HOW TO APPLY FOR UNIVERSITY HOUSING

All students who have submitted an online housing application will be selecting their own room. All housing contracts are done online using the login information that you use to log into your MyClarion using your username and password.

Instructions for completing the Fall 2016-Spring 2017 Housing Application

1. Go to the www.clarion.edu/placestolive, select “Apply for Housing”.

2. Open the link Online Housing Application and enter your MyClarion username and password information.

3. Click the link to access the “On Campus and Reinhard Villages Fall 2016-Spring 2017 Housing Application”. The application process is a six-step process:
   - **Step 1**: Complete the Application Questions and your Living Preferences.
   - **Step 2**: Review and agree to the Termination/Cancellation Process and Fees Policy.
   - **Step 3**: Review and agree to the Terms and Conditions of the University Housing Contract.
   - **Step 4**: Pay the $200 non-refundable housing application fee and electronically sign the Housing Contract.
   - **Step 5**: Select your own room.
     - Click "Select Your Room".
     - Search for available rooms by building and room type.
     - The screen will display “You have Successfully Selected a Room”, along with the room number.
   - **Step 5A**: (optional) "Find a Roommate" you can use this application to find a potential roommate.
   - **Step 6**: You are finished. Click Log Out.

4. Please read carefully the Termination/Cancellation Process/Fees and Refunds Policy; the University Housing Contract and PRINT a copy for your records. Once you “Agree” to the Housing Contract Terms and Conditions and paid the $200 housing application fee, you have entered into a binding contract. **DO NOT sign another housing contract or lease.** If you are under age 18 at the time you agree to the terms and conditions, you must complete the Parent/Guardian signature form before you will be able to select a room. That form must be returned to The Center for Residence Life Services, 236 Egbert Hall, Clarion, Pennsylvania, 16214 within 10 days of completing your housing application.

5. A confirmation email will be sent to your MyClarion email address once your application is received by our office. If you do not receive a confirmation email, please contact us.

6. All students will be able to select a location and room of your choice whether you choose to live on campus and/or Reinhard Villages. Please monitor your MyClarion email account for any updates regarding housing.

7. Once a room is selected students will be able to change rooms until June 26, 2015. After this time your room assignment is final until the room change process begins at the start of school.

8. Find a roommate option. For instructions CLICK Instructions Find-A-Roommate. You may participate in the Find a Roommate process. The questions answered are your preferences only. This information will be used by yourself and other students to help match your living preferences. If any or all of your preferences match another student, a list of anonymous students will appear.
9. You can contact any of these students by sending a message asking additional questions to determine if you wish to live with this student. To message the student, simply click on the Roommate ID number and a message box appears. These messages will be sent through the housing application only and **NOT your MyClarion email.**

10. To check messages from potential roommates, click on “My Messages” on the left hand column of the housing application.

11. If you have any questions or issues regarding the housing application process, please do not hesitate to contact the Center for Residence Life Services at 814-393-2352 or email reslife@clarion.edu.