



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

## Submitting Your Housing Application

- 1) Login to [www.xavier.edu/thd](http://www.xavier.edu/thd) using your Xavier credentials.



- 2) In the left navigation, select Applications and then Fall 2020 Transfer Student Housing Application.

Fall 2020 Transfer Student Housing

Application

(Fall 2020)

- 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) Enter your responses to the personal preference questions on this page. This information will assist us in making your housing assignment. Click Continue at bottom of screen.

### My Information - Fall 2020 Transfer Student Housing Application

01. Are you a smoker (defined as smoking anything at least once a week)? \*  Yes  No

02. Do you have a need housing accommodation? If yes, you will need to submit the Housing Accommodation Form with the Office of Disability Services to be considered. \*  Yes  No

03a. What type of roommate relationship are you looking to have? \* To be good friends and spend a lot of time together

03b. What type of room atmosphere is most ideal? \*

- 5) You will now make any changes to your permanent address and contacts as defined below:
- 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.
  - Emergency Contact-in the event of a personal emergency who would you like us to contact.
  - 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.
- 6) 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**



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

**Save** Cancel

- 8) Click Continue when finished updating information on the Address and Contacts page.
- 9) The next screen allows you to enter up to three hall preferences. This is not required but is what our staff will use to attempt to assign you to one of your preferred communities. Select the Choice # (1-3), Request Type: Hall, and then select from the list of halls. Then select Add Request.  
**Upperclass Students:** Buenger Hall, Brockman Hall, and Husman Hall are the First Year Communities. Please review our [website](#) and select options that are not First Year Student only halls.

Fall 2020 First Year Student Housing Application - Existing Living Requests for Fall 2020 (0)

---

Add a New Living Request

Choice #	Request Type	=		<b>Add</b>
1	Hall	=	Brockman Hall	

**Continue**

- 10) Click Continue
- 11) The application is complete! You will receive a confirmation screen and a confirmation will be sent to your Xavier email. There are no additional steps needed by you as an incoming transfer student. Once our office has made your assignment, we will send that information to your Xavier email.

**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.**