

Housing Application Instructions – New Incoming Students: Fall 2024

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 csd@hamline.edu 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 hamline.erezlife.com 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 hamline.erezlife.com, 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 admission@hamline.edu or 651-523-2207. **DO NOT** click the “Forgot my Password” link!

New Students: If you are having problems logging in, please contact the Office of Undergraduate Admission at admission@hamline.edu or by calling 651-523-2207 and they will be happy to assist you! If you forgot your password, please do NOT click on the "Forgot My Password" button - simply reach out to Admissions.

iRezLife
Residence Management
Housing Assignments

HAMLINE
UNIVERSITY

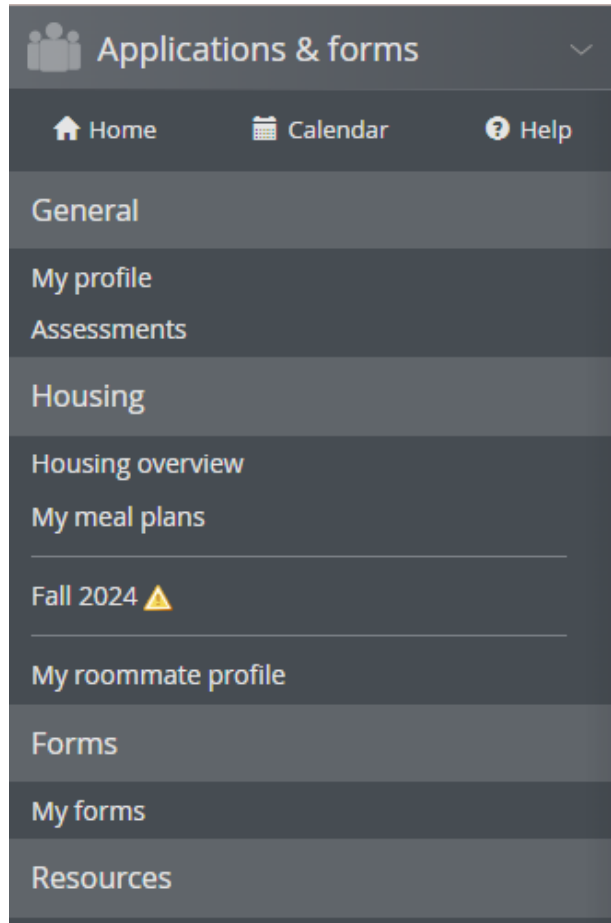
Hamline username

Password

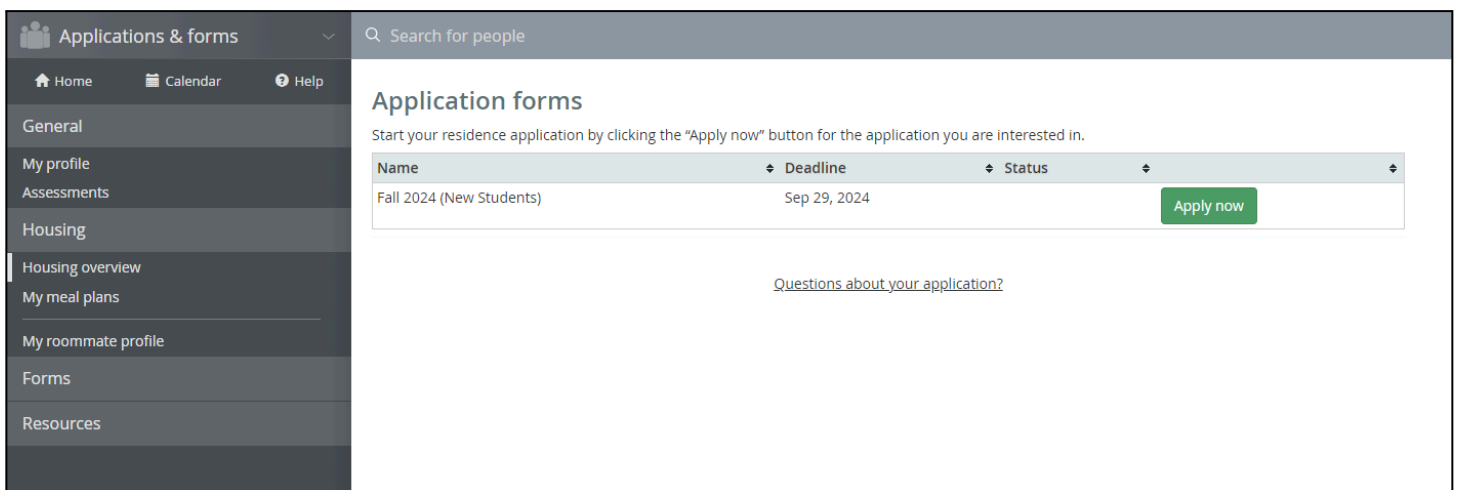
Sign in

[Forgot my password](#)

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*.



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.



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

Search for people

Profile

PERSON
Hjerleid, Olivia Gernes

Student ID	900126924
Preferred Pronouns	
Email	ohjerleid01@hamline.edu
Personal Email (Non-Hamline email address)	
Honors Community	I am not accepted into the Early University Honors Program.
Roommate Matching - Student Athlete	

[more](#)

Student ID

Preferred Pronouns *

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.

Applications & forms

Search for people

Fall 2024 (New Students)

Application deadline: Sep 29, 2024

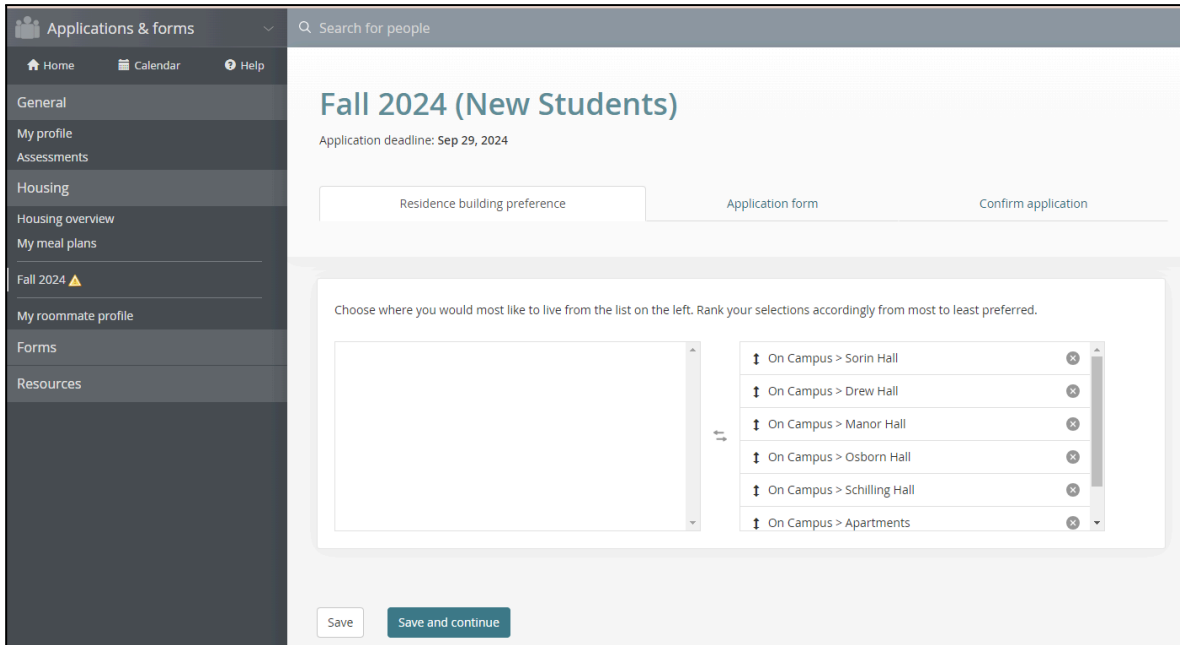
Residence building preference Application form Confirm application

Choose where you would most like to live from the list on the left. Rank your selections accordingly from most to least preferred.

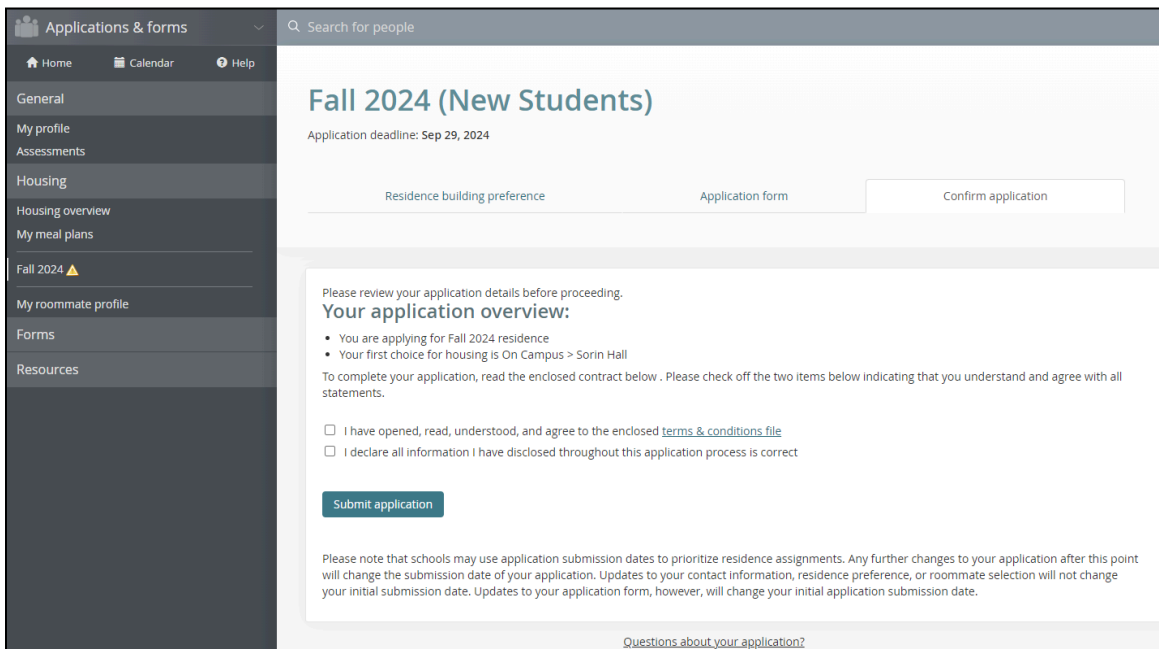
On Campus > Apartments	→	Choose your preferred options from the list to the left. Move options up the list to indicate a higher preference.
On Campus > Drew Hall		
On Campus > Houses		
On Campus > Manor Hall		
On Campus > Osborn Hall		
On Campus > Schilling Hall		

Save Save and continue

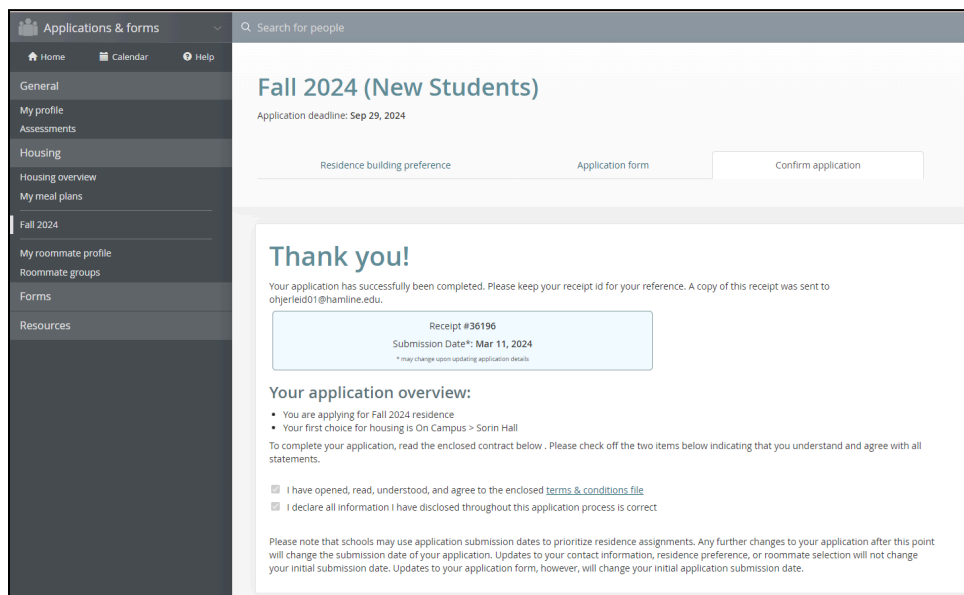
Once you have ranked your preferred residences, you can click *Continue to: Application form* on the bottom right of the screen. Note: at the bottom of every page, you will see options to *Save* or *Save and Continue*. If you have to stop, you can always return to the application, as it will be under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



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.



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.



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.

