

Off Campus Housing Request User Guide

This application is used to submit a request living off campus for the request year. Completing this form will help the Residence Life Office consider your wish to live off campus in the coming year. Submitting this form does not guarantee that you will be allowed to live off campus. If you have a medical and/or psychological condition and would like to request special consideration in the housing assignments process, please review the information available on the Housing Accommodations Website.

The menu choices:

Residence Life

Clicking the “Residence Life” menu choice we redirect you to the Residence Life landing page.

Off campus housing request home

Clicking the “Off campus housing request home” menu choice will bring you to the main landing page for the “Off Campus Housing Request” application.

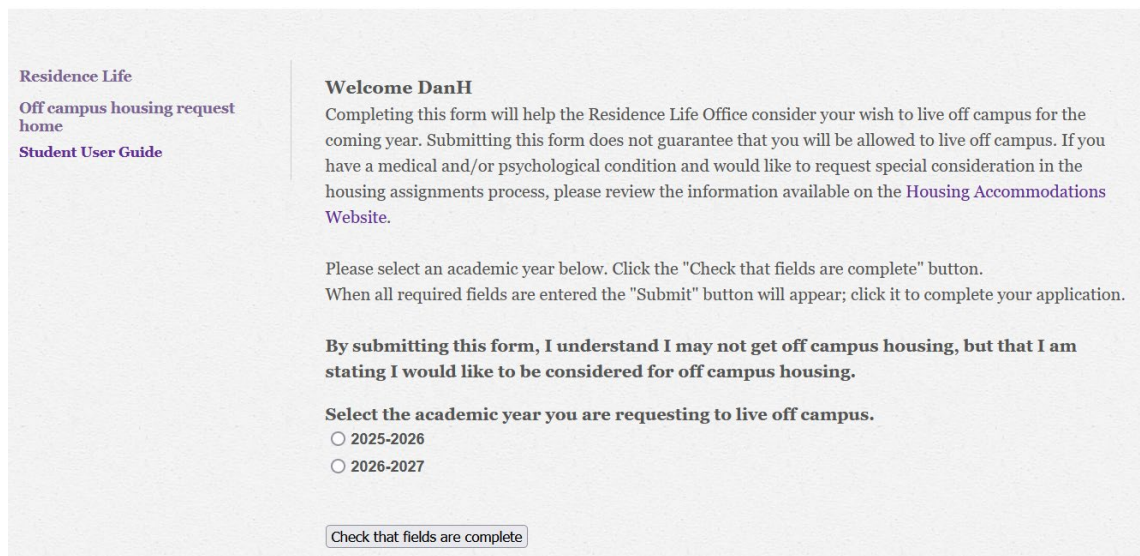
Logout

Clicking the “Logout” menu choice will log you out of the application and will require you to log back in to see the application.

The off campus housing request home page

This is the main landing page for the application. To complete it you need to select the year you wish to live off campus, then click the "Check that fields are complete" button.

Off Campus Housing Request



The screenshot shows the 'Off campus housing request home' page. On the left is a sidebar with links: 'Residence Life', 'Off campus housing request home', and 'Student User Guide'. The main content area has a heading 'Welcome DanH' followed by a paragraph explaining the purpose of the form and linking to the 'Housing Accommodations Website'. Below this is a prompt to select an academic year, with radio buttons for '2025-2026' and '2026-2027'. A bold statement reads: 'By submitting this form, I understand I may not get off campus housing, but that I am stating I would like to be considered for off campus housing.' At the bottom is a button labeled 'Check that fields are complete'.

If you have selected a year then the “Submit” button will appear. Clicking the “Submit” button will finalize your request.

Off Campus Housing Request

[Residence Life](#)
[Off campus housing request home](#)
[Student User Guide](#)

Welcome DanH

Completing this form will help the Residence Life Office consider your wish to live off campus for the coming year. Submitting this form does not guarantee that you will be allowed to live off campus. If you have a medical and/or psychological condition and would like to request special consideration in the housing assignments process, please review the information available on the [Housing Accommodations Website](#).

Please select an academic year below. Click the "Check that fields are complete" button.
When all required fields are entered the "Submit" button will appear; click it to complete your application.

By submitting this form, I understand I may not get off campus housing, but that I am stating I would like to be considered for off campus housing.

Select the academic year you are requesting to live off campus.

☒ 2025-2026
☐ 2026-2027

The application will bring you to the thank you page.

Thanks for submitting your request for off campus housing. Residence Life will review your request and will contact you when you are selected.

The application will then email you a confirmation of your request and an email to the Residence Life office notifying them of your request.

When you submit your request, the application will check to see if you have already submitted a request for that year and if you have it will return the following error.

Off Campus Housing Request

[Residence Life](#)
[Off campus housing request home](#)
[Student User Guide](#)

**ERROR: You have already submitted a form for the academic year. If you need to make changes or you beleive is is incorrect:
Please submit a ticket via the [IT Help Desk](#) for assistance.
Please include the URL and any error messages and describe what happened.**

Welcome DanH

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