Searching for Roommates Instructions – New Incoming Students: Spring 2027

General Information

- You must complete your Housing Application and Roommate Profile before you can create a Roommate Group or begin searching for roommates.
- If you want to select your own roommate, you must set up a Roommate Group by January 4, 2027.

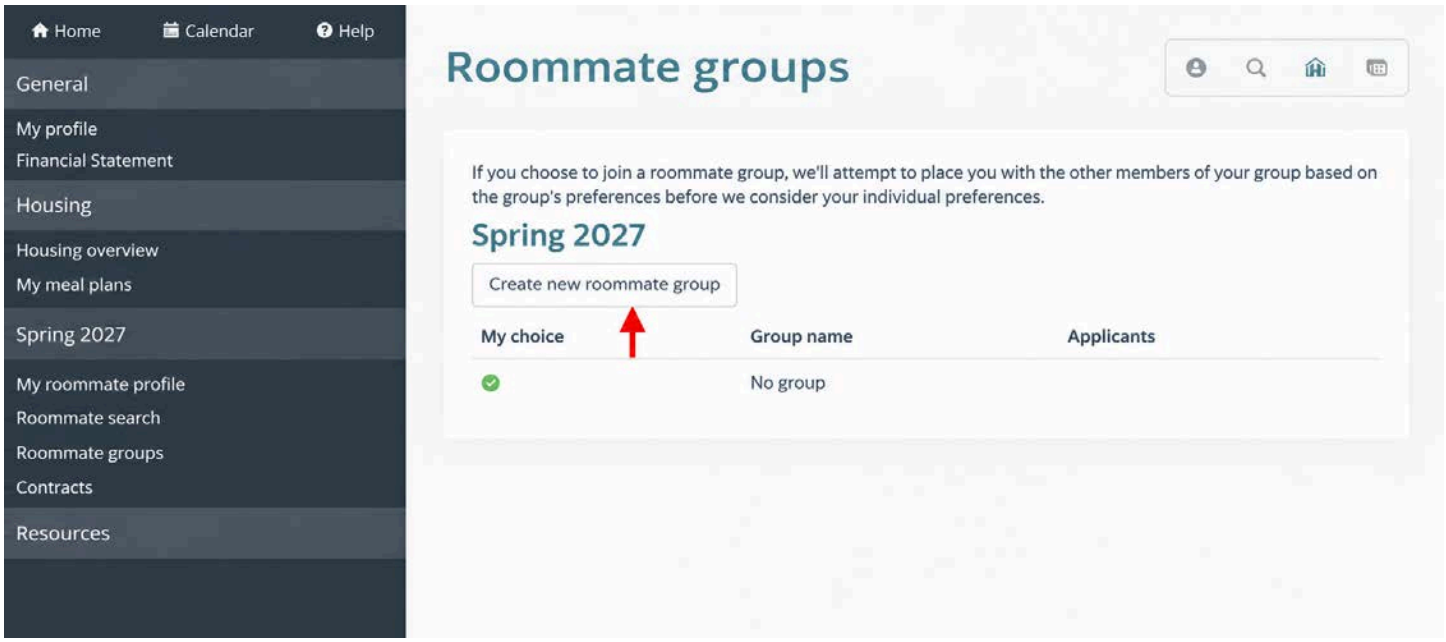
Tips on How to Set Up a Roommate Group

- **Designate an Owner:** Decide which one of you will be the creator (owner) of the Roommate Group. The owner does not need to be the student who submitted their deposit first – the housing system will use the earliest depositor in the roommate group for hall placement.
- **Email Addresses**: As the owner, make sure you know the exact email address your future roommate used when they filled out their eRezLife housing application.
- **Housing Applications Completed**: All Roommate Group members must have completed their own housing application.
- **All-Gender Roommate Groups:** If you want to live in an all-gender location, you will be able to select members for your Roommate Group whose gender identity is different from your own. If you have a mixed-gender Roommate Group, the system will assign you to rooms that are available in all-gender locations.

Section 1 – How to Set up a Roommate Group with Someone You Know

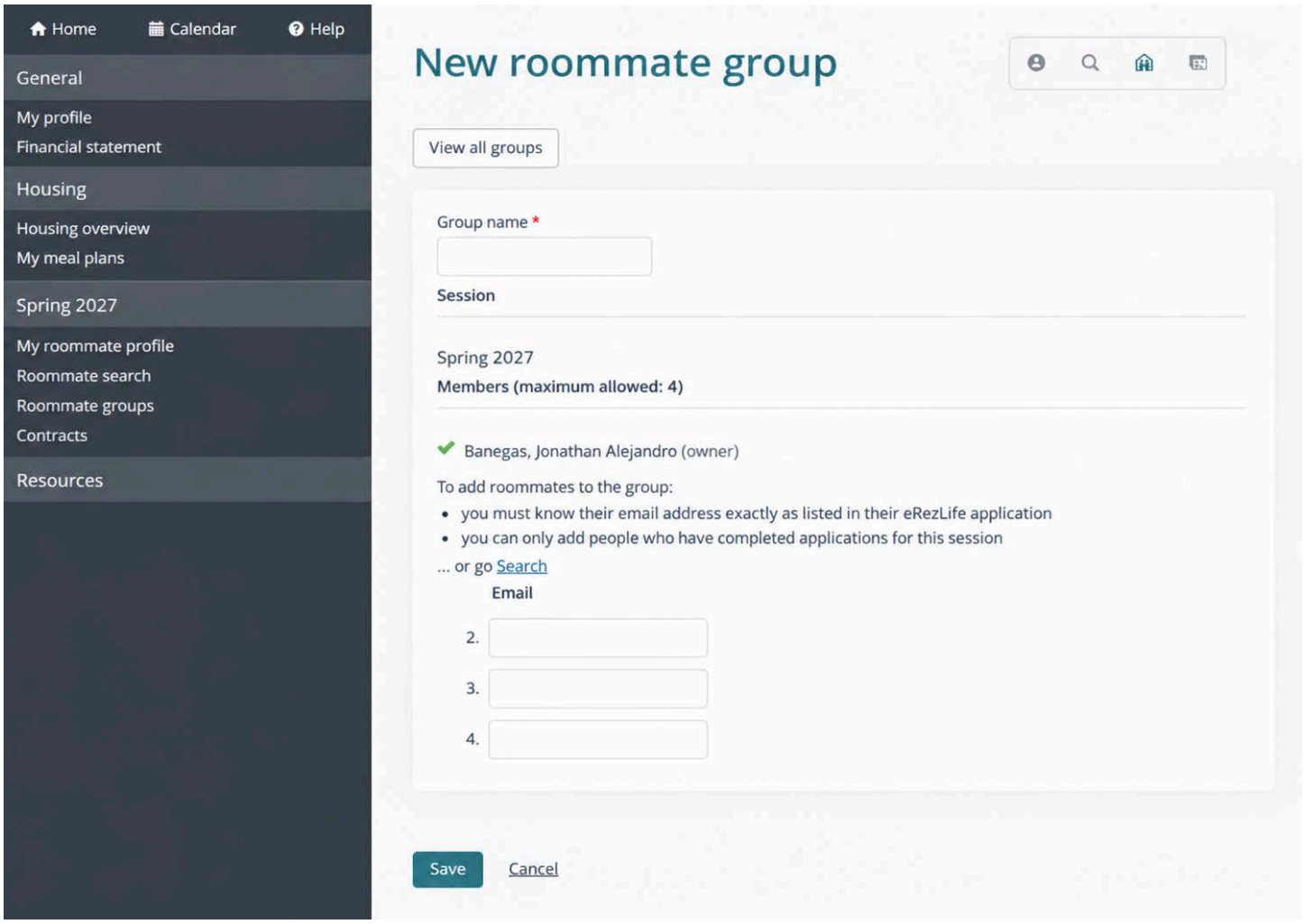
From your dashboard, click on "Roommate Groups" on the left-hand side. The dashboard will display this page:

Click on "Create New Roommate Group." A new page will appear, and you will need to create a name for your Roommate Group. Note: your Roommate Group name will be visible to staff members in the Office of Residential Life.



The Roommate Group owner will see their name under "Members." This person is the only person who can add/remove names. The number of roommates to add into your Roommate Group depends on the room type you are interested in. If your Roommate Group is interested in a 4-person room (Quad), then you will need to list 3 names. If your roommate Group is interested in a 2-person room (Double), then there will only be 1 additional name listed.

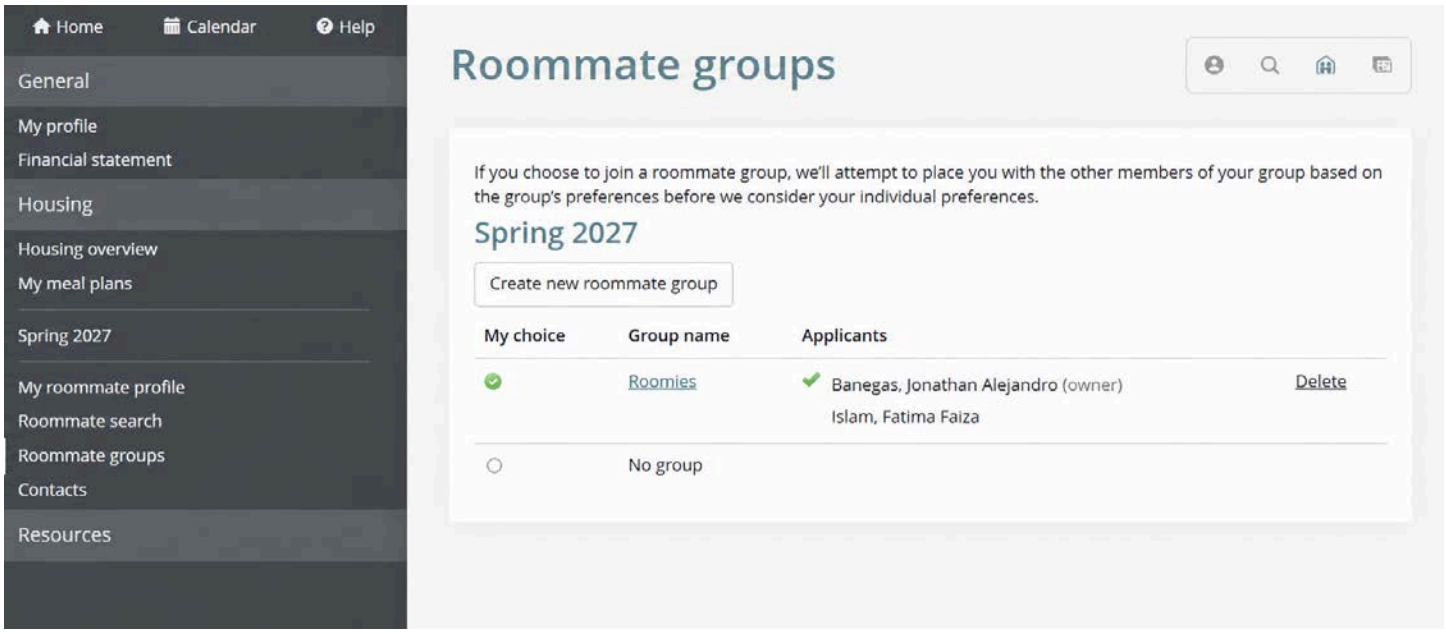
Note: When you add your future roommate's email address, make sure it is the same one they used when they filled out their eRezLife Application.



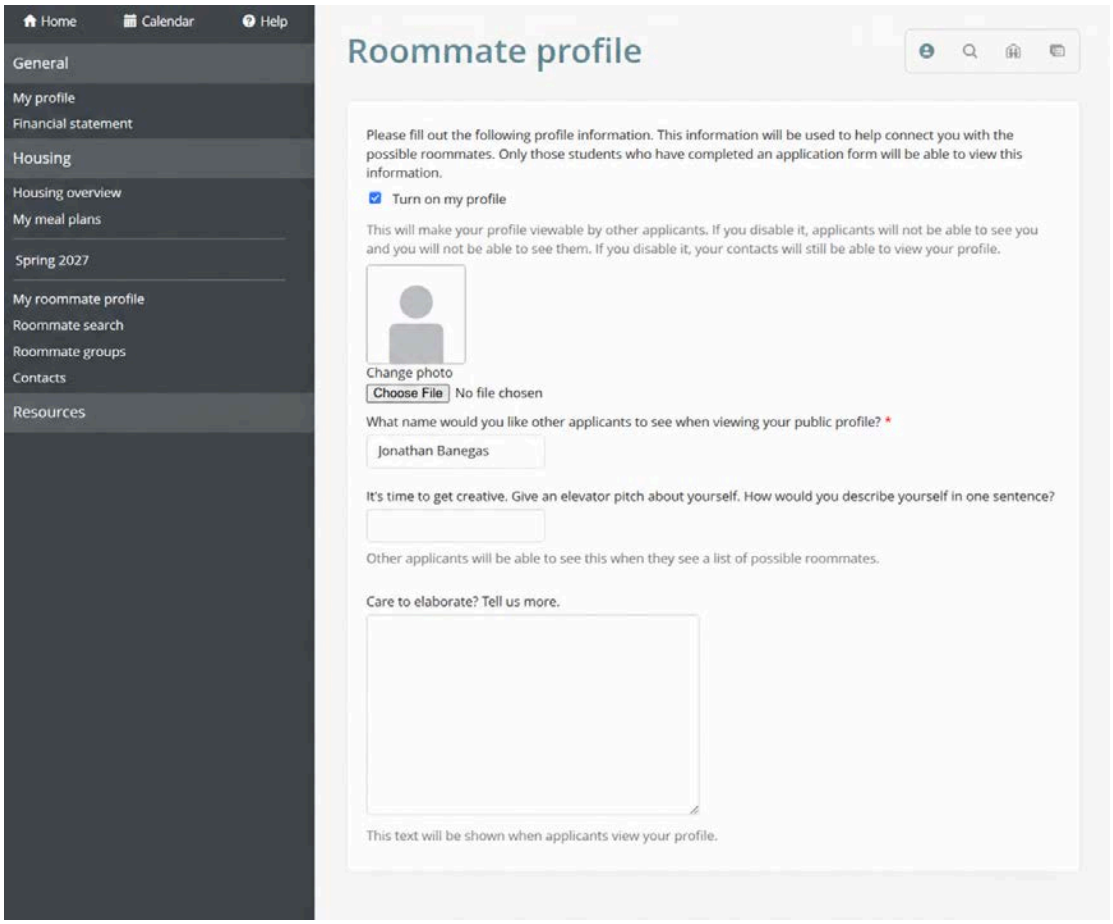
When you add in your future roommate's name and click "Save", they will appear under the "Members" section.

Once the owner has added a member to the Roommate Group, an email will be sent to that member saying "You've been invited to join a roommate group!" The added member needs to log into eRezLife to choose the roommate group before they are in the group – it is not automatic!

If you get an email that says you have been invited to join a Roommate Group, log into eRezLife and click on "Roommate Groups". Click on the unchecked button underneath "My Choice", located next to the Roommate Group Name. After that, a green check will appear next to the invited person's name. You can save and exit.

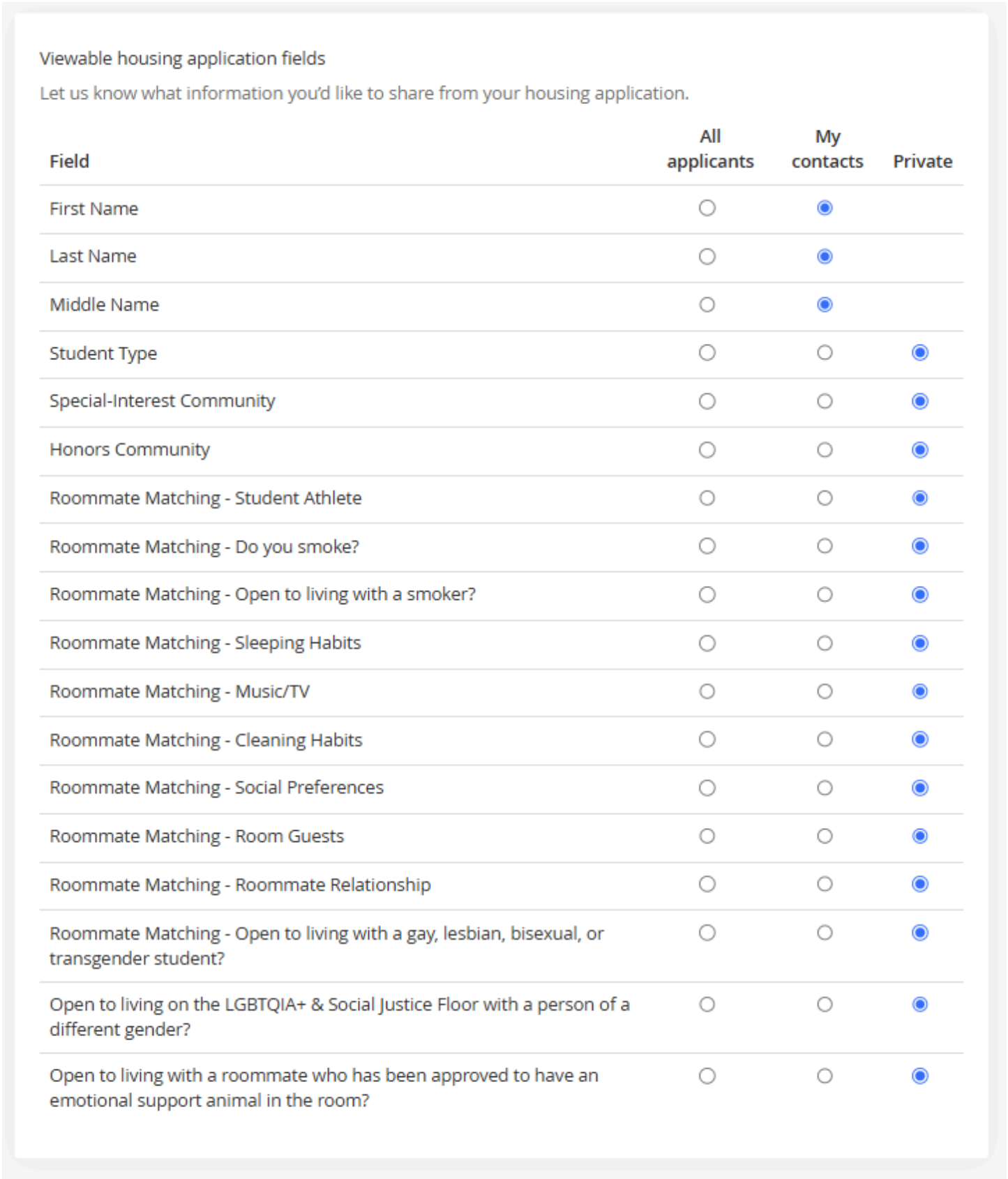


Section 2 – How to Use RoomeeZ to Search for a Roommate & Set up a Roommate Group



On the left-hand side of your dashboard page on eRezLife, click on “My roommate profile”.

First, the applicant must “Turn on my profile” and fill out the required fields on their roommate profile. The required fields have a red asterisk next to them (*)



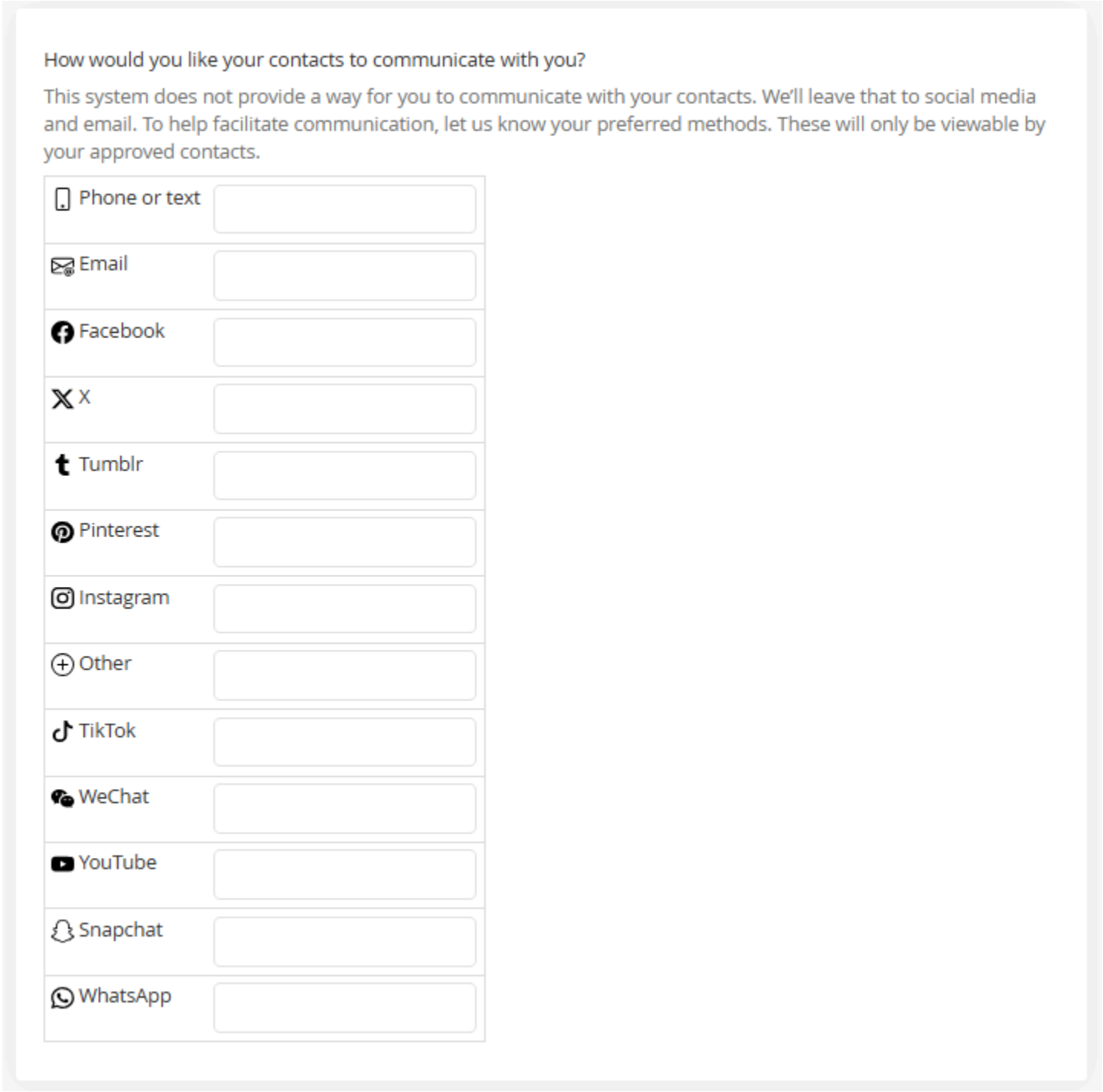
Viewable housing application fields

Let us know what information you'd like to share from your housing application.

Field	All applicants	My contacts	Private
First Name	○	◉	
Last Name	○	◉	
Middle Name	○	◉	
Student Type	○	○	◉
Special-Interest Community	○	○	◉
Honors Community	○	○	◉
Roommate Matching - Student Athlete	○	○	◉
Roommate Matching - Do you smoke?	○	○	◉
Roommate Matching - Open to living with a smoker?	○	○	◉
Roommate Matching - Sleeping Habits	○	○	◉
Roommate Matching - Music/TV	○	○	◉
Roommate Matching - Cleaning Habits	○	○	◉
Roommate Matching - Social Preferences	○	○	◉
Roommate Matching - Room Guests	○	○	◉
Roommate Matching - Roommate Relationship	○	○	◉
Roommate Matching - Open to living with a gay, lesbian, bisexual, or transgender student?	○	○	◉
Open to living on the LGBTQIA+ & Social Justice Floor with a person of a different gender?	○	○	◉
Open to living with a roommate who has been approved to have an emotional support animal in the room?	○	○	◉

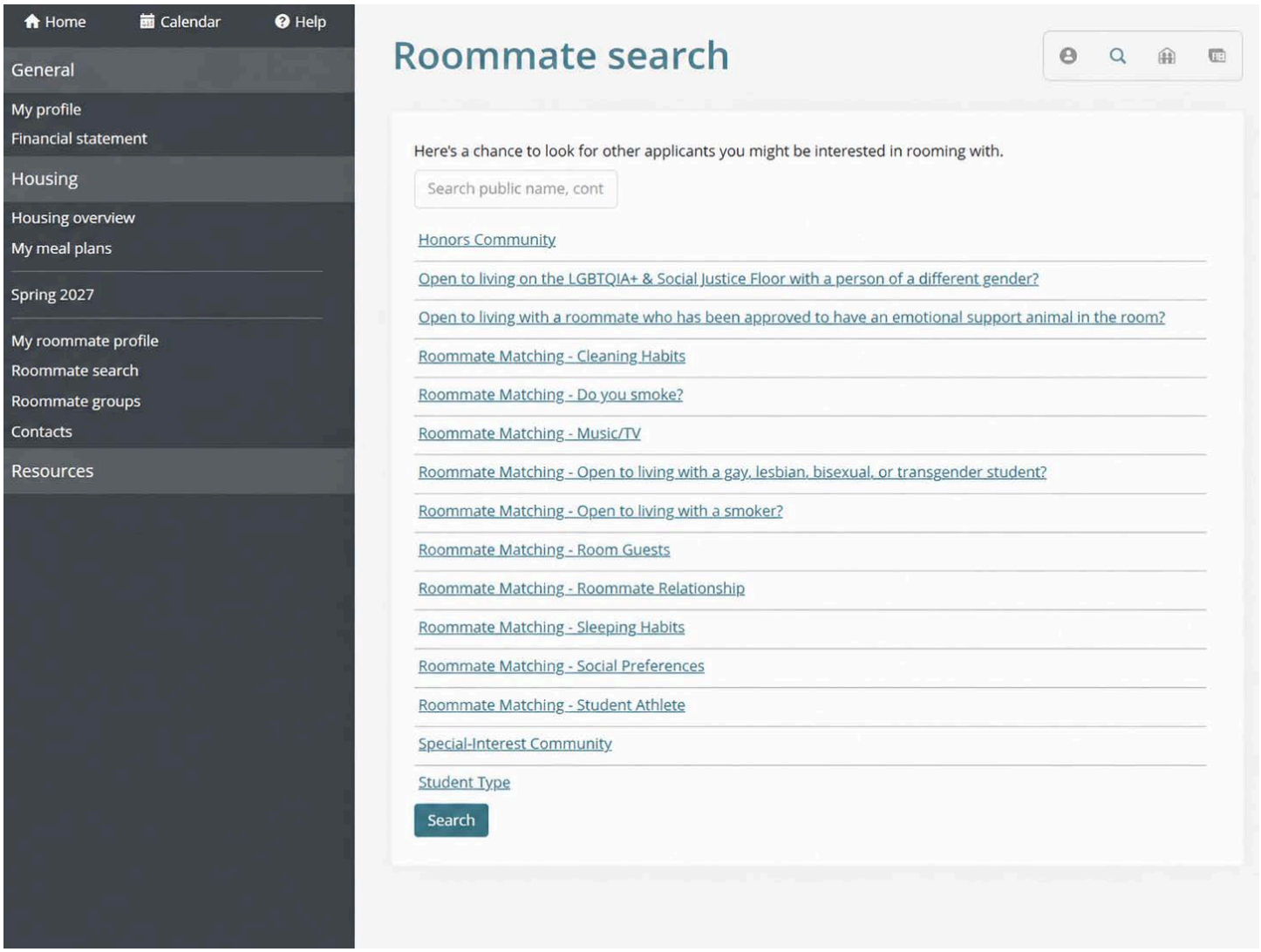
Applicants can specify which available profile fields for searching they are comfortable sharing. “All applicants” means it will be available for anyone who is searching for roommates to see. “My contacts” is only viewable to other applications once you accept a contact request from them. “Private” is not seen by anyone but you.

The last section allows applicants to provide any social media and contact information they are comfortable sharing.

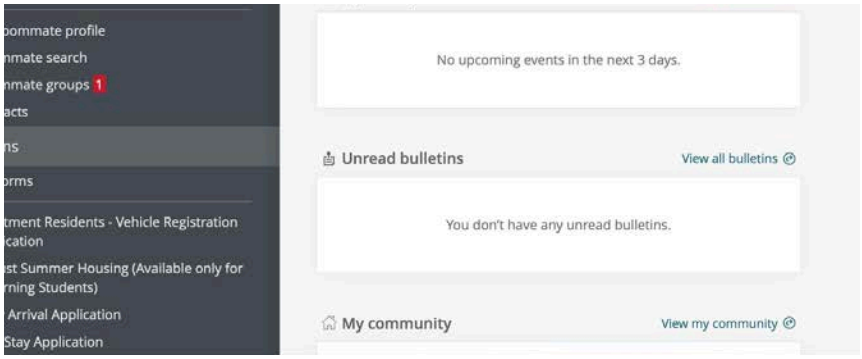


Once you are finished editing your own profile, you are ready to access the “Roommate Search” and “Contacts” menus. Use the filters and search for potential roommates with similar habits. Click “search” when you are ready to see potential roommates.

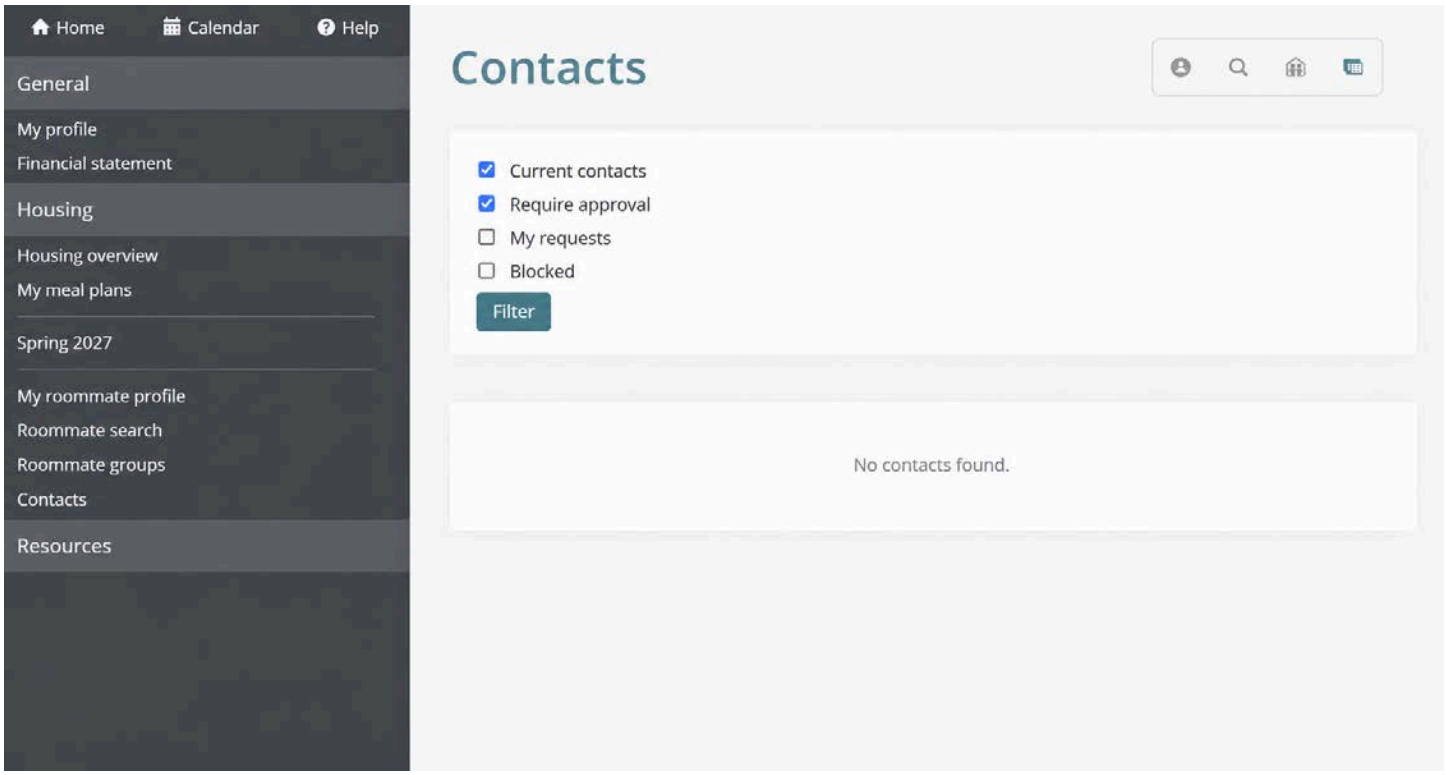
Based on your filters, a list of contacts will appear on your dashboard in a section that says “Roommate search results”. For each result, you can send a contact request to get to know each other better. If it’s a great match, then click “Add to roommate group”, and you’re all set. If it’s not a great match, you can withdraw the contact request or block them and continue searching for more potential roommates.



Once a person sends a contact request to another person via RoomeeZ, an email will be sent letting them know they need to approve a contact request by logging into eRezLife. your roommate will get a red flag next to roommate groups letting them know they have a contact request to approve.



All contacts are easily viewable from the contacts menu.


Home
Calendar
Help
General
My profile
Financial statement
Housing
Housing overview
My meal plans
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My roommate profile
Roommate search
Roommate groups
Contacts
Resources
Contacts
Current contacts
Require approval
My requests
Blocked
Filter
No contacts found.