



# Incoming Transfer Student Housing Portal Set Up & Application Step-by-Step

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## Step One

Go to the Santa Clara University Housing Portal. Once you see this page click “Register Here” to make your housing portal account.

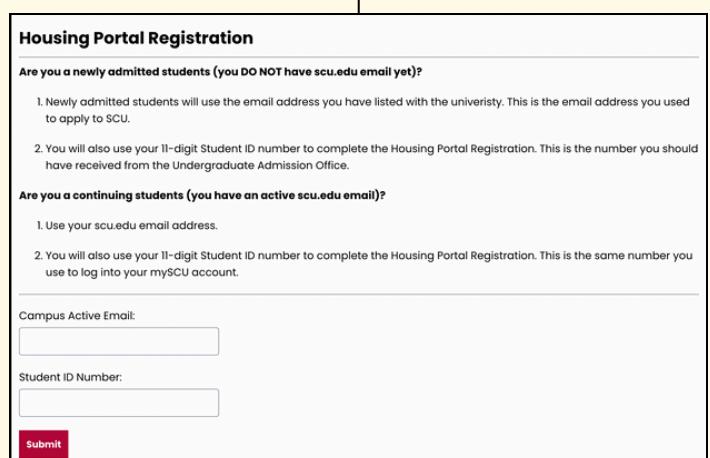


The image shows the Santa Clara University Housing Portal login page. At the top is the university's crest and the text "SANTA CLARA UNIVERSITY THE JESUIT UNIVERSITY IN SILICON VALLEY". Below this is a "Login" section with the heading "Welcome to the SCU Housing Portal!". It contains two paragraphs of text: "First time here? If you are a new Santa Clara University student and do not yet have a Housing Portal account please [Register Here](#)." and "Already Registered? If you have already registered your account details for the Housing Portal and do not have an @scu.edu mail, please [Login here](#)." At the bottom is a "Login with your @scu.edu email:" input field and a "SCU - Student SSO Login" button. To the right of the text is a cartoon illustration of a beaver wearing glasses and a Santa Clara t-shirt.

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## Step Two

You will then see this Housing Portal Registration page, where you will input your campus active email (if you are a newly admitted student use the email with which you applied) and your campus ID number and click “Submit”.

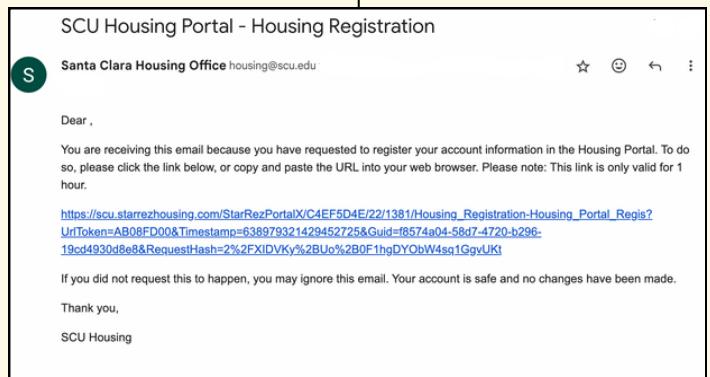


The image shows the Santa Clara University Housing Portal registration page. It has sections for "Are you a newly admitted students (you DO NOT have scu.edu email yet)?", "Are you a continuing students (you have an active scu.edu email)?", and "Campus Active Email:" and "Student ID Number:" input fields. At the bottom is a "Submit" button.

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## Step Three

You will receive an email within 15 minutes to set up your password. Once this is done, you should go back to the housing portal home page and click “Login Here”



The image shows an email from the Santa Clara Housing Office. The subject is "SCU Housing Portal - Housing Registration". The email body starts with "Dear , You are receiving this email because you have requested to register your account information in the Housing Portal. To do so, please click the link below, or copy and paste the URL into your web browser. Please note: This link is only valid for 1 hour." followed by a URL: [https://scu.starrezhousing.com/StarRezPortalX/C4EF5D4E/22/1381/Housing\\_Registration-Housing\\_Portal\\_Regis?UrToken=A0B08FD008Timestamp=638979321429452725&Guid=f8574a04-58d7-4720-b296-19cd4930d8e8&RequestHash=2%2FXIDVky%2BUo%2B0F1hgDYObW4sq1GgyUK1](https://scu.starrezhousing.com/StarRezPortalX/C4EF5D4E/22/1381/Housing_Registration-Housing_Portal_Regis?UrToken=A0B08FD008Timestamp=638979321429452725&Guid=f8574a04-58d7-4720-b296-19cd4930d8e8&RequestHash=2%2FXIDVky%2BUo%2B0F1hgDYObW4sq1GgyUK1). It ends with "If you did not request this to happen, you may ignore this email. Your account is safe and no changes have been made. Thank you, SCU Housing".

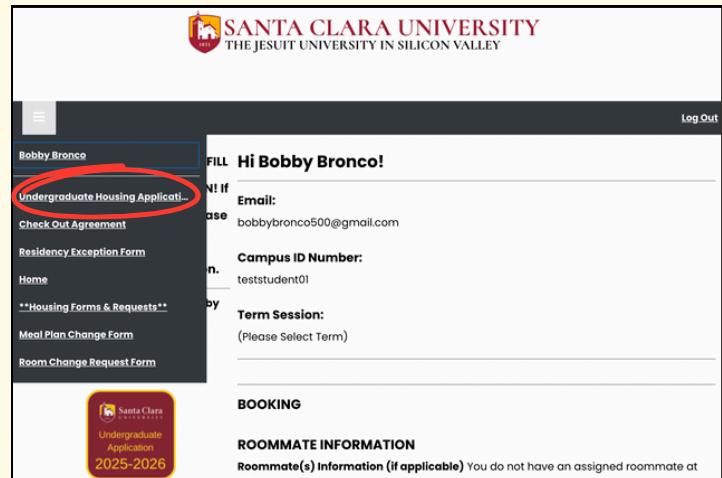
**Password Set:** The password set email link expires after one (1) hour.

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## Step Four

Once you Login to the housing portal, you will be taken to the home page. On the top left corner click on the three lines to drop down menu and click “Undergraduate Housing Application.”

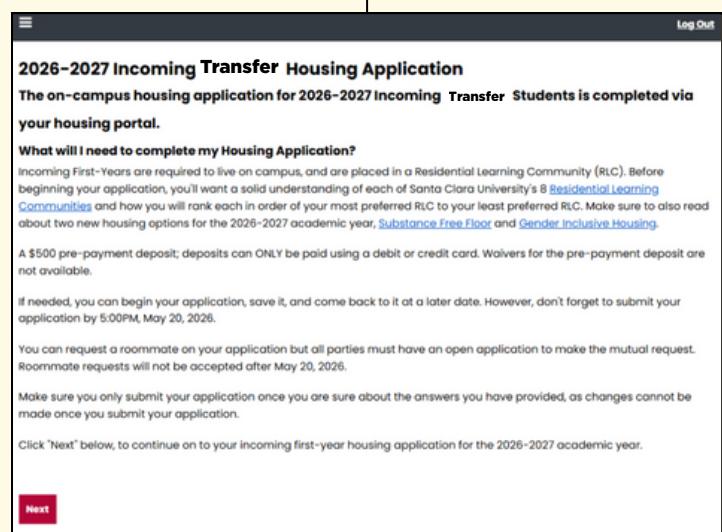


The screenshot shows the Santa Clara University housing portal. At the top, the university's logo and name are displayed. On the left, a sidebar menu includes 'Undergraduate Housing Application' (which is circled in red), 'Check Out Agreement', 'Residency Exception Form', 'Home', '\*\*Housing Forms & Requests\*\*', 'Meal Plan Change Form', and 'Room Change Request Form'. The main content area is titled 'FILL Hi Bobby Bronco!' and contains fields for 'Email' (bobbybronco500@gmail.com), 'Campus ID Number' (teststudent01), and 'Term Session' (with a placeholder '(Please Select Term)'). Below this is a 'BOOKING' section and a 'ROOMMATE INFORMATION' section, which states 'Roommate(s) Information (if applicable) You do not have an assigned roommate at this time.'

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## Step Five

Once into the “Undergraduate Application” you will need to go to the drop down menu and scroll to click on “(Upcoming Academic Year) Transfer Student Housing Application”

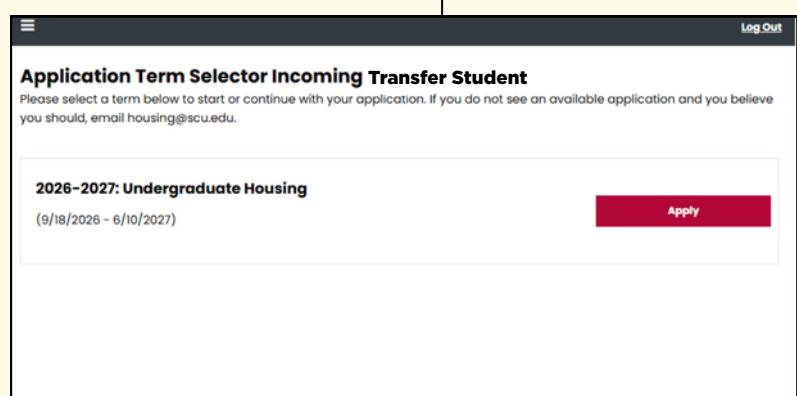


The screenshot shows the '2026-2027 Incoming Transfer Housing Application' page. It starts with a heading and a sub-instruction: 'The on-campus housing application for 2026-2027 Incoming Transfer Students is completed via your housing portal.' Below this is a section titled 'What will I need to complete my Housing Application?' with information about pre-payment deposits and application submission. Further down, it discusses roommate requests and application submission. At the bottom, there is a 'Next' button.

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## Step Six

The Application will populate and you will need to click “Apply” to begin.



The screenshot shows the 'Application Term Selector Incoming Transfer Student' page. It asks users to select a term if they do not see an available application. Below this is a section for '2026-2027: Undergraduate Housing' with the dates '(9/18/2026 - 6/10/2027)' and an 'Apply' button.

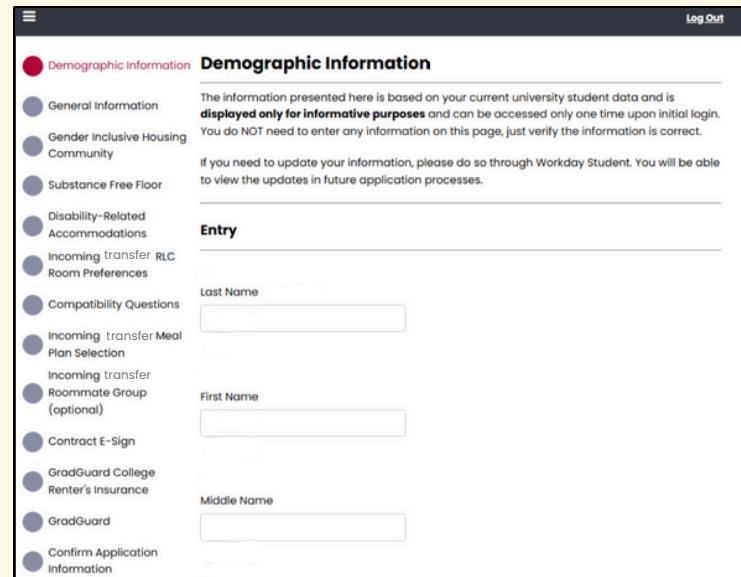
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## Step Seven

Your Demographic Information will pre-populate on the next page and cannot be updated. Proceed to the bottom of the page and hit “Save and Continue.”

**Preferred Name:** Students can update their preferred name in the MySCU portal by typing “Change my preferred name” into the search bar.

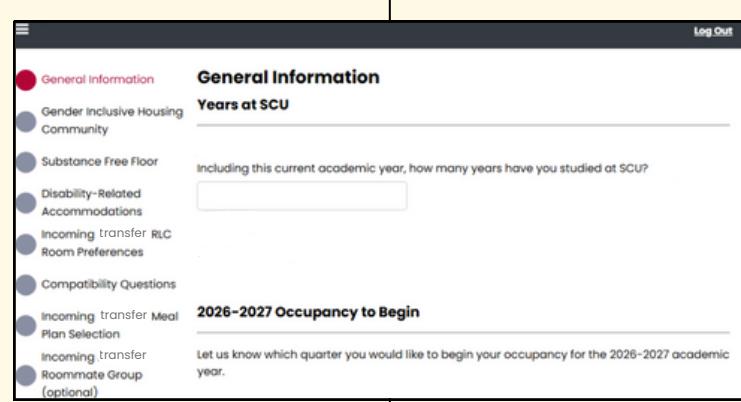


The screenshot shows a mobile application interface for demographic information. On the left, a sidebar lists various application sections: Demographic Information, General Information, Gender Inclusive Housing Community, Substance Free Floor, Disability-Related Accommodations, Incoming transfer RLC, Room Preferences, Compatibility Questions, Incoming transfer Meal Plan Selection, Incoming transfer Roommate Group (optional), Contract E-Sign, GradGuard College Renter's Insurance, GradGuard, Confirm Application Information, and Application Status. The main content area is titled "Demographic Information" and contains a note: "The information presented here is based on your current university student data and is displayed only for informative purposes and can be accessed only one time upon initial login. You do NOT need to enter any information on this page, just verify the information is correct. If you need to update your information, please do so through Workday Student. You will be able to view the updates in future application processes." Below this is a "Entry" section with fields for Last Name, First Name, and Middle Name, each with an input box.

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## Step Eight

On the next page, the Student General Information section will populate. Under Occupancy to Begin, select Fall and hit “Save and Continue.”

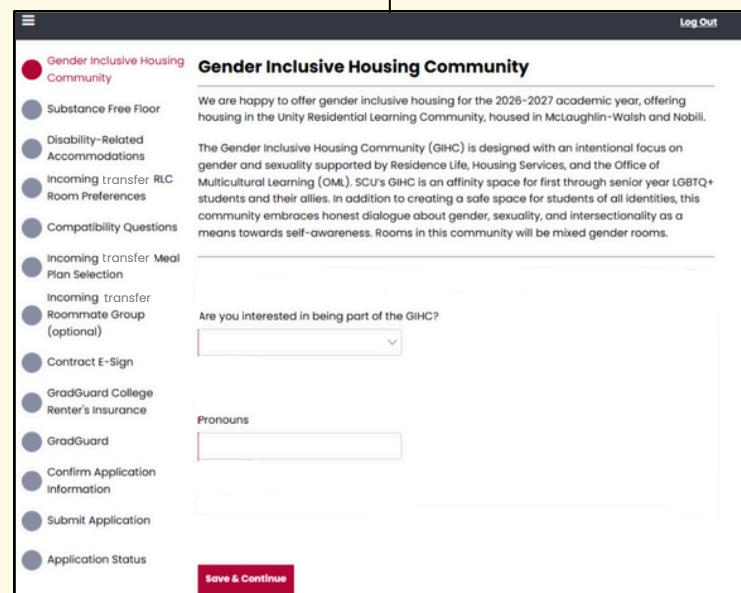


The screenshot shows a mobile application interface for general information. On the left, a sidebar lists various application sections. The main content area is titled "General Information" and contains a section titled "Years at SCU" with a note: "Including this current academic year, how many years have you studied at SCU?" followed by an input box. Below this is a section titled "2026-2027 Occupancy to Begin" with a note: "Let us know which quarter you would like to begin your occupancy for the 2026-2027 academic year." followed by an input box.

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## Step Nine

Next students will have an option to live in the Gender Inclusive Housing Community. Please select your preferences and continue to the next page.



The screenshot shows a mobile application interface for the Gender Inclusive Housing Community. On the left, a sidebar lists various application sections. The main content area is titled "Gender Inclusive Housing Community" and contains a note: "We are happy to offer gender inclusive housing for the 2026-2027 academic year, offering housing in the Unity Residential Learning Community, housed in McLaughlin-Walsh and Nobili." Below this is a section titled "Are you interested in being part of the GIHC?" with a dropdown menu. Further down is a section titled "Pronouns" with an input box. At the bottom is a "Save & Continue" button.

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## Step Ten

The Substance Free Floor page will populate next. Students may choose to live in Substance Free designated floors. Please choose your preference and click "Save & Continue."

Substance Free Floor

We are happy to offer Substance Free Housing (SFH) for the 2025-2026 academic year. Whether you're sober or sober-curious, SCU is excited to offer Substance Free Housing (SFH) to our incoming freshman and rising sophomores. As part of the [Magis](#) Residential Learning Community, the purpose of this housing opportunity is to create an intentional and supportive community with a shared agreement to live a substance free life. There are many reasons why students might make this choice, and all are welcome to apply!

Students interested in Substance Free Housing [SFH](#) will need to complete a supplemental application. Make sure to visit the Substance Free Housing (SFH) page for more details, and updates.

Are you interested in being part of Substance Free Housing?

Save & Continue

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## Step Eleven

If you plan to, or are working with the Office of Accessible Education for a Residential Living Accommodation, please fill in the appropriate information. If not, you may simply continue to the next step.

Disability-Related Accommodations

The following two boxes are ONLY for students requesting disability-related housing accommodation(s); please leave blank if you do not have a disability-related housing accommodation(s) request.

All students requesting disability-related housing accommodations must register and submit their housing accommodation request to [Office of Accessible Education](#) (OAE) no later than March 6, 2026.

PLEASE NOTE: Due to high numbers of requests, the Housing Office has limited space available; this includes housing for disability-related accommodation(s). The Housing Office makes every effort to provide approved housing accommodation(s); students are strongly encouraged to register with OAE as soon as possible. Failure to request disability-related housing accommodation(s) by March 6, 2026, may result in the inability by the Housing Office to provide the disability-related housing accommodation(s). **Housing accommodations may become void if the selected housing preferences on your housing application contradict the nature of the approved housing accommodation(s) and/or if you apply for housing as part of a group.** A group is defined as a student requesting to live with one or more room/suite mates.

Do you have any disability-related accommodation needs we should know about?

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## Step Twelve

Next, be sure you have looked at the 8 different RLC's that SCU has to offer and their room types. You will be asked to rank your RLC and Room Preferences from 1-8. 1 being your top preference and 8 being your last. \*If requesting a specific roommate, we recommend that RLC rank order match exactly.\*

Incoming Transfer RLC Room Preferences

Now that you've familiarised yourself with the various Residential Learning Communities at SCU select **8 unique RLC preferences** below. If you need assistance with your preferences, [review the RLC 360 tours and room layouts](#).

As a transfer student, complete your application by Wednesday, May 7, 2025 and you'll receive priority consideration for your RLC preferences!

If you submit your SCU on-campus housing application after Wednesday, May 7, 2025 your RLC placement/housing assignment will be made based on the available housing spaces.

You'll learn your RLC placement in July, when you attend your summer orientation. Move-in information will be available in mid-August.

Please add at least 8 preferences. Please select at least 8 unique locations.

Order	Location	Room Preference	Delete
1	---Please S...		Delete

Add Preference

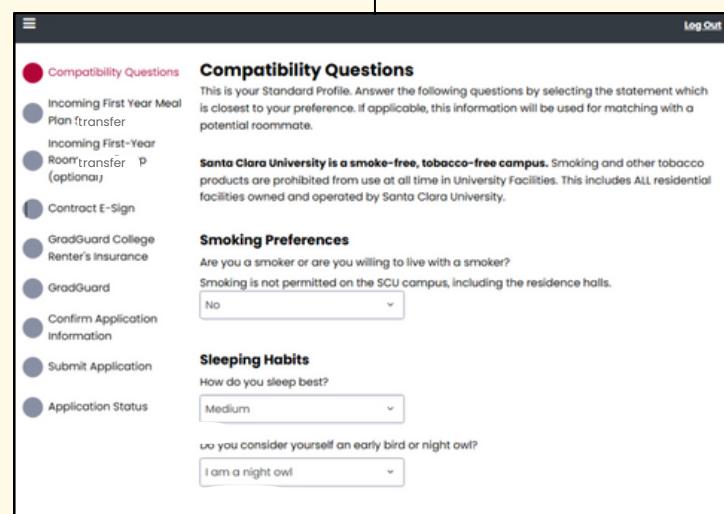
You can add 7 more preferences.

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## Step Thirteen

Next, please complete the Compatibility Questions. Be honest with all responses as the system utilizes these to create roommate matches. While you have the option to select a roommate, if something occurs and you two do not end up rooming together, we will defer to these questions to match you with a roommate.

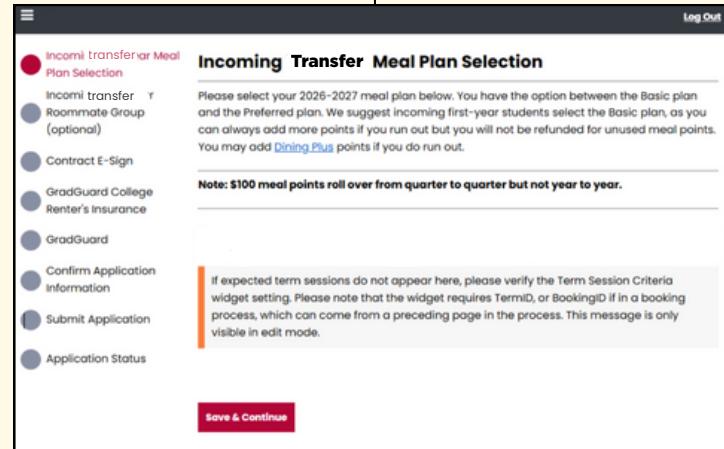


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## Step Fourteen

Now it's time to select your meal plan for the year. The Basic Plan is recommended and is designed to cover approximately 2 meals per day plus a breakfast snack, and 1 meal on weekends. The Preferred Plan is a higher tier, designed to cover approximately 3 meals per day, with 2 meals on weekends. Choose the plan that best fits your needs, then click "Save and Continue".

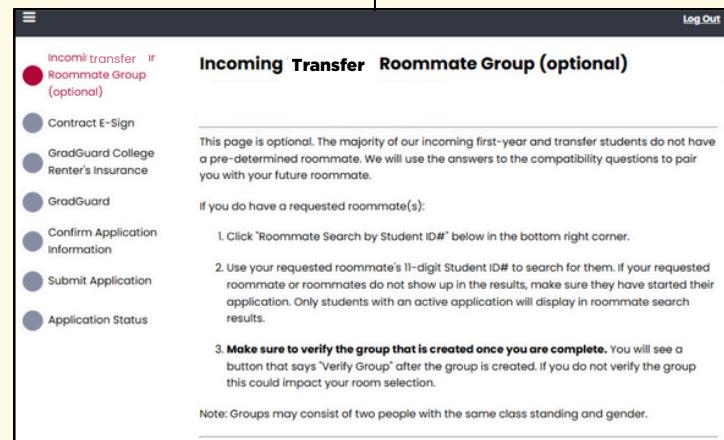
**Apt Plan:** If you are placed into an apartment-style space and wish to have a reduced meal plan, email [Housing@scu.edu](mailto:Housing@scu.edu) upon receipt of your housing assignment confirmation.



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## Step Fifteen

Next, you are able to create a roommate group. If you do not plan to select a specific roommate, you may click "Save & Continue" and one will be assigned to you automatically. If you are planning to select your roommate, please be sure to delegate one person as a group leader to create a group and login for all other group members. All students MUST join the group in order to live together.

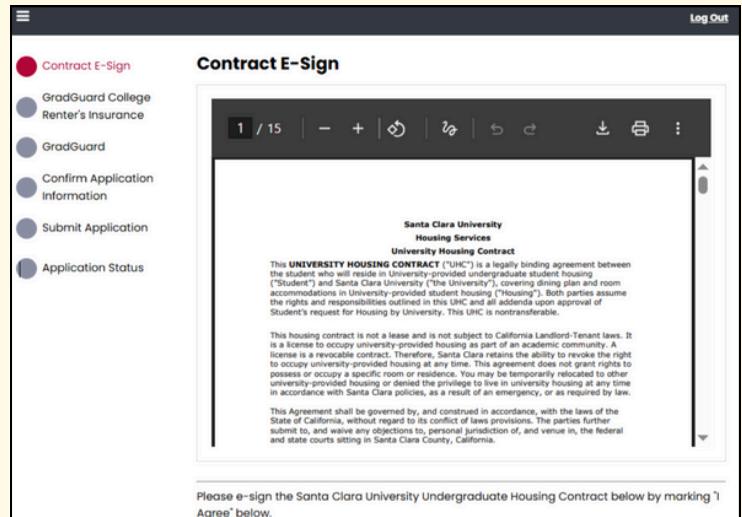


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## Step Sixteen

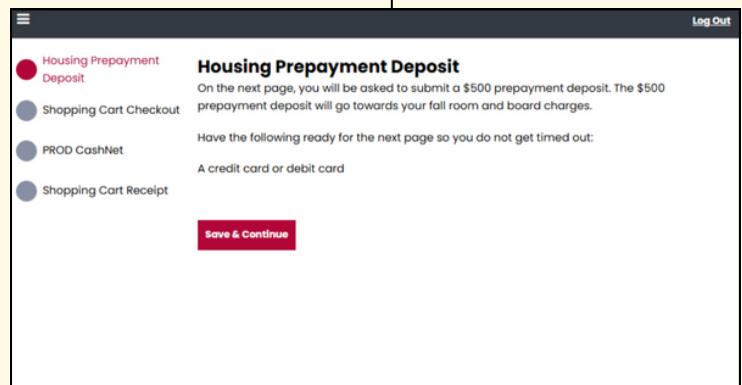
The Upcoming Academic School Year's Undergraduate Housing Contract will populate on the next page. Please read through the contract, check off "I agree" and then hit "Save and Continue."



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## Step Seventeen

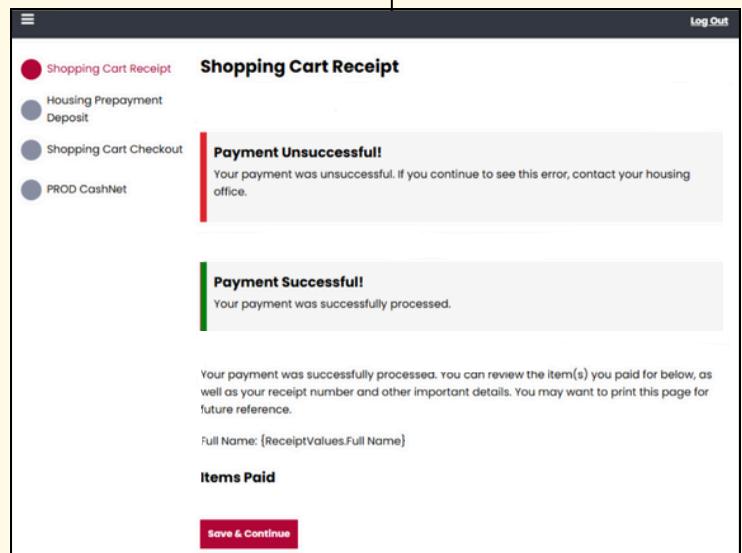
Next, the Housing Prepayment Deposit page will populate. Please follow the directions and complete the payment in the window it directs you to. Before moving on, make sure to click "Save & Continue" to return to your housing portal. DO NOT exit after paying, you must continue and SUBMIT the application.



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## Step Eighteen

Your Shopping Cart Receipt will follow the Pre-Payment. Here you can see both outcomes, if your payment was successful, you may click "Save & Continue" to move on to the next page.

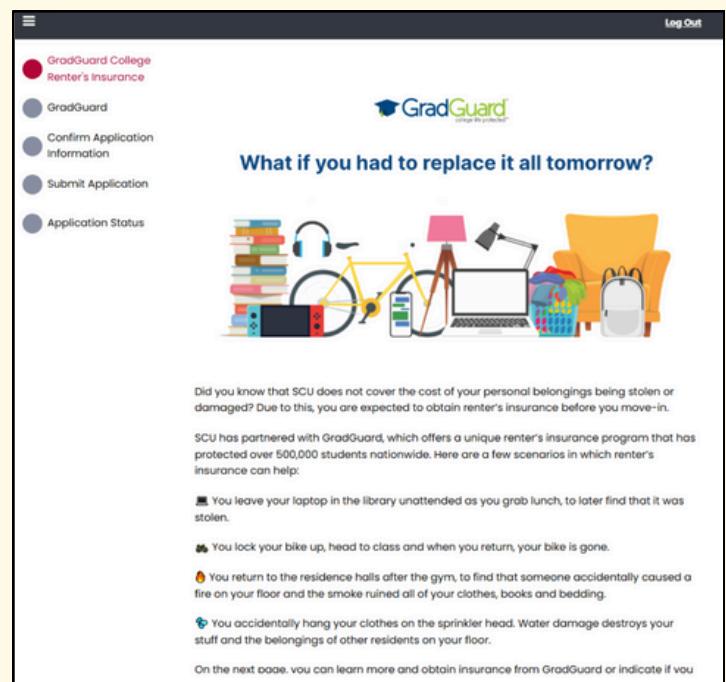


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## Step Nineteen

GradGuard offers affordable renters insurance for students. While renters insurance is not required it is highly encouraged. When you click continue, it will take you to another site to complete your renter's insurance selection. It will then bring you back into the housing portal. Be sure to click "Save and Continue" once you make your selection.

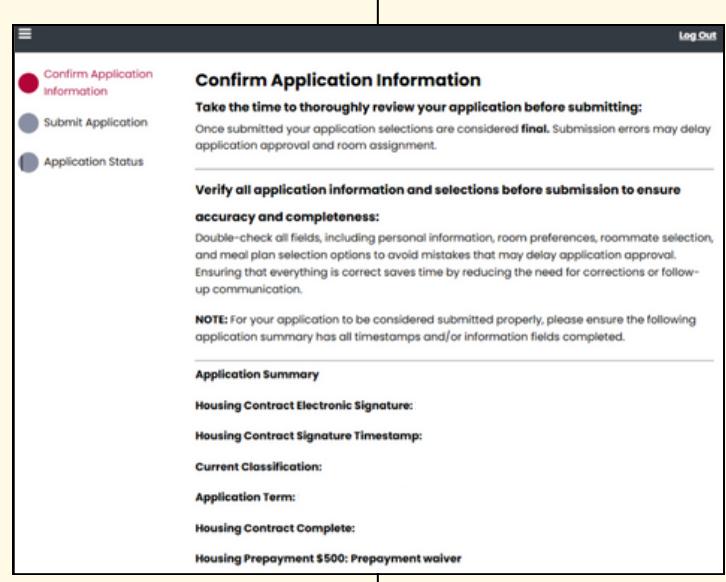


The screenshot shows the GradGuard Renter's Insurance portal. At the top, there is a sidebar with links: 'GradGuard College', 'Renter's Insurance' (which is highlighted in red), 'GradGuard', 'Confirm Application Information', 'Submit Application', and 'Application Status'. The main content area features the 'GradGuard' logo and the text 'What if you had to replace it all tomorrow?'. Below this is a colorful illustration of various personal belongings: books, a bicycle, headphones, a lamp, a desk, a chair, a backpack, and a trash can. A note below the illustration states: 'Did you know that SCU does not cover the cost of your personal belongings being stolen or damaged? Due to this, you are expected to obtain renter's insurance before you move-in.' Another note says: 'SCU has partnered with GradGuard, which offers a unique renter's insurance program that has protected over 500,000 students nationwide. Here are a few scenarios in which renter's insurance can help:'. It lists four scenarios with icons: 1. A laptop on a desk with the text 'You leave your laptop in the library unattended as you grab lunch, to later find that it was stolen.' 2. A bicycle with the text 'You lock your bike up, head to class and when you return, your bike is gone.' 3. A lamp with the text 'You return to the residence halls after the gym, to find that someone accidentally caused a fire on your floor and the smoke ruined all of your clothes, books and bedding.' 4. A trash can with the text 'You accidentally hang your clothes on the sprinkler head. Water damage destroys your stuff and the belongings of other residents on your floor.' At the bottom, it says 'On the next page, you can learn more and obtain insurance from GradGuard or indicate if you'.

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## Step Twenty

Next, you will confirm your application information. Carefully read through your inputted information and confirm that it is all correct. When you are sure everything is accurate click "Save & Continue."

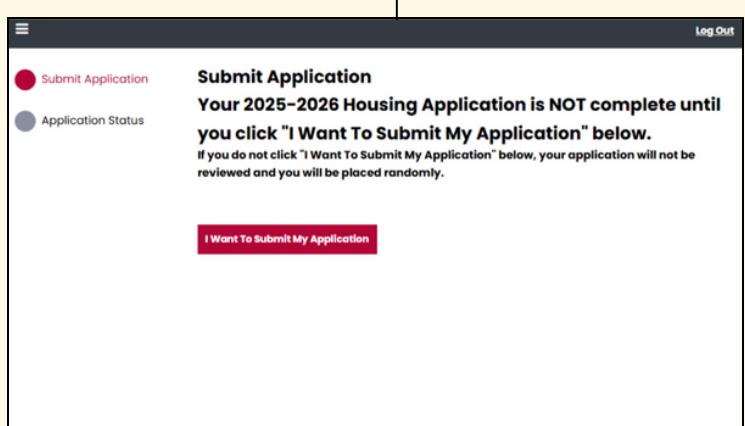


The screenshot shows the 'Confirm Application Information' page. The sidebar has links for 'Confirm Application Information' (highlighted in red), 'Submit Application', and 'Application Status'. The main content area has a heading 'Confirm Application Information' and a note: 'Take the time to thoroughly review your application before submitting: Once submitted your application selections are considered **final**. Submission errors may delay application approval and room assignment.' It also has a section 'Verify all application information and selections before submission to ensure accuracy and completeness:' with a note: 'Double-check all fields, including personal information, room preferences, roommate selection, and meal plan selection options to avoid mistakes that may delay application approval. Ensuring that everything is correct saves time by reducing the need for corrections or follow-up communication.' A 'NOTE:' section says: 'For your application to be considered submitted properly, please ensure the following application summary has all timestamps and/or information fields completed.' Below this is an 'Application Summary' section with fields for 'Housing Contract Electronic Signature', 'Housing Contract Signature Timestamp', 'Current Classification', 'Application Term', 'Housing Contract Complete', and 'Housing Prepayment \$500: Prepayment waiver'.

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## Step Twenty-one

You have now reached the final step, all other sections are complete! Your application data will be saved in the system. Once you submit and click "I want to Submit my Application," you will no longer be able to edit your application. If you plan to go back and edit info, do not click "submit".



The screenshot shows the 'Submit Application' page. The sidebar has links for 'Submit Application' (highlighted in red) and 'Application Status'. The main content area has a heading 'Submit Application' and a note: 'Your 2025-2026 Housing Application is NOT complete until you click "I Want To Submit My Application" below. If you do not click "I Want To Submit My Application" below, your application will not be reviewed and you will be placed randomly.' At the bottom is a red button with the text 'I Want To Submit My Application'.