Important Dates

- April 1: Housing Application Opens
- July 1: Deadline to create your Roommate Group *if you don't create a Roommate Group, you will be matched with a roommate or roommates based on your profile preferences*
- Mid-to-Late July: Housing Placement you will receive your housing placement and move-in information in your Hamline email account.

General Information

- After you have submitted your enrollment deposit, you will receive two emails from <u>csd@hamline.edu</u> with the following subject lines: Hamline Username and Hamline Initial Password.
- You will be prompted to change your password and respond to security questions. After this, you will be able to log in to your eRezLife account at <u>hamline.erezlife.com</u> to complete your housing application.
- Make sure you keep your username and new password in a secure location that is easily accessible to you.
- Your username and password will also be used to log in to most campus resources, such as on-campus computers, email, WIFI, and online learning tools.
- Hamline student email addresses are created after a student has registered for classes during SOAR (Summer Orientation and Registration).

When you first visit <u>hamline.erezlife.com</u>, you will see the following interface. Follow instructions and log in with your Hamline username and newly created password. If you forgot your password, please reach out to Admission at <u>admission@hamline.edu</u> or 651-523-2207. **DO NOT** click the "Forgot my Password" link!

| New Students: If you are having probler they will be happy to assist you! | ns logging in, please contact the Office of Unde If you forgot your password, please do NOT clic | rgraduate Admission at admission@hamline.ed ck on the "Forgot My Password" button - simply | u or by calling 651-523-2207 and each out to Admissions. |
|--|---|---|--|
| Resi | Perce Management sing Assignments Hamline username Password Sign in Eorgot my.password | HAMLINE UNIVERSITY | |

After you log in, you will see this dashboard. The tables (on the left-hand side of the screen) you will be using are: *My Profile* and *Housing Overview*.

| Applicatio | ons & forms | ~ |
|------------------|-------------|------|
| 🔒 Home | 🖬 Calendar | Help |
| General | | |
| My profile | | |
| Assessments | | |
| Housing | | |
| Housing overview | v | |
| My meal plans | | |
| Fall 2024 🛕 | | |
| My roommate pr | ofile | |
| Forms | | |
| My forms | | |
| Resources | | |

You are now ready to apply for housing. Click on *Housing Overview* on the left-hand side of the screen. You will see the application form titled "Fall 2024" and a green *Apply Now* button – click the *Apply Now* button.

| 🏰 Applications & forms | | ~ | Q Search for people | | | | |
|------------------------|------------|--------|---|----------------------------------|----------------------|-----------|----|
| A Home General | 🗎 Calendar | 🛿 Help | Application forms Start your residence application by clicking the "Apply no | w" button for the application yo | u are interested in. | | |
| My profile | | | Name | Deadline | ♦ Status | \$ | \$ |
| Assessments | | | Fall 2024 (New Students) | Sep 29, 2024 | | Apply now | |
| Housing | | | | | | | |
| Housing overvie | 2W | | | | | | |
| My meal plans | | | | Questions about your applic | ation? | | |
| My roommate profile | | | | | | | |
| Forms | | | | | | | |
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If you have not completed your housing profile, you will be prompted to complete this section before proceeding to the housing application form. When completing your profile, you will need to have emergency contact information, your insurance company and policy numbers, doctor information, allergies and current medications, and any healthcare concerns.

| Applications & forms | | Q Search for people | | | |
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| A Home General | 🛗 Calendar | Help | Profile | | |
| My profile Assessments | | | PERSON <mark>Hjerleid, Olivia Gernes</mark> | | |
| Housing | | | | | |
| Forms | | | Student ID | 900126924 | |
| D | | | Preferred Pronouns | | |
| Resources | | | Email | ohjerleid01@hamline.edu | |
| | | | Personal Email (Non-Hamline email a | ddress) | |
| | | | Honors Community | I am not accepted into the Early University Honors Program. | |
| | | | Roommate Matching - Student Athlet | e | |
| | | | more | | |
| | | | Student ID | | |
| | | | Preferred Pronouns * | - select one - 🗸 🗸 | |
| | | | Email * | | |

After completing your housing profile, you will select your Residence Hall building preference. When you click on an option in the *Available Residences* section on the left, that option will auto-populate into the *Your preferred residences* section on the right. You can drag the residence options in *Your preferred residences* to change your order of preference.

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| 🔒 Home | 🛗 Calendar | Help | | | | |
| General | | | Fall 2024 (New Students) | | | |
| My profile Assessments | | | Application deadline: Sep 29, 2024 | | | |
| Housing | | | Residence building preference Application form Confirm application | | | |
| Housing overvie My meal plans | w | | | | | |
| Fall 2024 🛕 | | | | | | |
| My roommate p | rofile | | Choose where you would most like to live from the list on the left. Rank your selections accordingly from most to least preferred. | | | |
| Forms | | | On Campus > Apartments | | | |
| Resources | | | On Campus > Drew Hall | | | |
| | | | On Campus > Houses Choose your preferred options from the list to the left. Move | | | |
| | | | On Campus > Manor Hall | | | |
| | | | On Campus > Osborn Hall | | | |
| | | | On Campus > Schilling Hall 🔹 | | | |
| | | | Save and continue | | | |

Once you have ranked your preferred residences, you can click *Continue to: Application form* on the bottom right of the screen. Note: at the bottom of every page, you will see options to *Save* or *Save and Continue*. If you have to stop, you can always return to the application, as it will be under *Recommended Actions* on your dashboard.

| Applications & forms | | ~ | Q Search for people | | | |
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| General My profile Assessments | | | Fall 2024 (New Studen Application deadline: Sep 29, 2024 | ts) | | |
| Housing Housing overvie My meal plans | w | | Residence building preference | | Application form | Confirm application |
| Fall 2024 A My roommate profile | | | Choose where you would most like to live from the list o | n the left. Rank | x your selections accordingly from m | nost to least preferred. |
| Forms | | | | <u>م</u> | t On Campus > Sorin Hall | Ô |
| Resources | | | | | 1 On Campus > Drew Hall | 8 |
| | | | | ÷ | t On Campus > Manor Hall | 0 |
| | | | | | 1 On Campus > Osborn Hall | 0 |
| | | | | | 1 On Campus > Schilling Hall | 0 |
| | | | | Ψ. | 1 On Campus > Apartments | Ø • |
| | | | Save Save and continue | | | |

Next is the application form. You will want to complete all questions. Required questions on the application are marked with a red asterisk (*). After completing the application form, click *Continue to: Confirm Application*. On the *Confirm Application* page, carefully review your application details and check off the terms listed, indicating you understand and agree with the statements. Be sure to click *Submit application* at the very end/bottom.

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| General | | | Fall 2024 (New Students) | | |
| My profile Assessments | | | Application deadline: Sep 29, 2024 | | |
| Housing | | | Residence building preference Application form Confirm application | | |
| Housing overvie My meal plans | w | | | | |
| Fall 2024 🛆 | | | | | |
| My roommate p | rofile | | Please review your application details before proceeding. Your application overview: | | |
| Forms | | | You are applying for Fall 2024 residence Your first choice for housing is On Campus > Sorin Hall | | |
| Resources | | | To complete your application, read the enclosed contract below. Please check off the two items below indicating that you understand and agree with all statements. | | |
| | | | I have opened, read, understood, and agree to the enclosed terms & conditions file I declare all information I have disclosed throughout this application process is correct | | |
| | | | Submit application | | |
| | | | Please note that schools may use application submission dates to prioritize residence assignments. Any further changes to your application after this point will change the submission date of your application. Updates to your contact information, residence preference, or roommate selection will not change your initial submission date. | | |
| | | | Questions about your application? | | |

Once your application has successfully been completed, you will see the confirmation message, along with your receipt number. A copy of the receipt will also be sent to your email address on file.

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| | Fall 2024 (New Students) |
| My profile Assessments | Application deadline: Sep 29, 2024 |
| Housing | Residence building preference Application form Confirm application |
| Housing overview My meal plans | |
| Fall 2024 | |
| My roommate profile Roommate groups | Thank you! |
| Forms | Your application has successfully been completed. Please keep your receipt id for your reference. A copy of this receipt was sent to ohjerleido1@hamline.edu. |
| Resources | Receipt #36196 Submission Date*: Mar 11, 2024 *myrchrags spon spating spejiodion deals |
| | Your application overview: |
| | You are applying for Fall 2024 residence Your first choice for housing is On Campus > Sorin Hall |
| | To complete your application, read the enclosed contract below. Please check off the two items below indicating that you understand and agree with all statements. |
| | I have opened, read, understood, and agree to the enclosed terms & conditions file I declare all information I have disclosed throughout this application process is correct |
| | Please note that schools may use application submission dates to prioritize residence assignments. Any further changes to your application after this point will change the submission date of your application. Updates to your contact information, residence preference, or roommate selection will not change your initial submission date. Updates to your application form, however, will change your initial application submission date. |

Your housing application *Status* will also update to "Complete" under the *Housing Overview* tab. You may click the *Withdraw Application*? link if you change your mind about living on-campus. Note: any student withdrawing their application before August 26 will be assessed a \$25 processing fee.

Final Tips:

- 1. The Bulletins & Resources section on the left-hand side of the website will show you floor plans.
- 2. Make sure to complete the My Roommate profile before you begin to search for a roommate.
- 3. The *Roommate groups* option becomes available to you after you complete your housing application.
- 4. All roommate groups must be completed by July 1. If you do not complete a group by this date, you will be matched to a roommate or roommate group based on your *My Roommate profile* answers.

| Applications & forms | ✓ Q Search for people |
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| 🕈 Home 🛗 Calendar 🛛 | Resources |
| General | Resources |
| My profile Assessments | Filter by title, updated by, note |
| Housing | Filter |
| Forms | |
| Resources | Sort <u>title</u> <u>date</u> |
| Resources | Floor Plans - Apartments Updated by Robyn Elliott on Jun 26, 2018 Apartments - First Floor - Main.png Apartments - Second Floor - West.png Apartments - Second Floor - Mest.png Apartments - Second Floor - West.png Apartments - Third Floor - Main.png Apartments - Third Floor - West.png |