Housing Application and Meal Plan Selection Process

Student Tutorial

Revised October 29, 2021
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 & 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.

HI

Welcome to the Housing & Residential Life student portal, a web-based resource to apply for housing, sign-up for/change a meal plan with Dining Services, opt into a renter’s insurance program, and complete other housing service related transactions like room changes, cancellations and inspections.

Housing Details

Screen Name: 27700Are.
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 2022
(01/12/2022 - 05/14/2022)
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 a number of 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 the application.

Welcome

Welcome to part one of the Continuing Student Sign-Up Process for the Academic Year 2021-2022. Continuing resident students are guaranteed on-campus housing providing they apply by February 24th before 5 p.m. EST. Completion of the housing application does not guarantee a specific assignment for continuing students. 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 and additionally make a dining plan selection (if applicable).

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

Student Housing Application Procedures

Resident students applying prior to 5 p.m. EST on February 24th will receive room selection appointment times via their University email account for all resident areas they qualify for throughout the process until a specific reservation has been made. Applications received after 5 p.m. EST will not be eligible for room selection and will be assigned at a later time. Off-campus and current 2021 remote learning continuing student applicants are not eligible to participate in room selection and cannot be included in roommate groups. They will be assigned to a non-residential space in a campus area designated for that purpose.

If you have additional questions or want to clarify your housing application/assignment status, please contact us and be sure to include your first and last name, as well as your University ID C111111111.

Phone: 305-284-4595
Email: housing@miami.edu

Important!

Only applications completed on February 24th before 5 p.m. EST are guaranteed on-campus housing and a prepayment of $500 is required at the end of this application process.

Returning Students

New Students
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.
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 e.g., screen name of desired roommate 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 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.

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

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. Take note of deadlines and requirements as you complete your requests on this page.

Once you have completed your roommate request, they will switch to “accepted” when 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.
Housing Agreement Continued

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.
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.
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 Academic Year or Spring Only Price before you select your plan.

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

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. Your application is only complete once you have reached the Application Summary page.
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.

Meal Plan Options

Note: Each meal plan comes with different amounts of “Dining Dollars”. Click on the Dining Services link for more details.
You have completed your application! This page shows summary of your application, your prepayment confirmation and your meal plan selection.

Application Summary

Thanks for applying! Your application summary information is below.

You started your application for Spring Only 2022 on 10/29/2021, and have signed the Housing Agreement as of 10/29/2021.

Your application is complete as of 10/29/2021

For Spring Only 2022 you have selected Unlimited Meal Plan Spring 2022
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) 284-4505 or via e-mail to housing@miami.edu.

Thank You.

UNIVERSITY OF MIAMI
HOUSING & RESIDENTIAL LIFE

PO. Box 284044
1211 Dickinson Dr.
Coral Gables, Florida 33124-5410
housing@miami.edu

Ph: 305-284-4505
Fax: 305-284-4956

miami.edu/housing
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 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.

Please Read the Guidelines and Requirements Below

SAVE & CONTINUE
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**

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**Residency Exemption Status**

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

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**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.
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.