### HOUSING SELECTION 2020-2021

**Renewal Workbook**

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<th>STEP 1</th>
<th>November 1–8, 2019</th>
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<th>STEP 2</th>
<th>November 15–26, 2019</th>
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To participate in Housing Selection, you must meet the eligibility requirements:

- Not graduating

**STEP 1**

**Step 1: Complete Contract**

- Go to mylife.rit.edu between November 1-8, 2019.
- Complete a contract for the 2020-2021 academic year.
- When completing your online contract, be sure to click on **Renew Room Space**.
**Step 2: Request a Roommate**

**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 of the above 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.

**A student who is the requested roommate does this:**

- Go to mylife.rit.edu and return to your 2020-2021 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