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 and Portal” 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) and reviewing room inspections. 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 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

The housing application will be available once you have verified your enrollment with the University, both for students enrolling for spring 2019 as well as the 2019-2020 academic year. Please allow 1-2 business days in some instances for the processing of your enrollment deposit. New first-year students and returning UM Study Abroad students for spring 2019 who applied for housing prior to December 1st are guaranteed on-campus housing—those that apply after December 1st will be housed on a space available basis.

Spring 2019 applications are still being accepted.

New students being admitted for the 2019-2020 academic year are now able to apply for on-campus housing after verifying enrollment by paying the $600 enrollment deposit.

Current resident and continuing students will be able to apply for the 2019-2020 academic year beginning on Monday, January 28th. Current resident students who apply by February 6th will be able to participate in the room selection process that follows. Off-campus continuing students will be assigned to remaining available spaces following the conclusion of the room selection that ends February 27th.


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

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 those 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 C99999999.

If you have additional questions, please contact us:
- Phone: 305-284-4505
- Email: housing@miami.edu

Start Application
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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.

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 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.
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
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 orange 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

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

Decline

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
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.
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, Click **continue** button to complete your payment.
Meal Plan Selection: Continuing Students

After completing your housing prepayment, read through the meal plan contract and information, click meal plan option dropdown and select your meal plan from the available choices. Click the “accept & continue” button to move to the next step in the process.

Note: Each meal plan comes with different amounts of “Dining Dollars”. The drop down list is populated based on your admission classification and what you are eligible for.
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 take this action.

Application Summary

Please be sure if you have a roommate request that it is mutual BEFORE finalizing your application. Click the "SUBMIT" button below to save/log-in your completed application.

Should you have housing questions or concerns, please contact our main office at 305-284-4505®, or email us at housing@miami.edu.

For meal plans questions, please call Dining Services at 305-284-3584®, or email their office at diningservices@miami.edu.

Aremu, Moromoke

Term: Academic Year 2019-2020

For the most up-to-date information please check out our housing website, or our Facebook or Twitter page.

Click here to print this page.

Click to Submit Your Application
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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’

Housing Application Status

This page contains the current progress of your housing application. Please continue with the remaining steps in the overall process that are incomplete, including meal plan options and saving your final confirmation.

Student: Sample

Term: Academic Year 2019-2020
Status:
✔ Applied: 1/22/2019 10:25:00 AM
✔ Contract Signed
✔ Application Complete
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 2019-2020. Your receipt number for this transaction is 27768. 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) 284-4505 or via e-mail to housing@miami.edu.

Thank You.