How to fill out the housing application:

1.) Go to myhousing.wvu.edu

2.) Select "Login" from the top right.
   a. Login using your username and password.
3.) Select Housing Application (WVU Tech) at the top left.

4.) You will then see a Term Selector page.
   a. Beside the term that you want to apply for select "Apply"

5.) The next screen is Important Information. Please read this screen. At the bottom of the page select "Save & Continue"

6.) Personal Details is the next page.
   a. Please verify the information at the top is correct. If it is incorrect, go to star.wvu.edu to correct it.
   b. The bottom of the page is a place for you to fill in Emergency Contact/Missing Person notification. All information must be filled in. When you are done, please select "Save & Continue".

7.) Accommodations and Exemptions:
   a. If you need special housing accommodations due to a medical diagnosis, please indicate "Yes" and then you will need to contact the Office of Accessibility Services.
   b. Exemptions: if you meet any of the following criteria, you may be exempt from the housing requirements. If you do meet one of the below requirements and wish to commute please select "Yes". If you wish to reside on campus please select "No".
      i. Exemptions:
         1. Commute from a permanent home address within a 50-mile radius of WVU Tech, where you reside with your parent or legal guardian.
         2. Be married
         3. Be custodial parent of a dependent child
         4. Have one year of active duty military service
         5. Reached the age of 21 prior to the first day of the applicable semester.
   c. Select "Save & Continue"

8.) You will need to sign the housing contract using your WVU ID number. This contract is legally binding for the entire academic school year and obligates you to reside on campus for the entire academic year.
   a. After Entering your WVU ID number, select "Save & Continue"
      i. If you are under the age of 18:
         1. After you enter your WVU ID number and select "Save & Continue" you will be taken to a Parent/Guarantor Signature page.
            a. Select "Add" from this page.

i. Fill in the following information for the Parent/Guarantor:
1. First Name
2. Last Name
3. Email
4. Relationship
ii. Select "Save & Continue"
b. This will cause an email to be sent to the email address for your Parent/Guarantor that you just added.
c. Once the email is received, have your Parent/Guarantor follow the link in the email.
i. They will need to enter the same information that you did for them in order to sign the contract.

9.) Pay the $200 housing deposit. If you are unable to afford the housing deposit please contact the Student Life office at 304-929-1232 to see if you qualify for a waiver.
a. The housing deposit will be credited towards that applicable semester.

10.) Create your roommate profile

11.) Select your room preferences. You must select two different preferences. Remember, these are only preferences and not your actual room selection.
a. Select "Add Preference" to add your preferences.

12.) Select your room
a. You can filter results by residence hall by checking either Hogan Hall or University Hall
1. If no room options show up when you select a location, that means all beds are filled in that location.

Room List

Locations
☐ Hogan Hall
☐ University Hall

Staying between **8/18/2019** and **5/8/202**

Hogan-102
2 🛏
Spaces available: 1
Double-2 BR Suite

Hogan-102
Hogan Hall
WVU Tech - Beckley

Show Room Info

LIVE HERE

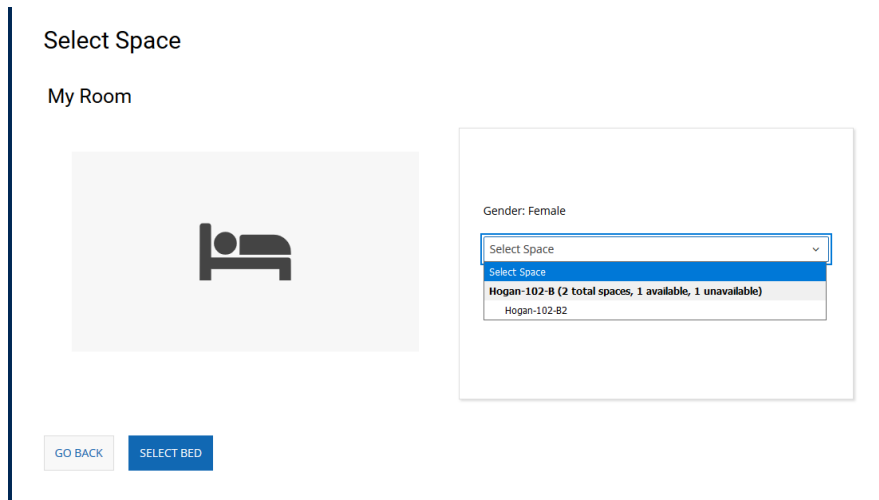How to read:

Hogan-102: Room Number

2: 2 total beds in the room

Spaces available: the number of beds currently unassigned in the room

     b. If you select "Show Room info" you can see who else has been assigned to the room and view their profile.

13.)To select a room to live in, select "Live Here"

14.) To select your bed (You have a countdown timer of 10 minutes on this page):
     a. Select the drop down arrow beside "Select Space" and then select the bed you want.
     b. If that is where you wish to live, hit "Select Bed" at the bottom of the page.
     c. You will then be asked to confirm your selection.
     d. Select "Save & Continue"

Select Space

My Room

Gender: Female

Select Space
Select Space
Hogan-102-B (2 total spaces, 1 available, 1 unavailable)
Hogan-102-B2

GO BACK   SELECT BED

15.)You will then be taken to GradGuard College Renter's Insurance pages.

16.)Students residing on campus are required to have the 10, 15, or 19 meal per week dining plans. Please go to dining.wvutech.edu for more information or go to mymountaineercard.wvu.edu to select your meal plan.

17.)Select Complete Application

18.)Application Status: This is a summary of your housing information for the upcoming semester/academic year.

If you would like to change your room, you will need to select "Save & Continue" from the Application Status page. The room change process works the same as the room selection process. You will never lose your current room assignment if you attempt to change rooms.