



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 screenshot shows the Santa Clara University Housing Portal login page. At the top is the university's name and logo. Below is a navigation menu. The main content area has a 'Login' section with a welcome message. It provides instructions for new students to 'Register Here' and for existing students to 'Login here'. There is a 'Login with your @scu.edu email' section with a 'SCU - Student SSO Login' button. On the right is a cartoon mascot character.

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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 screenshot shows the Housing Portal Registration page. It has two sections: 'Are you a newly admitted students (you DO NOT have scu.edu email yet)?' and 'Are you a continuing students (you have an active scu.edu email)?'. Each section has numbered instructions. Below the instructions are input fields for 'Campus Active Email' and 'Student ID Number', followed by 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”

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

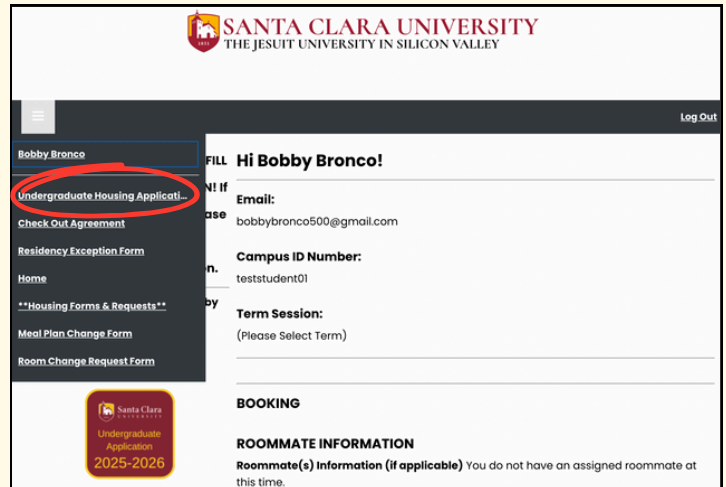
The screenshot shows an email from the Santa Clara Housing Office. The subject is 'SCU Housing Portal - Housing Registration'. The email body contains a greeting, a message about the registration request, a link to the registration page, and a note about the link's validity. It ends with a 'Thank you' and the 'SCU Housing' signature.

Continued

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Step Four

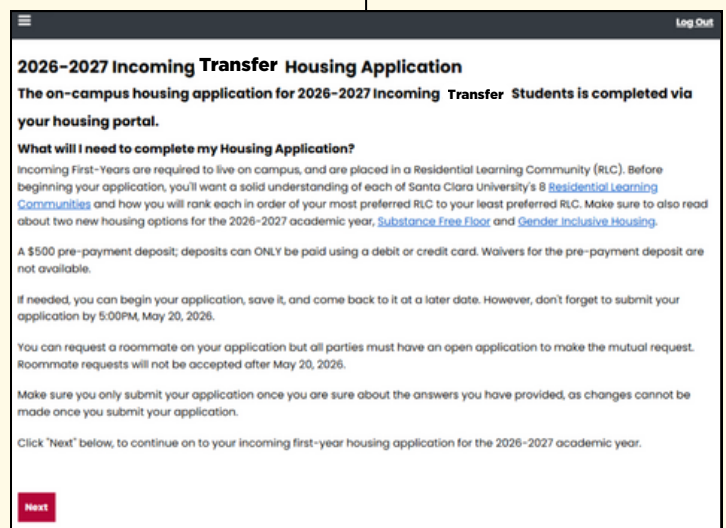
Once you Login to the housing portal, you will be taken to the home page. On the top left corner click on the three lines to drop down menu and click “Undergraduate Housing Application.”



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Step Five

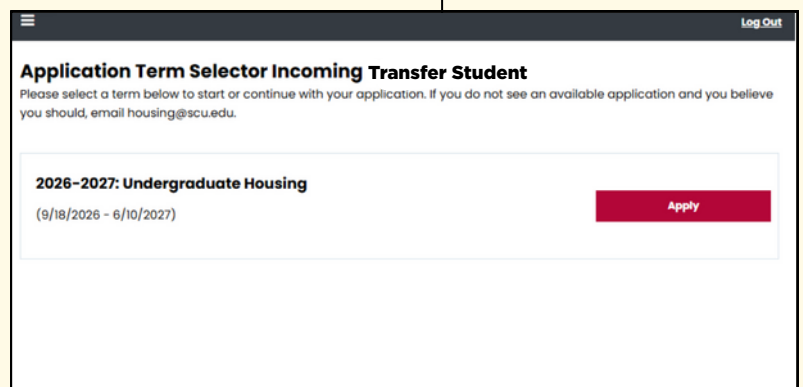
Once into the “Undergraduate Application” you will need to go to the drop down menu and scroll to click on “(Upcoming Academic Year) Transfer Student Housing Application”



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Step Six

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



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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 the 'Demographic Information' page. On the left is a sidebar menu with options: General Information (selected), 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, and Confirm Application Information. The main content area has a header 'Demographic Information' and 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 an 'Entry' section with input fields for Last Name, First Name, and Middle Name.

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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 the 'General Information' page. The sidebar menu is the same as in Step Seven. The main content area has a header 'General Information' and a section 'Years at SCU' with a question: 'Including this current academic year, how many years have you studied at SCU?' and an input field. Below that is a section '2026-2027 Occupancy to Begin' with a question: 'Let us know which quarter you would like to begin your occupancy for the 2026-2027 academic year.' and a dropdown menu.

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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 the 'Gender Inclusive Housing Community' page. The sidebar menu is the same as in Step Seven. The main content area has a header 'Gender Inclusive Housing Community' and 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 Nobil.' Below this is a paragraph about the Gihc: 'The Gender inclusive Housing Community (Gihc) is designed with an intentional focus on gender and sexuality supported by Residence Life, Housing Services, and the Office of Multicultural Learning (OML). SCU's Gihc is an affinity space for first through senior year LGBTQ+ students and their allies. In addition to creating a safe space for students of all identities, this community embraces honest dialogue about gender, sexuality, and intersectionality as a means towards self-awareness. Rooms in this community will be mixed gender rooms.' Below this is a question: 'Are you interested in being part of the Gihc?' with a dropdown menu. Below that is a section 'Pronouns' with an input field. At the bottom right 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.”

The screenshot shows the 'Substance Free Floor' application page. On the left is a sidebar menu with options: Substance Free Floor (selected), 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, Submit Application, and Application Status. The main content area has a heading 'Substance Free Floor' and a paragraph explaining the offer for the 2025-2026 academic year. Below this is a form with a dropdown menu for 'Are you interested in being part of Substance Free Housing?' and a red 'Save & Continue' button.

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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.

The screenshot shows the 'Disability-Related Accommodations' application page. The sidebar menu is the same as in Step 10. The main content area has a heading 'Disability-Related Accommodations' and a paragraph explaining the process for students requesting disability-related housing accommodations. It includes a 'PLEASE NOTE' section about limited space and a form for 'Do you have any disability-related accommodation needs we should know about?' with a red 'Save & Continue' button.

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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. *

The screenshot shows the 'Incoming Transfer RLC Room Preferences' application page. The sidebar menu is the same as in Step 10. The main content area has a heading 'Incoming Transfer RLC Room Preferences' and a paragraph explaining the process for transfer students to select 8 unique RLC preferences. It includes a table for preferences with columns for Order, Location, Room Preference, and Delete. The table has one row with a dropdown for location and a red 'Delete' button. A red 'Add Preference' button is also present. At the bottom, it says '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.

The screenshot shows a web form titled "Compatibility Questions". On the left is a sidebar with a list of steps: Compatibility Questions (highlighted), Incoming First Year Meal Plan Transfer, Incoming First-Year Room Transfer (optional), Contract E-Sign, GradGuard College Renter's Insurance, GradGuard, Confirm Application Information, Submit Application, and Application Status. The main content area has a "Log Out" link in the top right. Below the title, it says "This is your Standard Profile. Answer the following questions by selecting the statement which is closest to your preference. If applicable, this information will be used for matching with a potential roommate." A note states: "Santa Clara University is a smoke-free, tobacco-free campus. Smoking and other tobacco products are prohibited from use at all time in University Facilities. This includes ALL residential facilities owned and operated by Santa Clara University." There are two sections: "Smoking Preferences" with a question "Are you a smoker or are you willing to live with a smoker?" and a dropdown menu set to "No"; and "Sleeping Habits" with a question "How do you sleep best?" and a dropdown menu set to "Medium", followed by "Do you consider yourself an early bird or night owl?" with a dropdown menu set to "I am a night owl".

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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."

The screenshot shows a web form titled "Incoming Transfer Meal Plan Selection". The sidebar on the left is the same as in Step 13, with "Incoming Transfer Meal Plan Selection" highlighted. The main content area has a "Log Out" link in the top right. It says "Please select your 2026-2027 meal plan below. You have the option between the Basic plan and the Preferred plan. We suggest incoming first-year students select the Basic plan, as you can always add more points if you run out but you will not be refunded for unused meal points. You may add Dining Plus points if you do run out." A note states: "Note: \$100 meal points roll over from quarter to quarter but not year to year." There is a warning box: "If expected term sessions do not appear here, please verify the Term Session Criteria widget setting. Please note that the widget requires TermID, or BookingID if in a booking process, which can come from a preceding page in the process. This message is only visible in edit mode." At the bottom is a red "Save & Continue" button.

Apt Plan: If you are placed into an apartment-style space and wish to have a reduced meal plan, email 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.

The screenshot shows a web form titled "Incoming Transfer Roommate Group (optional)". The sidebar on the left is the same as in Step 13, with "Incoming Transfer Roommate Group (optional)" highlighted. The main content area has a "Log Out" link in the top right. It says "This page is optional. The majority of our incoming first-year and transfer students do not have a pre-determined roommate. We will use the answers to the compatibility questions to pair you with your future roommate." It then says "If you do have a requested roommate(s):" followed by a numbered list: 1. Click "Roommate Search by Student ID#" below in the bottom right corner. 2. Use your requested roommate's 11-digit Student ID# to search for them. If your requested roommate or roommates do not show up in the results, make sure they have started their application. Only students with an active application will display in roommate search results. 3. Make sure to verify the group that is created once you are complete. You will see a button that says "Verify Group" after the group is created. If you do not verify the group this could impact your room selection. A note at the bottom states: "Note: Groups may consist of two people with the same class standing and gender."

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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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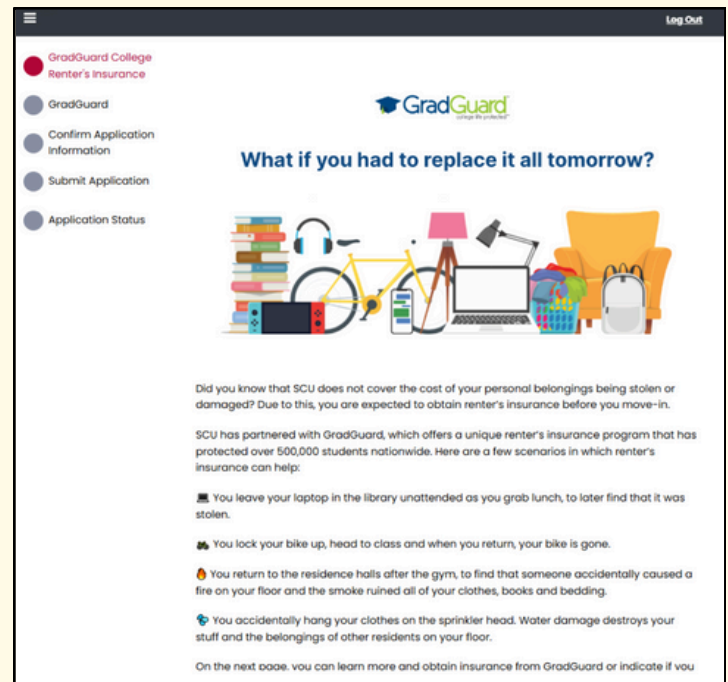
Step Eighteen

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

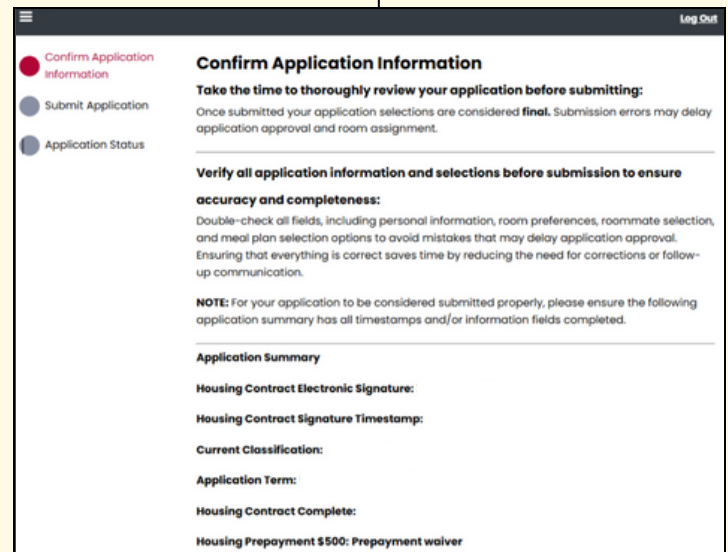
GradGuard offers affordable renters insurance for students. While renters insurance is not required it is highly encouraged. When you click continue, it will take you to another site to complete your renter's insurance selection. It will then bring you back into the housing portal. Be sure to click "Save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



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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."



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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".

