Renewal

Who Can Participate In Renewals

Students who currently live in:

- RIT Inn
- Perkins Green and Riverknoll
- University Commons

Students who have held their space in one of the locations listed above while on co-op or study abroad.

Students must be eligible to sign up for housing. If you are graduating, you are not eligible to sign-up.
Renewal Sign-Up Dates

**STEP 1**

**November 1–8, 2019**
Renewal sign-up

Students who are currently assigned to Perkins Green, Riverknoll, University Commons, and the RIT Inn who want to return to the same assignment for the 2020-2021 academic year must sign up online at mylife.rit.edu.
Renewal Sign-Up Dates

If there is a vacancy in your 2020–2021 RIT housing after the renewal process ends on November 8 and you want to request a roommate to fill that vacancy for 2020–2021 academic year, you must complete a Request a Roommate online between November 15–26.
How and When to Sign Up

Go to the portal mylife.rit.edu | November 1-8, 2019 You will renew your space in your current housing as an individual by completing the 2020-2021 academic year housing contract.

The housing contract you need to complete will not be available until 12:01 a.m. November 1, 2019.
Renewal Tab

On the Room Selection Renewal page in the portal, you must click on the words Renew Room Space and then hit submit in order to renew your space.

Renewal Notification

When you have completed your renewal, you will receive an email notification verifying you have renewed your space for the 2020-2021 academic year.

Your application status in the portal will state Renewal when you have completed your renewal.
Vacancy in Your Renewed Housing

If the Perkins Green, Riverknoll, University Commons suite, or the RIT Inn room that you renewed has a vacancy at the close of renewals on November 8, you will receive an email reminding you that you can request a roommate between November 15-26.
How to Request a Roommate

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 2020–2021 academic year. You will have between November 15–26 to request a roommate(s) to fill the vacancy.
November 15-26

You as the student who renewed does this:

- Inform the student you plan to request as a roommate to immediately complete a 2020-2021 RIT Housing contract via mylife.rit.edu. The student must have a contract completed in order for you to request them as a roommate.

- Give this student your assignment housing location and unit number. Example: Riverknoll 210

- Ask this student you are going to request as roommate for their username and their preferred name as you will need this information when you go to the portal to submit a request for a roommate.

- Give the student to be requested your username and preferred name.

Once all to the left is completed:

- Go to mylife.rit.edu and return to your 2020-2021 RIT 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 2020-2021 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 complete a 2020-2021 academic year RIT Housing contract.
- Select Accept Roommate Request and fill out the following:
  - RIT housing location
  - Unit / apartment number
  - Preferred name and RIT username of the student who submitted the request

Students who do not fill the vacancy(ies) in their apartments/suites by 11:59 p.m. on November 26, will no longer have the opportunity to request a roommate(s).

The vacancy will be entered into the available space pool for Room Selection process.
Connect with us!

Come in to see our RIT Housing staff
Email us at housing@rit.edu
Call us at 475-2572
@RIThousing