

# UPPER CLASS HOUSING APPLICATION

## STEP 1 GUIDE

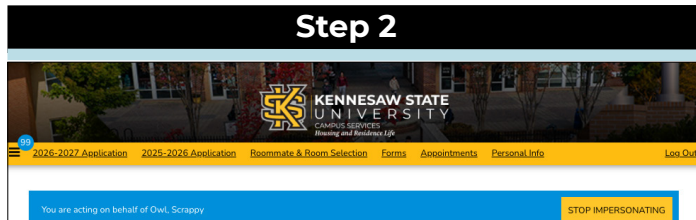


### STEP 1:

Log in to the [Housing Portal](#).

### STEP 2:

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



### STEP 3:

Select the upcoming Academic Year and click "Apply."

### STEP 4:

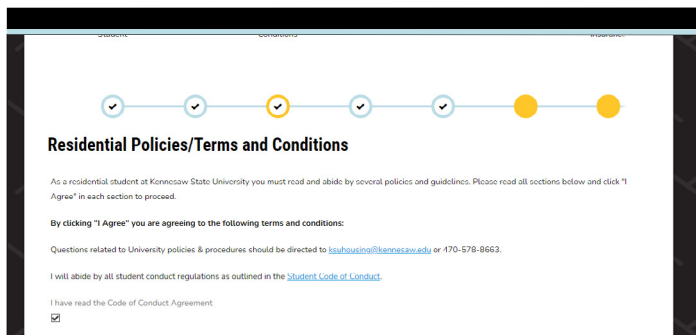
Please read the information on the Welcome Page carefully.

### 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

#### My Profile

To help you find roommates during the **Roommate Selection** step, enter your personal information and preferences below. Please note all information shared will be available for potential roommates to see and will be used to select optimal roommate matches. You are encouraged to be thorough and honest. Housing and Residence Life cannot provide personal contact information, so this contact information will be provided to your roommates in order to contact you.

Web Screen Name  
Owl, Scrappy

Brief Bio

Cell Phone Number

Email Address

Instagram Handle

Snapchat Handle

### 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

#### Special Interest Housing

Special Interest Housing (SIH) is available for student groups who require specific housing arrangements as part of their involvement with Kennesaw State University. Housing accommodations are done through partnerships with different programs in coordination with the Housing team. If students are interested in living in SIH, they need to reach out to the departments and apply via their specific process.

Our variety of Special Interest Housing available for students can be reviewed below. For more detail regarding these options, please visit our [website](#).

If you have any questions or would like more information please contact us at [living@kennesaw.edu](mailto:living@kennesaw.edu) or 470-578-8663 (T-ONE).

## 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

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#### Texting Preferences

Housing and Residence Life will occasionally send important reminders and safety communications via text. If you are interested in receiving informational text messages from Housing and Residence Life, please provide your cell phone number and opt in below.

If you are not interested, please leave the fields blank and continue at the bottom of the page.

Resident Cell Phone Number:

123-456-7890

I would like to opt in to receive text messages from Housing and Residence Life.

☒

SAVE & CONTINUE

## 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

### Step 1

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#### Application Initiation Fee Information (\$200)

You must pay the non-refundable Application Initiation Fee in order to complete Part 1 of your Housing Application and be eligible to proceed with Roommate Selection (First-Year Students Only) and Room Selection.

This fee is non-refundable upon payment and is not a deposit. Please note that paying this fee does not guarantee that you will receive housing or receive your preferred housing community. Paying this fee allows us to assign each student a timeslot for Roommate Selection (First-Year Students Only) and Room Selection, steps 2 and 3. If you complete the Housing Application but do not pay the Application Initiation Fee, your application (step 1) is considered incomplete. You will not receive the opportunity to select roommates or a room if you do not pay this application fee.

SAVE & CONTINUE

Fee Information" page, and then click "Save & Continue". The fee will be added to your cart.

### Step 2

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#### Shopping Cart Checkout

Item Description	Total Amount (\$)	Remove
Application Initiation Fee	\$200.00	
Total:		\$200.00

### STEP 2:

On the checkout page, click "Pay Now".

### STEP 3:

Select your payment method and enter your payment information, then click "Continue". Once your payment is processed, you're all set!

### Step 3

#### Payment

Payment Information \* Indicates required information

Total: \$200.00

Payment Method:\*

Select a Payment Method  
Credit Card  
Electronic Check (ACH)

Electronic Check (ACH) - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. No corporate checks allowed, i.e. credit cards, home equity, traveler's checks, etc.

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](mailto:talonone@kennesaw.edu)

For more information about Housing and Residence Life, please visit our website: [kennesaw.edu/housing](https://kennesaw.edu/housing)