UPPER CLASS HOUSING APPLICATION
STEP 1 GUIDE

KENNESAW STATE UNIVERSITY

STEP 1:
Log in to the Housing Portal.

STEP 2:
Click on the upcoming Academic Year Application within the top menu bar.

Step 2



STEP 3:
Select the upcoming Academic Year and click **"Apply."**

STEP 4:
Please read the information on the Welcome Page carefully.

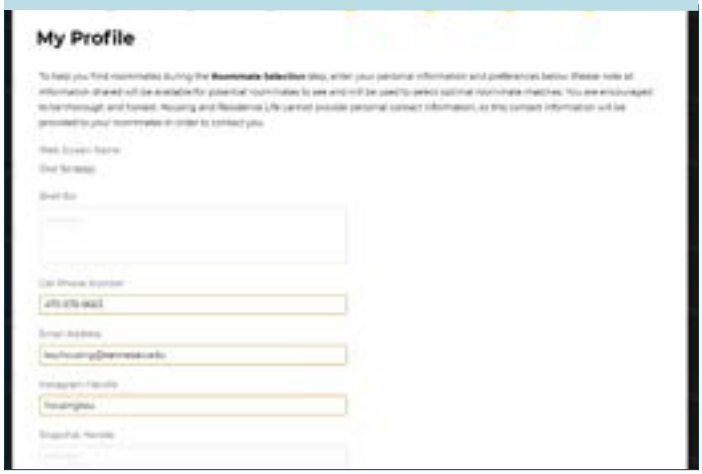
STEP 5:
Please complete the Missing Persons Information.

STEP 6:
Carefully review and agree to all policies, terms and conditions.



STEP 7:
Complete the **"My Profile"** section, including contact information and living preferences.

Step 7



STEP 8:
Please read and complete the Meningitis Statement. This is required by law.

STEP 9:
Read the Specialist Interest Housing options, then click "Save and Continue." For more information about Special Interest Housing, please visit our website.

Step 9



STEP 10:
Here, you can choose to get Housing and Residence Life announcements straight to your phone. Enter your phone number and click the check box or leave the fields blank to opt out. Click **"Save & Continue".**

Step 10



STEP 11:
You will have the opportunity to indicate interest in purchasing Renter's Insurance via GradGuard. Renter's insurance is optional but highly encouraged; this will protect you from paying out-of-pocket costs if there is damage to your personal property or Housing and Residence Life's property while living on campus.

Step 1 of the Housing Application is complete!
Please continue to check your KSU student email for information about Room Selection.

Housing Application Initiation Fee

This fee applies to students submitting a KSU Housing Application for the first time. If you have previously completed a Housing Application and paid this fee, you will not be required to pay it again.

While the $200 nonrefundable Application Initiation Fee is not needed to finish the application, it must be paid to proceed to Step 2. After Step 11: Renters Insurance, you have the option to pay the fee right away. See the steps on how to pay!

HOW TO PAY THE APPLICATION FEE

STEP 1:
After reviewing the renter's insurance and texting preferences pages, read the "Application Initiation Fee Information" page, and then click **"Save & Continue"**. The fee will be added to your cart.

Step 1



STEP 2:
On the checkout page, click **"Pay Now".**

Step 2



STEP 3:
Select your payment method and enter your payment information, then click **"Continue".**

Step 3



TALON ONE SERVICE CENTER

If you have any questions about the Housing Application, contact the Talon One Service Center at 470-578-8663 (T-ONE) or talonone@kennesaw.edu

For more information about Housing and Residence Life, please visit our website: kennesaw.edu/housing