Housing Application and Meal Plan Selection Process

Resident Student Tutorial
Getting started with the process...

Once you have logged into CaneLink, on the “Student Home” page you will look for the “UM Housing” section and click on the “Housing Application Process” link.
Your homepage for the Housing & Residential Life Portal

The portal is where you will apply for housing & make mutual roommate preferences, select your meal plan (if applicable), and eventually make housing-related requests along with selecting your specific room/apartment (for resident student applicants who apply by Feb 10th). Your “screen name” will initially be blank until you begin the Roommate Profile section & then will be generated so you can share the screen name info with your preferred roommate(s).

To begin, you will click on the “Housing Application...” link--
Selecting the application term you are applying for...

On this page you will see one or more application term options that you can select from...if there are more than one available, you can only complete the process for an application term one at a time. After selecting the term you want to apply for, click on the “save & continue” button to move ahead with the process.

**Application Term Options** - for on-campus housing, meal plans or both

You should only select one term when applying for housing or selecting a meal plan. Carefully select the term option that applies to the term dates you are requesting/meal plan you are selecting. Term options don’t necessarily appear in chronological order.

Note: The Spring 2017 application will be available in late October and will be listed below as “Spring Only 2017”.

- **Academic Year 2016-2017** (8/16/2016 - 5/13/2017)
- **Spring Only 2017** (1/11/2017 - 5/13/2017)

After selecting an application term above, click the “Save & Continue” button below.
Welcome to the Housing Application & Meal Plan Selection Process

On this page you will notice a number of information items that confirm what term you selected to apply for & where you are in the overall process. Once you have read the important information contained on the page, you should click on the “start application” button at the bottom of the page to begin the application.

Welcome

Completion of the housing application does not guarantee an assignment for new transfer and continuing students from off-campus. Only new freshmen, new foreign exchange, and returning UM study abroad students are guaranteed on-campus housing providing they apply by December 1st for Spring applicants and May 1st for Fall applicants. Applications submitted after these dates will be assigned on a space available basis.

Current resident students will apply for housing and select preferred roommates during an application period and then participate in a room/apartment selection process to reserve specific housing assignments (not for Spring Only application process).

In order to submit your housing application, you will be required to make a prepayment of $500 at the end of the application process via this online portal. Applicants should not continue to pursue off-campus housing accommodations once a completed application for on-campus housing is submitted as significant cancellation penalties will apply.

To preview the application process, please click on the link below.

- Continuing Student Housing Application Procedure

Room assignments for new applicants will be based on the date the student completes the housing application process. Therefore, we encourage all new freshmen and transfer students to APPLY EARLY.

When contacting the Housing & Residential Life department via email, please include your first and last name, as well as your University ID C99999999.

If you have additional questions, please contact us:

- Phone: 305-284-4505
- Email: housing@miami.edu

Start Application
On this page, you will be asked to review & verify that your personal detail information from CaneLink is correct and if not, the instructions direct you to your CaneLink account to make corrections / additions.

If you have no corrections / additions, then you will click on the “save & continue” button at the bottom of the page to continue to next step in the process.
On this next step in the process, you will need to complete the emergency & missing persons contact information on the page. This is required information to be gathered before you will be able to continue with the application process.

Once you have provided the required information, then you will click on the “save & continue” button at the bottom of the page to continue to next step in the process.
Additional Housing Considerations...

If you have a housing-related special need, this page is where you would indicate a need for a special accommodation as well as provide a brief description. Once that is filled out, or if you have no specific accommodation needs, you should click on the “save & continue” button to move to the next step in the process.
Roommate Profile – Part 1

On this Roommate Profile section, you will be asked to answer various questions ranging from your academic school/college, room / roommate lifestyle topics, Greek affiliation, and whether or not your smoke.
Roommate Profile – Part 1

Additional questions inquire about your interest in Gender Inclusive Housing (was new in 2016-2017) as well as “Substance Free Housing” which does not currently exist in upperclassmen housing options but could be explored if there is enough interest.

Once you have completed the profile, click on “save & continue” to move ahead to the next step in the process.
Roommate Profile – Part 2

This page is where you indicate by checking the box if you want to be included in the roommate search process, either for preferred roommates to “find you” or for potential roommates to see your profile information. You will also see the “screen name” information which is generated by the portal once you begin the process—your preferred roommates will need this information to be able to request you. Once you have added any description information, you should click on the “save & continue” button to move to the roommate search/request step in the process.
**Roommate Requests**

You can search for a preferred/known roommate(s) as well as those “suggested” based on your profile responses. You can also search by other profile details.

Once you have completed your roommate requests, they will switch to “accepted” once the request has been agreed to. If you have your preferred/selected roommates showing as “accepted roommate”, click on “save & continue” to move ahead to the next step in the process.

Do not proceed without ALL of your intended roommates being marked as “accepted”.

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*Image of a webpage with roommate requests and options to save and continue.*
Housing Agreement

For this next step in the process, it is important that you read through the entire agreement and that you understand all of the terms & conditions, including the prepayment requirement, the cancellation penalties, expectations about checking out when cancelling and completing the housing release process prior to leaving campus as well as damage charges & fines along with a recommendation to carry personal property insurance.

You will accept the agreement by entering your UM-ID # in the available box and then click on “save & continue” to move ahead in the process.
Prepayment Fee

On this page you will be prompted to begin the process for paying the required $500 prepayment amount that will be pre-populated in the field highlighted below. Click on the “pay now” button to go to the payment screen to enter your information.
Prepayment by Credit Card

To process the credit card payment you will need to complete required fields, including the credit card and billing address information in order for the payment to go through.
**Meal Plan Selection: Residents < 45 completed credits**

Once you have completed your housing prepayment, then you will select a meal plan if you have less than 45 completed academic credits. This is a requirement since you will be living in one of the upperclassmen residential colleges—Eaton, Mahoney or Pearson—where you are required to be on a meal plan.

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**Meal Plan Selection**

Scroll to the bottom of the page to make your meal plan selection. Please visit the meal plans link below to view more meal plan information. You have until the day before Housing opens to return to the Housing & Residential Life Portal to make changes to your meal plan. After that date, you can also email diningservices@miami.edu to make changes to your meal plan up until the end of the first week of classes.

**Meal Plans**

All pricing below is for the spring 2017 semester. Fall 2018 pricing will be available in May 2017.

**Block/Meal Plan Options for Residential Students**

<table>
<thead>
<tr>
<th>Residential Block/Meal Plan (MP)</th>
<th>Semester Cost</th>
<th>Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unlimited MP plus $60 Dining Dollars</td>
<td>$3,195</td>
<td>$6,390</td>
</tr>
<tr>
<td>19 MP plus $75 Dining Dollars</td>
<td>$2,795</td>
<td>$5,590</td>
</tr>
<tr>
<td>14 MP plus $150 Dining Dollars</td>
<td>$2,565</td>
<td>$5,190</td>
</tr>
<tr>
<td>8 MP</td>
<td>$1,665</td>
<td>$3,390</td>
</tr>
<tr>
<td>225 Block MP</td>
<td>$2,685</td>
<td>$5,790</td>
</tr>
<tr>
<td>117 Block MP plus $1,000 Dining Dollars</td>
<td>$2,895</td>
<td>$5,790</td>
</tr>
<tr>
<td>117 Block MP plus $500 Dining Dollars</td>
<td>$2,465</td>
<td>$4,900</td>
</tr>
<tr>
<td>100 Block MP</td>
<td>$2,265</td>
<td>$4,590</td>
</tr>
</tbody>
</table>

First Year Students must select between the (Unlimited, 19, & 14 Meal Plans).

**Block Meal Plan Options for Commuter & University Village Apartment Students**

<table>
<thead>
<tr>
<th>Block Meal Plans (MP)</th>
<th>Semester Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>75 Block MP</td>
<td>$895</td>
</tr>
</tbody>
</table>

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Meal Plan Selection: Residents < 45 completed credits

You will have a choice of four (4) different meal plan options as shown below, each with differing amounts of “Dining Dollars”. After reading through the meal plan contract & making your selection, click on the “accept & continue” button to move to the next step in the process.
Meal Plan Selection: Residents w/ > 45 completed credits

This meal plan selection page will display for resident students with 45 or more completed academic credits.

Meal Plan

Scroll to the bottom of the page to make your meal plan selection. Please be aware some past year meal plans dining dollars have changed, and some new Block Meal Plans have been added. Please visit Meal Plan link below to view more meal plan information. You have until January 8th to return to this Housing & Residential Life Portal to make changes to your meal plan. After January 8th you can also email diningservices@miami.edu to make changes to your meal plan up until January 23rd.

Meal Plans

<table>
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<th>Block/Meal Plan Options for Residential Students</th>
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<td>$5,190</td>
</tr>
<tr>
<td>8 MP</td>
<td>$1,695</td>
<td>$3,390</td>
</tr>
<tr>
<td>225 Block MP</td>
<td>$2,895</td>
<td>$5,790</td>
</tr>
<tr>
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<td>$2,895</td>
<td>$5,790</td>
</tr>
<tr>
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<td>$2,495</td>
<td>$4,990</td>
</tr>
<tr>
<td>160 Block MP</td>
<td>$2,295</td>
<td>$4,590</td>
</tr>
</tbody>
</table>

First Year Students must select between the Unlimited, 19, & 14 Meal Plans.

Block Meal Plan options for Commuter & University Village Apartment Students

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<th>Block Meal Plans (MP)</th>
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</tr>
<tr>
<td>50 Block MP</td>
<td>$595</td>
</tr>
</tbody>
</table>

Block meal plans that run out of meals can purchase an ~10 Block Refresh at a cost of $125.

Commuter & University Village Apartments students can also purchase Residential Meal Plans.
Meal Plan Selection: Residents w/ > 45 completed credits

Those resident students who currently have 45 or more completed academic credits can select one of the meal plan options or choose the University Village Apt. waiver selection if you currently live in University Village and/or if you intend to select a UV apartment during room selection. After making your selection, click on the “accept & continue” button to go to the last step in the process.
Reminder about room selection process coming up in mid-February (http://www.miami.edu/housing/signup).
The summary page shows all of the steps of the housing application process and recommends printing the page for your records.
Confirmation Page...You are done!

This page shows the summary and the status of your application.

Application Status

This page contains the current status of your application. Please check the menu for steps that are still open.

- Academic Year 2017-2018
- 8/14/2017 - 5/12/2018
- Applied: 1/24/2017 11:24:00 AM
- Contract Signed
- Application Complete
Email Confirmation

You will receive an email confirmation with your transaction number.

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Dear .Sample .Student,

This email is to confirm the completion of your housing application for Academic Year 2016-2017. Your receipt number for this transaction is 3960. Your prepayment transaction will appear in CaneLink for future reference.

Welcome to on-campus housing!

Individual room assignments as well as roommate information is typically available in CaneLink by early June for fall applicants and early January for spring applicants. In the meantime, if you have questions about your on-campus housing, please contact the Department of Housing and Residential Life at (305) 284-4505 or via e-mail to housing@miami.edu.

Thank You.

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