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 taking housing-related actions like selecting your specific room/apartment (For resident student applicants who apply by Feb 7th). 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 may 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

Housing applications are now being accepted for the Spring 2018 semester for currently enrolled undergraduate students as well as newly enrolling Spring 2018 students.

- Spring Only 2018 (1/10/2018 - 5/12/2018)

After selecting an application term above, click the “Save & Continue” button below.

Save & Continue
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.

The housing application for spring 2018 will be available on November 1st. 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.

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. Only applicants on the waitlist should continue to pursue off-campus housing accommodations once a completed application for on-campus housing is submitted. Application cancellations from waitlisted applicants will not result in typical cancellation penalties as long as they have not yet been assigned.

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.

Housing applications for summer 2018 will be available beginning March 2018. When contacting the Housing & Residential Life department via email, please include your first and last name, as well as your University ID C99599999.

If you have additional questions, please contact us:

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

The updates you make will not appear for at least 24 hours so you can continue with the application process and review the updates later at your convenience. You then 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 verify the emergency contact information from CaneLink is correct and if not, the instructions direct you to your CaneLink account to make corrections/additions. The updates you make will not appear for at least 24 hours so you can continue with the application process and complete the missing persons contact information on the page.

This information is required before you can continue the application process. Once you have provided the required missing persons contact information, you will click on the “save & continue” button at the bottom of the page to continue 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. Make sure to read through highlighted notes.
Roommate Profile – Part 1

On this Roommate Profile section, you will be asked to answer 15 questions ranging from your academic school/college, room / roommate lifestyle topics, Greek affiliation, and whether or not you smoke.
Roommate Profile – Part 1

Additional questions inquire about your interest in Gender Inclusive Housing as well as “Substance Free Housing”.

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

Take note of highlighted information
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 a preferred roommate 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 roommate 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 as well as those “suggested” based on your profile responses. You can also search by other profile details.

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

Do not proceed without your intended roommate being marked as “accepted”.

HRL
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.
Tutorial for Housing Application and Meal Plan Selection Process for 2018-2019

You will accept the agreement by entering your UM-ID # (Note ‘C’ is case sensitive) in the available box and then click on “…continue” to move ahead in the process.

(Take note of specific information on item 11 about ‘Personal Property Insurance’)

Note: If you leave the application after entering your UM-ID #, you would no longer need to do so again when you return to the application.

Read highlighted notes

Acceptance of Housing Agreement Terms & Conditions

Please enter your UM-ID. (Ex. C12345678)

if unknown, the UM-ID can be found in your CaneLink account.

Click here to print this page.

I Agree to the Housing Agreement Terms & Conditions and Continue
For this step of the application, you have a choice to enroll for personal property insurance coverage provided by GradGuard. Click ‘Yes…’ to enroll or ‘I decline…’ to take you to the next step.

If you decline to enroll with GradGuard, continue to step 19. If you agree, you will be temporarily redirected to the GradGuard website to confirm your enrollment intentions.

For further information on personal property insurance coverage, contact GradGuard on 1(866) 572-1617.
You will get to this step if you agreed to enroll for GradGuard College Renters Insurance.

Click on the blue button to add a parent/guardian name and contact email.

Click the green button to be contacted later to purchase your policy.

You still have a chance to decline and accept financial responsibility for your personal belongings.
GradGuard Cont’d

Your decision to purchase or decline the Insurance would bring you to this next step. Click ‘Save and Continue’ to take you back to your housing application or wait to be redirected automatically.

Accept

Decline

Thank You!
Great! Keep an eye out for an email from GradGuard with more information closer to your move in date.

Save and continue with your housing application

You will be automatically redirected in 15 seconds

No Problem!
If you change your mind, you can always find us again by visiting www.gradguard.com.

Save and continue with your housing application

You will be automatically redirected in 15 seconds
In this step, depending on your decision when you are redirected to complete your application, you will see a message like in image A or Image B.

If you declined the insurance, you will have to accept responsibility for any damages to personal properties by clicking ‘I decline…’

If you agreed to purchase coverage, click ‘Continue…’
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.

Required Prepayment

In order to continue with the housing application process, you are required to pay the $500 housing prepayment. The prepayment can be made by a credit card (i.e. Visa, MasterCard, American Express, or Discover).

To pay by credit card, be sure you have the card holder information available and that you complete all required fields on the payment screen.

Prepayment Amount ($)
500

The prepayment is not a deposit. Prepayments, once processed and accepted, will be applied to your student account.
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, 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.
Meal Plan Selection: Residents < 45 completed credits

You will have 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

View your Meal Plan options

Read the Meal Plan contract prior to selecting your Meal Plan.

Please visit Dining Services to view more meal plan information. You have until the day before Housing opens to return to this 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.

‘Dining Services’ link above contains pricing for the upcoming spring 2018 semester. Fall 2018 semester pricing and any changes to meal plan offerings will be updated no later than June 2018.

Meal Plan:

- Unlimited Meal Plan - Plus $250 Dining Dollars per Semester
- Unlimited Meal Plan - Plus $450 Dining Dollars per Semester
- 15 Meal Plan - Plus $75 Dining Dollars per Semester
- 14 Meal Plan - Plus $150 Dining Dollars per Semester
- 225 Block Meal Plan - Plus $160 Dining Dollars per Semester
- 250 Block Meal Plan - Plus $250 Dining Dollars per Semester
- 100 Block Meal Plan - Plus $1,150 Dining Dollars per Semester
- 169 Block Meal Plan - Plus $250 Dining Dollars per Semester
- 320 Block Meal Plan - Plus $950 Dining Dollars per Semester

University Village Apartment Meal Plan Waiver
Meal Plan Selection: Residents w/ > 45 completed credits

You will have 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.

View your Meal Plan options

Read the Meal Plan contract prior to selecting your Meal Plan.

Please visit Dining Services to view more meal plan information. You have until the day before Housing opens to return to this 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.

‘Dining Services’ link above contains pricing for the upcoming spring 2018 semester. Fall 2018 semester pricing and any changes to meal plan offerings will be updated no later than June 2018.

Meal Plan:
- Unlimited Meal Plan - Plus $250 Dining Dollars per Semester
- Unlimited Meal Plan - Plus $50 Dining Dollars per Semester
- 13 Meal Plan - Plus $75 Dining Dollars per Semester
- 14 Meal Plan - Plus $150 Dining Dollars per Semester
- 225 Block Meal Plan - Plus $250 Dining Dollars per Semester
- 100 Block Meal Plan - Plus $1,000 Dining Dollars per Semester
- 160 Block Meal Plan - Plus $250 Dining Dollars per Semester
- 100 Block Meal Plan - Plus $50 Dining Dollars per Semester

Click here to view the terms of this contract.

Accept & Continue
Summary Page...You are almost done!

Once you arrive at this page, make sure you click ‘Click to Submit’ to finish the submission of application. The application will not go through until you hit ‘Click to Submit’
Application Status...You are done!

This page shows the details and status of your application. ✓ complete ✗ Incomplete

Note: For housing prepayment waivers, the prepayment status will show as ‘✗ Incomplete’
Email Confirmation

You will receive an email confirmation with your transaction number.

Dear …

This email is to confirm the completion of your housing application for Academic Year 2018-2019. Your receipt number for this transaction is 20076. Your prepayment transaction will appear in CaneLink for future reference.

Individual room assignments as well as roommate information is typically available in CaneLink by early May for summer applicants, 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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