



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

Step 1: Housing Self Service Application Instructions

- 1) Login to www.xavier.edu/thd using your Xavier credentials
- 2) Select Applications to left of screen → Rising Sophomore Housing Application*.
 - a) If the applications section does not appear, click the three horizontal lines to right of logo to open the menu.
- 3) Read the Housing Contract and sign at the bottom using your cursor or finger. Click Continue.

X
XAVIER
UNIVERSITY



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) You will then see a screen from partner Grad Guard which offers renter's insurance options.
Reminder: Xavier is not responsible for damage to student's personal property on campus.



GradGuard Renters Insurance Selection

Recommended: GradGuard™ College Renters Insurance



What if you had to replace it all tomorrow?



As noted in your housing agreement, Xavier University does not assume any financial responsibility for the personal property of students. We strongly recommend that all students obtain renters insurance prior to move in. Here are some scenarios in which renters insurance can help:



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- 5) After reviewing, click the Continue button on bottom of page. You will be directed to a section of the site where you can either accept or decline the coverage being offered by Grad Guard.

\$165.40

ANNUAL

Save \$11.00

Annual

Monthly

STARTING

08/08/2023

Property ⓘ \$5K

Liability ⓘ \$100K

Deductible ⓘ \$100

Edit your coverage

Purchase coverage

Decline coverage

- 6) Once you click through those options you will be brought back to the rest of the application.
- 7) 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.

Non-Xavier Email Address * ⓘ

Student Cell Phone Number * ⓘ

Pronouns * ⓘ

Do you have a past accommodation with Accessibility and Disability Resources? Students should update their accommodation request with their office. Students needing an accommodation for the first time should reach out to Accessibility and Disability Resources. * ☐

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

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 * ☐

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



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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

- 9) 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!

Thank you for submitting your housing application for the Rising Sophomore Housing Selection process.

If you plan to form a roommate group, be on the lookout for a message from My College Roomie to your Xavier email in the next few days. [You can access helpful videos for using My College Roomie by clicking this link.](#) You may also download the My College Roomie app in the Apple or Google Play store.

Your specific room selection time will be shared to your Xavier email in late February. [You can learn more about the housing selection process by clicking this link.](#)

Questions? Reach out to us at reslife@xavier.edu or by calling 513-745-3203.

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.