Housing Application and Meal Plan Selection Process

Student Tutorial

Revised February 3, 2022
Getting Started

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

The portal is where you will apply for housing, renew your current assignment (if eligible), preference roommate/suitemates, 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 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.

Academic Year 2023-2024
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.

You will notice the status bar on the left side of the page, it will help you as you progress in your application to navigate to previously completed pages to edit your application or monitor your progress.
Housing Application Overview

On this page you will notice several information items, please read through carefully and take note of deadlines and required prepayment amount of $500 in order to submit your application. Click “Start Application” to begin your 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 can not 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.
Room Preference

Make your selection of at least one 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.
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 e.g., screen name of desired roommate/suitemate you are unable to search for. 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/Suitemate Profile

On this roommate/suitemate Profile section, answer roommate/suitemate related and general activity questions ranging from your academic school/college, room / roommate/suitemate lifestyle topics, Greek affiliation, and whether you smoke. Your screen name will be displayed, and you can make yourself available in the roommate/suitemate search by checking the “Display in roommate/suitemate Search Result” box.

Note: If you do not check the box, you will not be visible in anyone’s search results.
Roommate/Suitemate Profile Cont’d

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.
Skip this page if you opted-out of Gender-Inclusive Housing.

If you opted-in for Gender-Inclusive Housing, it is important that you read through the entire agreement and that you understand all the terms & conditions.

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 will be able to search for other roommates with similar preference after completing this step of the process.
Housing Agreement

For this next step in the process, it is important that you read through the entire agreement and that you understand all 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 will 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 Next Step” 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 “How GradGuard can help” link on the top right of the page if you need further assistance with your coverage decision or need to learn more about how GradGuard can protect your stuff.
Your decision to purchase or decline the Insurance would bring you to either of these two pages. Click “Purchase Coverage” or “Decline Coverage” on the applicable page to be redirected automatically to next steps or continue your application.
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.

1. College Renters Insurance Is a Smart Move
   Thank you for indicating your renters insurance preference. If you have questions about GradGuard, please feel free to contact them directly or visit GradGuard.com.
   Click on the button below to continue to the next step of your process.

2. You have not indicated your renters insurance preference yet
   The University of Miami does not require you to obtain renter’s insurance from GradGuard prior to move-in. However, we do ask that each resident acknowledge the housing policy and indicate their renter’s insurance preference by making a decision on the following page.
   Please click the back button on your browser to move to indicate your renter’s insurance preference.

3. You have declined renters insurance from GradGuard
   Thank you for indicating your renters insurance preference. If you change your mind in the future and would like to opt-in for GradGuard’s College Renters Insurance, you can always re-access the GradGuard page at a later date or go directly to GradGuard.com.
   Click on the button below and continue to the next step of your process.
In this step you have a choice to select a laundry (wash n’ fold) plan by Tide. Depending on the term that you are applying for you can select a preferred plan from the dropdown. For further information, please contact Tide Cleaners directly. Note that if you change your mind about a plan you have selected after declining, you will have to contact Tide Cleaners at (888) 590 9274 to enroll or change your selection.

Please go over the Yearly/Semester/Monthly Prices before you select your plan.

Click “Save and Continue” to move to the next step.
Meal Plan

In this step you can 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.
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 can make your payment. Click “**Save & Continue**” if you are ready to make your payment and remember, your application is only complete once you have reached the Application Summary page and received a notification from us.
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.

![Housing Prepayment](image)
Payment

To process the credit card payment, you will need to complete required fields, including the credit card and billing address information for the payment to go through. Click “Continue” button to complete your payment.
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 “Complete My Application” to finish.
Application Summary

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

Click ‘Continue’ to move to the next page.

Note: If you are a University Village resident, you will be directed to the Room Renewal page.

Application Summary

Thanks for applying! Your application summary information is below.

You started your application for Academic Year 2023-2024 on 2/3/2023, and have signed the Housing Agreement as of 2/3/2023.

Your application is complete as of 2/3/2023

For Fall 2023 you have selected DD Component For Fall 2023 you have selected Unlimited Meal Plan Fall 2023

Click ‘SAVE AND CONTINUE’ to renew your current space. Renewing your current space will guarantee your assignment for 2023-2024 and will prevent you from participating in the room selection process. You have until 11:59 pm on February 9th to renew your current space.

Click ‘SAVE AND CONTINUE’ to begin your search for Roommate/Suitemate.
Begin Search for Roommate/Suitemate

In this step, select between the two choices from the drop down *I would like to Search for Roommates/Suitemates* or *I do not need roommates at this time*.

Click on ‘SAVE AND CONTINUE’ after making your choice.
Room Selection - Next Steps

Stop! No further action is required at this time.

Please expect communication via email on February 10, 2023, for information on the room selection process.

Note

Please expect communication via email on February 10, 2023 for information on the room selection process.

Please refer to your email or the housing website for additional information.

Remember that the room/apt preferences you have entered on your application do not impact your ability to select any of the available room spaces during your individual appointment time(s).

Your timeslot is Eastern Daylight Savings Time.

You will be able to move past this page and in to Room Selection at that time.
Search for roommate/suitemates

You can search for a preferred or known roommate/suitemate as well as those “suggested” based on your profile responses. You can also search by other profile details. Take note of deadlines and requirements as you complete your requests on this page.

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

If you have no roommate/suitemate requests, you can click on “Save & Continue” to move ahead as well.

Search for Roommates/Suitemates

New Students

You have not selected any roommates/suitemates
Roommate/Suitemate searching options are below to the right.

You can search for possible roommates/suitemates and invite them to room with you or you can accept random selection based on the profile questions previously answered. Please note that roommate/suitemate requests, and all selected housing options, must be mutually to be honored. While we try to accommodate preferences, not all requests can be honored.

If you have a roommate/suitemate request and the student has also applied, this section of the application can be completed now. If you do not have one yet, you can always return to this page through December 1st.

You are NOT required to choose a preferred roommate/suitemate. If you do not have a roommate/suitemate request, please click “save & continue” below to proceed.

Search for Roommates/Suitemates by Details
Search for Roommates/Suitemates by Roommate/Suitemate Profile
Suggest Roommates/Suitemates

Returning Students

You have not selected any roommates/suitemates
Roommate/Suitemate searching options are below to the right.

If you are requesting to room with someone who currently lives on campus, you will not be able to use this process to do so as their Roommate/Suitemate Search “Screen Name” will not work.

You are NOT required to choose a preferred roommate/suitemate. If you do not have a roommate/suitemate request, please click “save & continue” below to proceed.

Search for Roommates/Suitemates by Details
Search for Roommates/Suitemates by Roommate/Suitemate Profile
Suggest Roommates/Suitemates
Email Confirmation

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

Dear Mo,

This email is to confirm the completion of your housing application for Academic Year 2023-2024. Your Application number is 68023 and your prepayment transaction (if applicable) will appear in CaneLink for future reference.

Now that your application is complete, you can continue your application by searching for roommate/suitemate(s).

For more information on the application process, visit our website.

In the meantime, if you have questions about your on-campus housing, please contact us via the Department of Housing and Residential Life website.

Thank You.
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.
Please Read the Guidelines and Requirements 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**.
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.