Housing Application and Meal Plan Selection Process

Student Tutorial

Revised November 18, 2019
Getting Started

Once you have logged into CaneLink, on the “Student Home” page you will look for the “UM Housing” section and click on the “On-Campus Housing Portal” link.
Portal Homepage

The portal is where you will apply for housing & preference roommates, register for Personal Property Insurance Protection, select your meal plan, and eventually make housing-related requests.

To begin, click “Student Login”
Log In

Please enter your UM credentials and click “Sign in” to be authenticated.
Welcome Page

Once you have been authenticated, your screen name and classification will be visible. Click “Apply for Housing” or “Application” to move to the next step.
Application Term

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 time. Click “Apply” button next to the term you wish to apply for to move ahead with the process.

Term Selector

Please select a term below to start or continue with your application.

Spring Only 2020
(01/08/2020 - 05/09/2020)
Residency Requirement

On this page you will read about Live-On Campus Requirement and Guidelines and make your Exemption Interest. Click the drop-down arrow to select your option to ‘Live on Campus’ or ‘Request Exemption’ then click “Save and Continue” button to proceed to the next step. Go to Slide ‘30’ if you are requesting an exemption, if you want to live on campus, continue to the next page.
Housing Application Overview

On this page you will notice a number of information items, please read through carefully and take note of required prepayment amount of $500 in order to submit your application. Click “Start Application” to begin the application.
Personal Details

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 "Verify & Save" button at the bottom of the page to continue to next step in the process.
Emergency Contact & Missing Persons

On this next step in the process, you will need to verify the emergency contact information from CaneLink is correct and if not, you can make corrections/additions on this page. Note that this is required information to be reviewed/gathered, therefore you cannot continue to the next step until all fields have been updated.

You are strongly advised to update your information in CaneLink to match the one you provide on this page.

Once you have provided the required missing persons contact information, then you will click on the “Save & Continue” button at the bottom of the page to continue to the next step in the process.
Make your selection of two to five unique housing choices on this page. Click the ‘Residential Communities’ link to view room layout and dimension of all available room types.

Please read notes on the page and take note that your selection is not guaranteed. Click “Save and Continue” to continue to the next step of the process.
Additional Housing Considerations

If you have a housing-related special need, select “Yes” from the drop down to indicate a need for a special accommodation and provide a brief description. If you have no special need, select “No” and click on the “Save & Continue” button to move to the next step in the process. Make sure to read through all notes.
Roommate Profile

On this Roommate Profile section, answer roommate related and general activity questions ranging from your academic school/college, room / roommate lifestyle topics, Greek affiliation, and whether or not you smoke. Your screen name will be displayed and you can make yourself available in the roommate search by checking the “Display in Roommate Search Result” box.
Additional questions inquire about your interest in Gender-Inclusive Housing. Click “Yes” or “No”.

Click the Housing & Residential Life link to read more about ‘Gender-Inclusive Housing’.

Once you have completed the profile, click on “Save & Continue” to move ahead to the next step in the process.
Search for Roommates

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.

If you have no roommate requests, you can click on “Save & Continue” to move ahead as well.
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, and expectations about checking out when cancelling. Also outlined are specifics about 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.
You can download the agreement for your records. Scroll to read through the agreement carefully.

(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 all highlighted notes
GradGuard College Renter’s Insurance

For this step of the application, you have a choice to enroll for personal property insurance coverage provided by GradGuard.

Click “Continue to Step 2” to take you to the next step.

You will be temporarily redirected to GradGuard website to make your enrollment choice.

For further information on personal property Insurance coverage, access GradGuard contact details on the next page.
GradGuard College Renter’s Insurance

When you get to this step, you have a chance to start your GradGuard Enrollment or decline the coverage.

Click on the “Help” button on the bottom right if you need further assistance with your coverage decision.

Read about GradGuard or get contact information on the bottom of the page.
GradGuard College Renter’s Insurance

Your decision to purchase or decline the Insurance would bring you to this next step. Click on “Thank You. Continue with Housing Application” to continue or wait to be redirected automatically.
GradGuard Decision

In this step depending on your decision, when you are redirected to complete your application, you will see any of the three messages below. Note that if you change your mind after declining coverage, you will have to contact GradGuard to enroll. “Save and Continue” to move to the next step.
Prepayment Disclaimer - Warning!

Before you continue in the application process you need to be prepared to make the $500 housing prepayment, if you are unable to make the payment, please exit the application at this time and continue whenever you are able to make your payment. Click “Save & Continue” if you are ready to make your payment.

Prepayment Disclaimer

Please note that in order to continue in the housing application process you are required to submit the $500 prepayment fee via a debit or credit card. If you are not prepared to make the payment, you should not continue in the process and return when you are able to do so. Keep in mind, your application materials will not be considered until you have made the prepayment and satisfied the other steps of the process. Once you complete the application, you will receive a confirmation email.
Housing Prepayment

On this page you will be prompted to begin the process for paying the required $500 prepayment, this amount 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.
Payment Form

All fields will be pre-populated on this page, to access the Credit Card Payment page, click “Continue”.
Payment 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. Click “Continue” button to complete your payment.
Payment Successful

Once your payment has been confirmed, you will see the screen below with your Payment ID, Transaction date and Invoice Number, please keep these for your record. Click “Continue” to move to the next step.
Meal Plan

After completing your housing prepayment, read through the meal plan contract and information on the dining services page by clicking on the links. Click meal plan option dropdown and select your meal plan from the available choices. Click the “Save & Continue” button to move to the next step in the process.

Once this page is completed, you will receive notification of your meal plan selection in your email.

Note: Each meal plan comes with different amounts of “Dining Dollars”. Click on the Dining Services link for more details.
Application Summary

You have completed your application! This page shows summary of your application, your prepayment confirmation and your meal plan selection.

Thanks for applying! Your application summary information is below.

You started your application for Spring Only 2020 on 11/18/2019, and have signed the housing agreement as of 11/18/2019.

Your application is complete as of 11/18/2019.

For Spring Only 2020 you have selected Unlimited Meal Plan ($100 DD) Spring 2020
Email Confirmation

You will receive an email confirming the completion of your application similar to the one shown below.

Dear

This email is to confirm the completion of your housing application. 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 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) 284-4565 or via e-mail to housing@miami.edu.

Thank You.

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Exemption Request Details

After selecting your desire to request an exemption, select your “Reason for Exemption” from the drop down and be sure to elaborate on your choice in the box provided.

- Separated from High School: I have been out of high school for more than one calendar year. [No documentation needed—your request will be verified with University records.]
- Marriage/Domestic Partnership: I am married/in a domestic partnership. Documentation: Marriage License and at least 3 of the following: Joint ownership of real property, Joint loan, Joint Credit Card, Joint lease, Joint checking or savings account, etc.
- Dependents: I have dependant family under my care. Documentation: Birth Certificate, Power of Attorney, etc.
- Residency: I will reside in the primary residence of my parent(s) or legal guardian(s) within Miami-Dade or Broward County during my first year of enrollment. Documentation: Signed form from parent/guardian.
- Compelling Individual Circumstances: Request for exemption to the First Year Live-On Requirement on the basis of compelling individual circumstances will be considered on a case by case basis. Examples include medical hardship, etc. Documentation: Personal statement and any supporting documentation.

Please Note:
Documentation is required for any exemption request reason except Separation from high school and will be submitted on the next page.

Reason for Exemption

If you submitted for reasons of Compelling Individual Circumstances, Marriage, or Children, please elaborate on your request below.
Exemption Request Details Continued

Read the requirements and guidelines, then click “Save & Continue” to move on to the next step. Note that you can download or print the guidelines if you wish to save for your records.
Exemption Request: Supporting Documents

Depending on your reason for exemption you will be required to provide one or more pieces of supporting documentation, please upload up to 3 documents and click “Save & Continue” to submit your request.
Exemption Status

This next step confirms the status of your request as received and a summary of the reason you have selected. Note that this page will continue to update with the status of your request once the Assignments staff have processed your request. **No further action is required**

Residency Exemption Status

- Residency Requirement
- Exemption Request Details
  - Reason for Exemption
    - Separated from High School
  - Exemption Request Status
    - Pending Review

Request Received

Your request has been received. Our staff will review and will update your status on this page and by email to your university account.
Exemption Status Continued

The Exemption status page will update with the status of your request.

If your request is approved, no further action is required.

If your request is denied, you will see the status bar as shown in the image allowing you to go back to complete your housing application.

If your request has been denied, please go to slide ‘7’ to follow the tutorial on how to complete your Housing Application.