<u>Housing Application Instructions – Spring 2026</u>

Important Dates

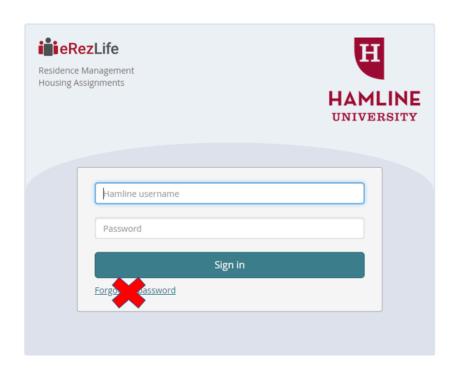
- October 27, 2025: Housing Application Opens
- **January 2, 2026**: Deadline to create your Roommate Group *if you don't create a Roommate Group, you will be matched with a roommate or roommates based on your profile preferences*

General Information

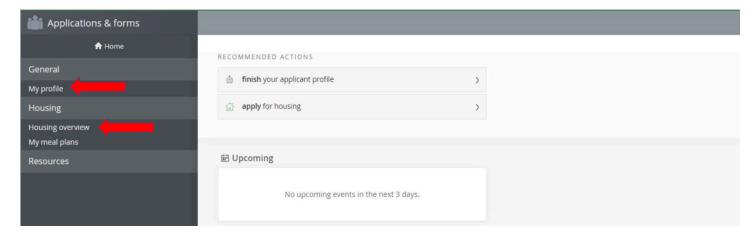
- After you have submitted your enrollment deposit, you will receive two emails from <u>csd@hamline.edu</u> with the following subject lines: Hamline Username and Hamline Initial Password.
- You will be prompted to change your password and respond to security questions. After this, you will
 be able to log into 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 this 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 (651-523-2207). (Do **NOT** click the "Forgot my Password" link).

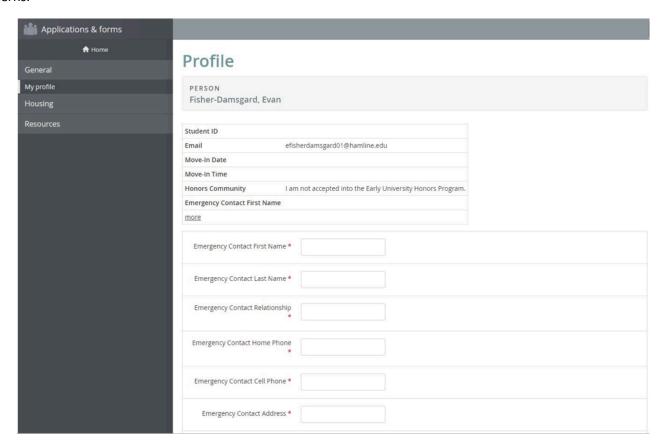
New Students: If you are having problems logging in, please contact the Office of Undergraduate Admission at admission@hamline.edu or by calling 651-523-2207 and they will be happy to assist you! If you forgot your password, please do NOT click on the "Forgot My Password" button - simply reach out to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



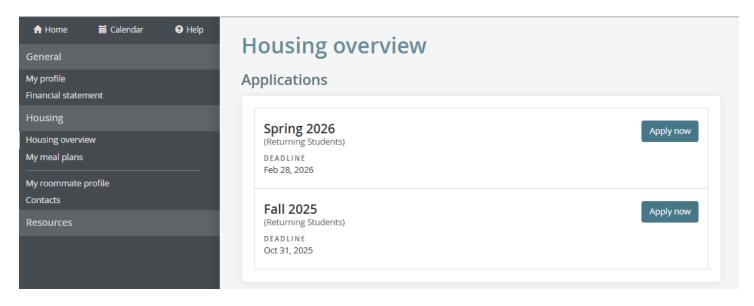
After you log-in, you will see this dashboard. The tables (on the left-hand side of the screen) you will be using are: My Profile and Housing Overview.



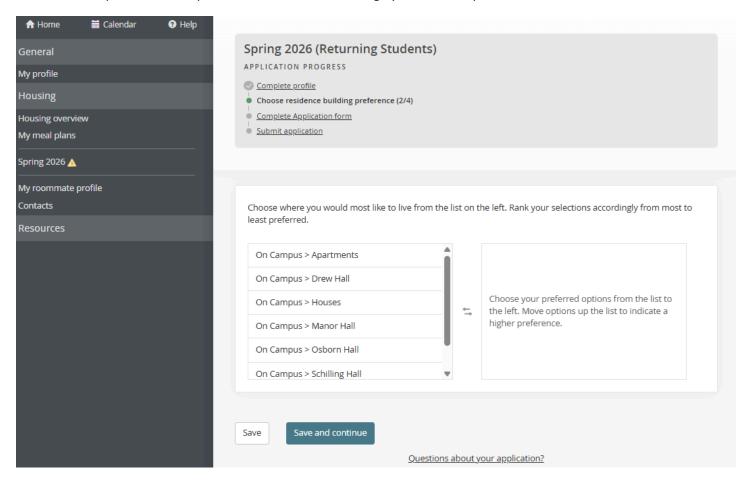
If you have not completed your housing profile, you will be prompted to complete this section before proceeding to the housing application form. When completing your profile, you will need to have emergency contact information, your insurance company and policy numbers, doctor information, allergies and current medications, and any healthcare concerns.



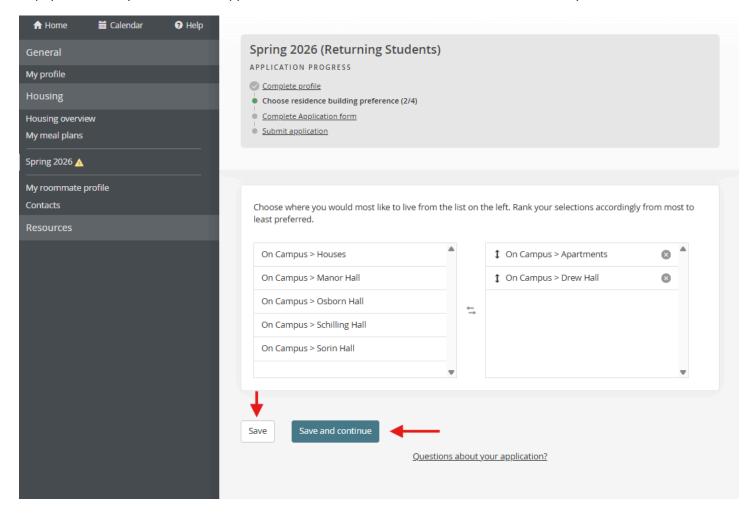
You are now ready to apply for housing. Click on "Housing Overview" on the left-hand side of the screen. You will see the application form titled "Spring 2025 (New Student Application)" and a green "Apply Now" button – click the "Apply Now" button.



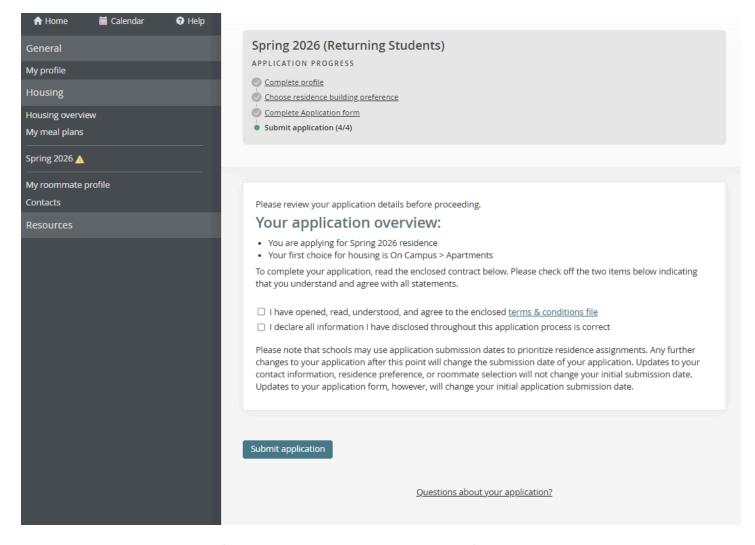
You will select your Residence Hall building preference. When you click on an option in the "Available Residences" section on the left, that option will auto-populate into the "Your preferred residences" section on the right. You can drag the residence options in "Your preferred residences" to change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



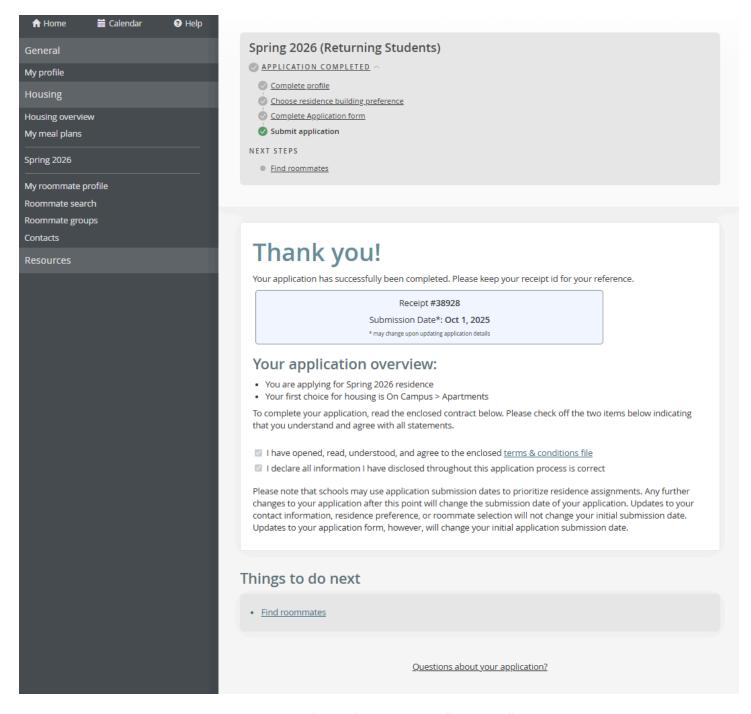
Once you have ranked your preferred residences, you can click "Continue to: Application form>>" on the bottom right of the screen. Note: at the bottom of every page, you will see options to "Save" or "Save and Continue." If you have to stop, you can always return to the application, as it will be under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



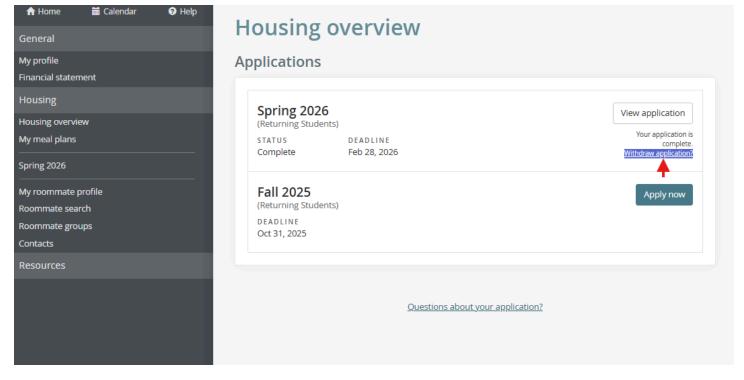
Next is the application form. You will want to complete all questions. Required questions on the application are marked with a red asterisk (*). After completing the application form, click "Continue to: Confirm Application." On the "Confirm Application" page, carefully review your application details 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.

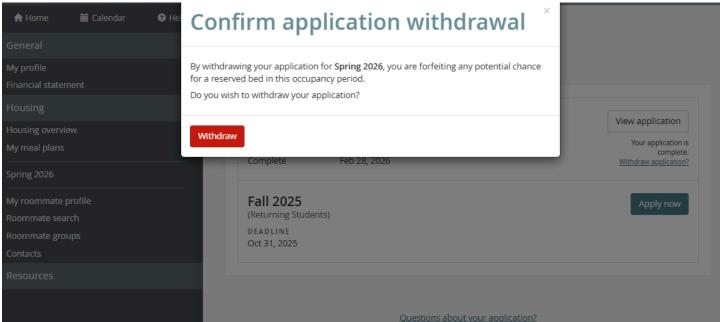


Once your application has successfully been completed, you will see the confirmation message, along with your receipt number. A copy of the receipt will also be sent to your email address on file.



You will also notice that your housing application "Status" is updated to "Complete" under the Housing Overview tab. You may click the "Withdraw Application?" link if you change your mind about living on-campus. Note: a student can only withdraw their application without acquiring a late fee prior to December 15, 2023.





Final Tips:

- 1. The "Bulletins & Resources" section on the left-hand side of the eRezLife website will show you building 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 January 2, 2026. If you do not complete a roommate group by this date, you will be matched to a roommate or roommate group based on your "My Roommate profile" answers.

