

# How to apply for your RIT housing

Plus search & select  
roommates

Home of  
**Thinkers**  
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RIT | Housing  
Operations

# You're in charge!

**Get it done at [mylife.rit.edu](http://mylife.rit.edu).**

Read through this booklet for easy instructions and important information about completing your RIT housing contract and selecting your own roommate.

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# Timeline

Once your tuition deposit is paid or waived, you will have access to the 2019–2020 RIT housing contract. Housing contracts will be available online beginning January 3, 2019. Go to [mylife.rit.edu](http://mylife.rit.edu) to complete your housing contract.

## **January 3 - May 3: Complete your online RIT housing contract and search & select a roommate.**

As an incoming freshman, you must go to [mylife.rit.edu](http://mylife.rit.edu) and complete an RIT housing contract. In addition to completing a housing contract, you may search and select your own roommate. See the instructions for each in this booklet.

## **May 23: Receive an appointment time to go online to select your own room in the residence halls.**

Your appointment time will be sent to your RIT email account on this date. On the given time and date of your appointment, you will have access to go back to [mylife.rit.edu](http://mylife.rit.edu) to select a room of your choice in the residence halls.

## **Early June: Select your own room online.**

Your appointment time to go online to select your room will start and end sometime in early June. Your appointment time is the earliest that you can go to [mylife.rit.edu](http://mylife.rit.edu) to select a room. You may select a room even if you do not select a roommate. Students will be assigned appointment times based on the order in which they paid their tuition deposit. Those who paid earlier will have early appointment times. Roommates who are grouped, will have the same appointment time. *Instructions on how to select your room will be sent with your appointment time.*

All incoming freshmen are guaranteed RIT housing in the residence halls and there is plenty of traditional and specialty residence hall space to select from! Visit [housing.rit.edu](http://housing.rit.edu) to view residence hall options.

## How to Complete Your RIT Housing Contract

1. Go to [mylife.rit.edu](http://mylife.rit.edu).
2. On the RIT authentication page, enter your RIT computer account username and password; then *click Log in*.
3. On the home page, *click Housing & Dining Applications* in the orange header bar.
4. On the Term Selector page, select *19-20 Academic Year*.
5. You are now ready to begin filling out your RIT housing contract. Work through the steps on the side menu bar.
6. When you get to Roommate Groups, you are now ready to begin searching for and selecting a roommate. You may go back into your housing contract as many times as you like to search for roommate(s) through May 3, 2019.

# How to Search & Select a Roommate

## Before you begin searching for a roommate, keep in mind:

- In order for a student to be available as a roommate, they will need to have completed a 2019–2020 RIT housing contract. Starting the contract puts a student into the roommate pool for the system to pull from.
- If you send a request to a student to be a roommate, a group will automatically be formed for you. If the requested student accepts the request, that student will automatically be joined to the group.
- The option to delete a group is available throughout the process.
- You can always return to [mylife.rit.edu](http://mylife.rit.edu) to search for roommates as the roommate pool will grow as time goes on.

### OPTION 1

#### Search for Roommate(s) by Detail

Follow the steps below if you know exactly who you want as a roommate next academic year.

1. Ask your desired roommate for their RIT computer username. You will need this in order to search for them. **Reminder:** The student that you want as a roommate must have already completed their RIT housing contract in order for you to request them as a roommate.
2. Click **Search for Roommate by Details**.
3. Enter your desired roommate's RIT computer username and **click Search**.
4. Your desired roommate's RIT username will show. The number in the circle to the right of your desired roommate's username indicates the percentage that your full profile matches your desired roommate's full profile.

**To the right of your desired roommate's percentage match circle these options are available:**

**ADD TO GROUP** - by clicking this, the student will automatically be added to the group.

**SEND MESSAGE** - this will send a message to the student's RIT email and the portal Inbox Messages area. Be sure to include your RIT email address in your messages as they are sent anonymously.

**VIEW PROFILE** - click this to view your desired roommate's profile.

## OPTION 2

### Search for Roommate(s) by Profile Questions

Follow the steps below to search for a roommate based upon their profile questions.

1. Click **Roommate Search by Profile**.
2. Select the profile questions and answers you wish your potential roommate(s) to match. We recommend you limit the number of questions and answers to no more than five to create a pool of potential roommates. **Click Search**.
3. Scroll to the bottom of the page to view a list of potential roommates who match the criteria you entered.

The number in the circle to the right of each potential roommate indicates the percentage that your overall profile questions and answers match that of each potential roommate. For each potential roommate listed, you have the option to add to group, send message, or view profile.

## OPTION 3

### Search for Roommate(s) by Browsing Suggested Roommates

Follow the steps below to search for a roommate by comparing your full profile to other student's full profile.

1. Click **Search for Suggested Roommates**.
2. Scroll to the bottom of the page to view a list of potential roommates.

The number in the circle to the right of each potential roommate indicates the percentage that your overall profile questions and answers match that of each potential roommates. For each potential roommate listed, you have the option to add to group, send message, or view profile.

## Next Steps:

**May 23:** Your appointment time will be sent to your RIT email.

# Special-Interest Housing

## Life Outside the Classroom

If you are inspired about art, crazy about computers, or passionate about photography, you may want to live in one of RIT's special-interest houses. Designed for students who live to share their interests, these seven houses offer a specific academic focus to residence-hall living and provide a way to tailor activities to a common group. Learn more about Special Interest & Lifestyle Floors on RIT Housing's website.

### How do I apply to a Special Interest House?

Submit your RIT Housing contract and your Special Interest House essays no later than May 1, 2019.

Proceed in searching and selecting a roommate as not all students who apply are accepted to a Special Interest House. If you are not accepted, then you have a roommate of your choice to live with somewhere other than a Special Interest House.

### When is the deadline to apply?

May 1, 2019 is the deadline to submit your RIT Housing contract and the Special Interest House essay via the [mylife.rit.edu](http://mylife.rit.edu) portal in order to be considered for fall membership.

### When will I be notified of my acceptance status to a Special Interest House?

From May 9 - 22, 2019, you will be notified via your RIT email account.

### What if I want to be assigned with my roommate and get accepted to an SIH or Honors floor?

If you select a roommate and are also accepted to a Special Interest House, RIT Housing will contact you via your RIT email account from May 9 - 22 to ask you for a decision – whether you prefer live in the Special Interest House or if you choose to be an off-floor member and live with your selected roommate.

## CONTACT US

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