Renewals Workbook

October 30 – November 2
Step 1: Renewal Sign-Up

November 5 – 11
Step 2: Request a Roommate
General Information

Open Office Hours for Renewal Sign-Up
Information And Questions:

Friday, October 19
8:00 a.m. – 5:00 p.m. | Grace Watson Lobby
For more information, visit the housing
website at housing.rit.edu.

Renewal Sign-Up Dates
October 30 – November 2
Step 1 : Renewal Sign-Up
November 5 – 11
Step 2 : Request a Roommate

What is Renewal?
Students living in Perkins Green, Riverknoll, University Commons suites, and the RIT Inn have the opportunity to renew their housing contract for the space they are currently living in for the 2019–2020 academic year.

To participate in Housing Selection, you must meet the eligibility requirements:
• Not graduating.

Your To-Do List:
Renew your housing by completing a 2019–2020 housing contract at mylife.rit.edu between October 30 – November 2.

NOTE:
• The housing contract you need to complete will not be available until 12:01 a.m. October 30
• You will renew as an individual, not as a group
• If there is a vacancy in your 2019 – 2020 RIT housing after November 2nd, and you want to request a roommate to that vacancy for the 2019 – 2020 academic year, you must request the roommate between November 5 – 11.

Step 1
Students who are currently assigned to Perkins Green, Riverknoll, University Commons, or the RIT Inn who want to return to the same assignment for the 2019 – 2020 academic year must do the following:

Step 1: Complete Contract
• Go to mylife.rit.edu between October 30 – November 2.
• Complete a contract for the 2019 – 2020 academic year.
• When completing your online contract, be sure to click on Renew Room Space
Step 2

Step 2: Request a Roommate
For students who renewed and want to fill vacancies.

November 3 – 5
If you renewed your current housing (step 1) you will receive an email notification if the apartment, suite, or room you renewed has any vacancies for the 2019–2020 academic year. You will have between November 5 – 11 to request a roommate.

November 5 – 11

A Student Who Renewed does this:

• Go to mylife.rit.edu and return to the 2019-2020 academic year housing contract that was completed during renewal.

• Select Request a Roommate and fill in the preferred name and RIT username of the student being requested. You will only be able to request a student who has completed a 2019-2020 RIT Housing contract.

• When you request a roommate the other students on contract for the same RIT housing will receive an email informing them of your request. They will take no action unless they do not approve of the roommate being requested. If they do not approve of the requested roommate, they will follow the instructions in the email.

• When the requested roommate accepts the request an email will be sent to all the students on contract for that same housing informing them of the new roommate.

The student who is the requested roommate does this:

• Go to mylife.rit.edu and fill out a 2019 - 2020 academic year contract

Select Accept Roommate Requested and fill out the following

> RIT housing location
> Unit / apartment number
> Name and RIT username of the student who submitted the request

Questions?
Contact us at: Housing Operations

Office  Grace Watson Hall
Phone   585-475-2572
Email   housing@rit.edu
Portal  myhousing.rit.edu
Website housing.rit.edu

Twitter: @RITHousing
Facebook.com/RITHousing
Instagram: @RITHousing