto generated)

Use the signature pad to draw your signature

clear signature

Continue



- 4) The next page includes several questions requiring responses including acknowledgement of the lead paint disclosure indicated in the housing contract and contact information. Click Continue.

My Information - Fall 2021 Rising Sophomore Housing Application

I acknowledge the information about lead-based paint possibly being in Brockman, Husman, Kuhlman, and Dana Houses. * Yes No

I have received the Protect Your Family Pamphlet regarding lead-based paint available at https://www.epa.gov/sites/production/files/2014-02/documents/lead_in_your_home_brochure_land_b_w_508_easy_print_0.pdf * Yes No

Do you have a past accommodation with Disability Services? Students should update their accommodation request with their office. Students needing an accommodation for the first time should reach out to Disability Services. * Yes No

Pronouns * He/Him/His

Non-Xavier Email Address * reslife@xavier.edu
18 of 100 characters

Student Cell Phone Number * 5137453203
10 of 100 characters

Continue

- 5) Students should review their address and contacts information. All fields are required. Make changes by clicking on the pencil right of the line. Once you have completed updating for that row, push save. All asterisked (*) values are required! Click Continue.

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 1	[REDACTED]	[REDACTED]	[REDACTED]@xavier.edu	[REDACTED]	[REDACTED]	[REDACTED]	
✓	✓	Emergency Contact	[REDACTED]	Partner	[REDACTED]ail.com	[REDACTED]	[REDACTED]	[REDACTED]	
✓	✓	Missing Person Contact	[REDACTED]	Friend	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	

Continue



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- The next screen will ask you to provide a list of hall preferences. This is not required and is only used by our office when a student does not select their own room. The preferences entered **DO NOT** limit what you can select from later on.
- Select the Choice # (1-3), Request Type: Hall, and then select from the list of halls. Then select Add.
First Year Student Communities: Buenger Hall, Brockman Hall, Husman Hall, and Kuhlman Hall.
Returning Student Communities: Apartment Areas, Buenger Hall, Justice Hall (formerly Fenwick Place) and Kuhlman Hall.

Add a New Living Request

Choice #	Request Type	=		
1	Hall	=	Fenwick Place	Add

Continue

- Press Continue to submit your application. You will get a confirmation screen. The system will also send a confirmation email to your Xavier email address. The application is complete!

Application Complete - Fall 2021 Rising Sophomore Housing Application

Thank you for completing the Xavier University Office of Residence Life Housing Contract and Preference Application. 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 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.