



## Housing Application Instructions

*Follow these step by step instructions to apply for Fall 2023-Spring 2024 housing at one of our Penn West campuses. Please, have a credit card, debit card, or your bank information (for an ACH check) available to complete the online application process.*

1. Log in to your Penn West Experience Portal at [my.pennwest.edu](https://my.pennwest.edu).
2. Click "Housing and Dining Portal" on the Student Quick Access card.
  - a. If you do not see the Student Quick Access card, click "Discover More" on the bottom right or the menu at the top left. You can search "student quick access" to find the card and save it to your page.
3. Click "Contracts."
4. Select the housing application for your assigned campus.
5. Read the terms and conditions of the contract thoroughly.
6. Electronically sign the agreement.
7. Click "Continue."
8. Complete "My Information" to help build your housing profile.

This information will be helpful for roommate matching.

  - a. When asked if you want to live in an LLC make sure to keep in mind that anyone you want to match with as a roommate must choose the same LLC as you in order to pick a room. If you do not wish to live in an LLC, you can indicate this by selecting "I do not wish to live in a living learning community." You will need to have the same answer as your roommates to be avoid issues during room selection.
9. Provide emergency contacts, parent/guardian contact information, and a missing persons contact individual.
  - a. Students under the age of 18 will be required to have their parent/guardian sign off on the application. The parent/guardian you list in your application will be sent an email to sign the contract. This email is sent immediately after submission. If your parent/guardian does not receive the email, please, have them check their junk mail. If it is not in their junk mail have them reach out to your campus housing office to have it resent. You will not be permitted to select a room until we receive this signature.
10. Pay the \$100 non-refundable application service fee.
11. Check your Penn West email for "Your Application has been Received" confirmation.
12. Watch your Penn West email for roommate selection and room selection information and dates. Both selection processes will also occur in the housing and dining portal.

