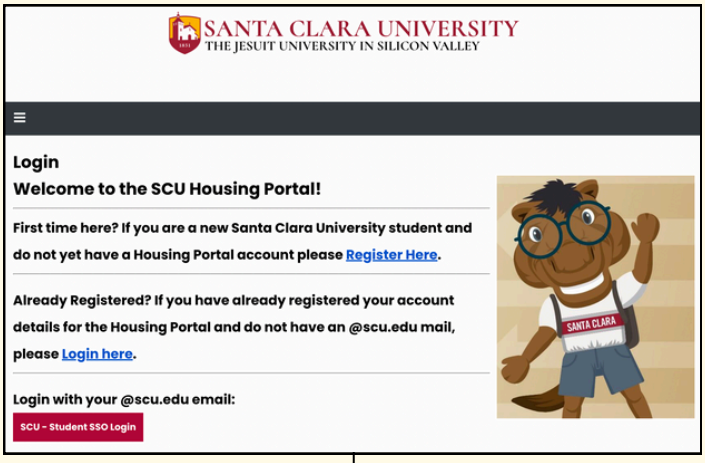
Incoming Transfer Student Housing Portal Set Up & Application Step-by-Step

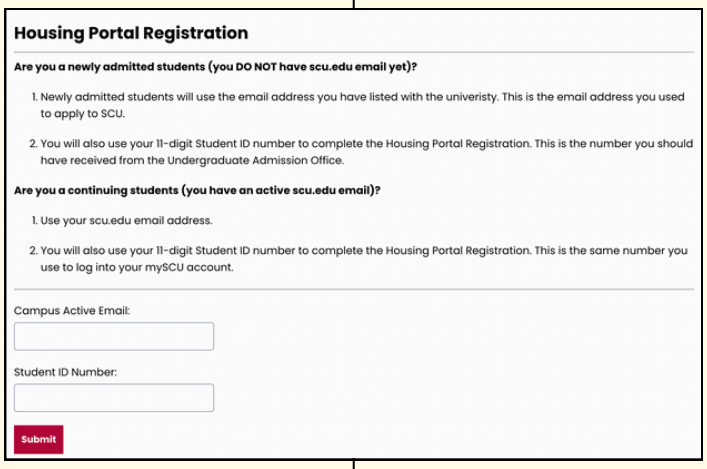
1 *Step One*

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



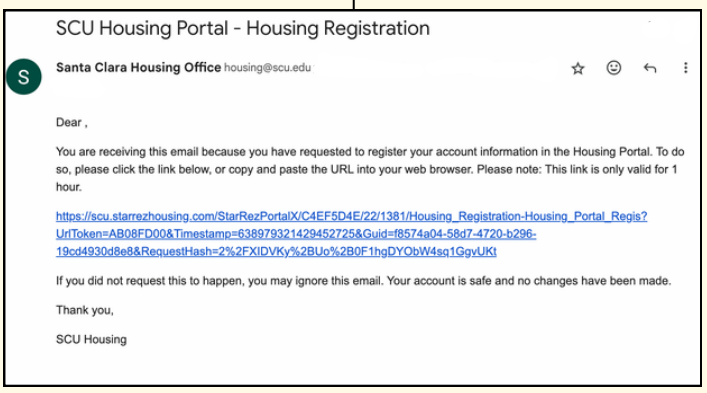
2 *Step Two*

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”.



3 *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.

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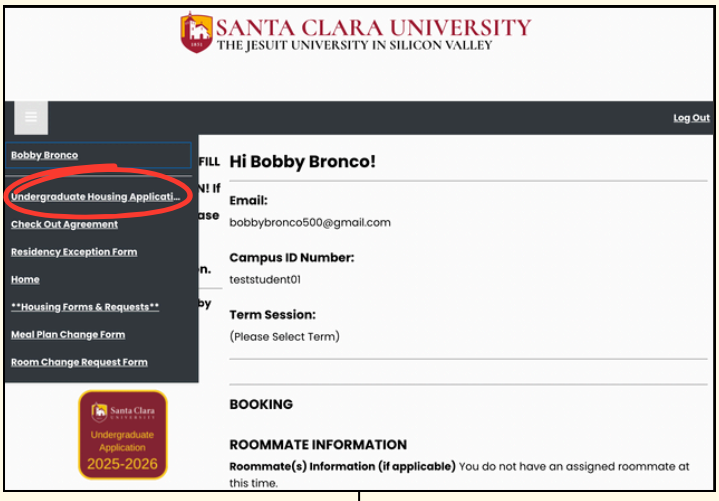
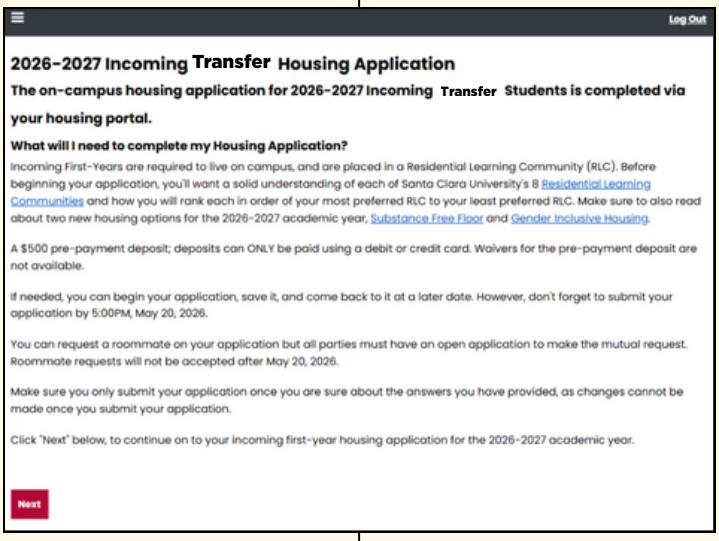
4 *Step Four*

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.”



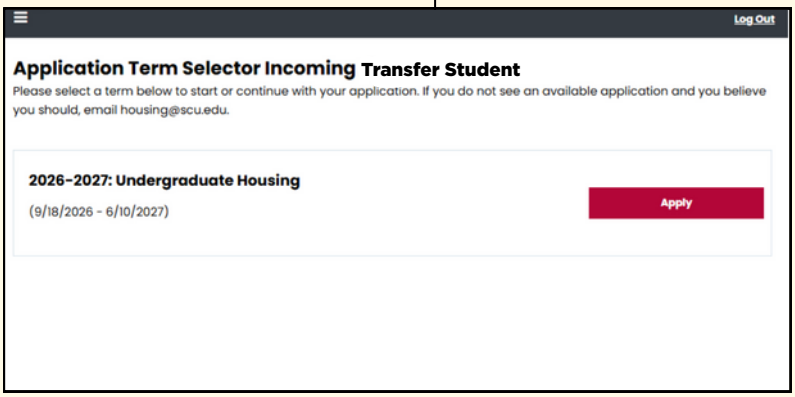
5 *Step Five*

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”



6 *Step Six*

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



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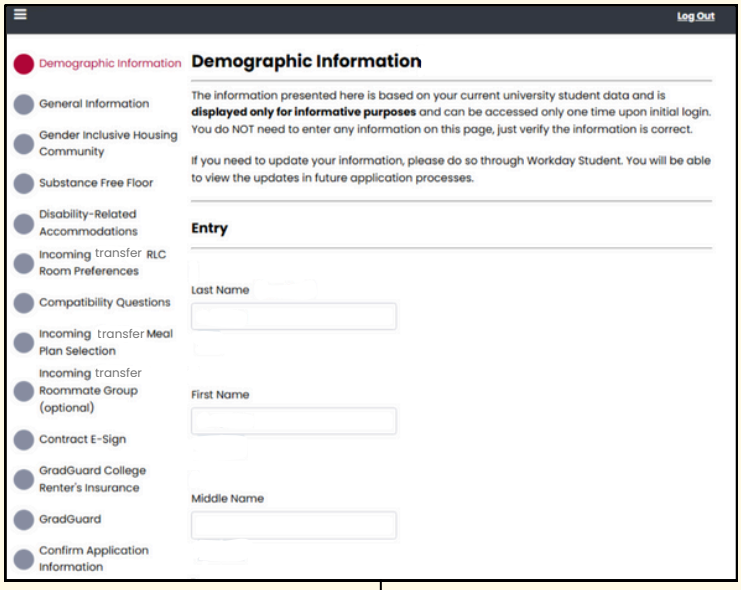
7 *Step Seven*

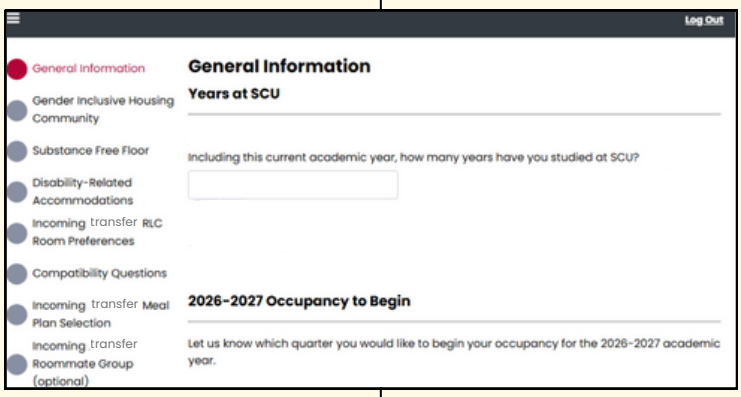
Your Demographic Information will pre-populate on the next page and cannot be updated. Proceed to the bottom of the page and hit “Save and Continue.”

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



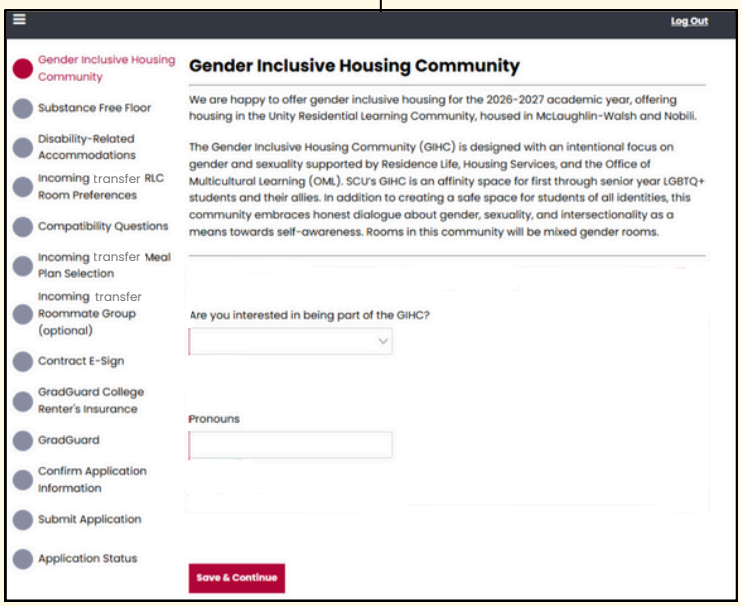
8 *Step Eight*

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



9 *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.



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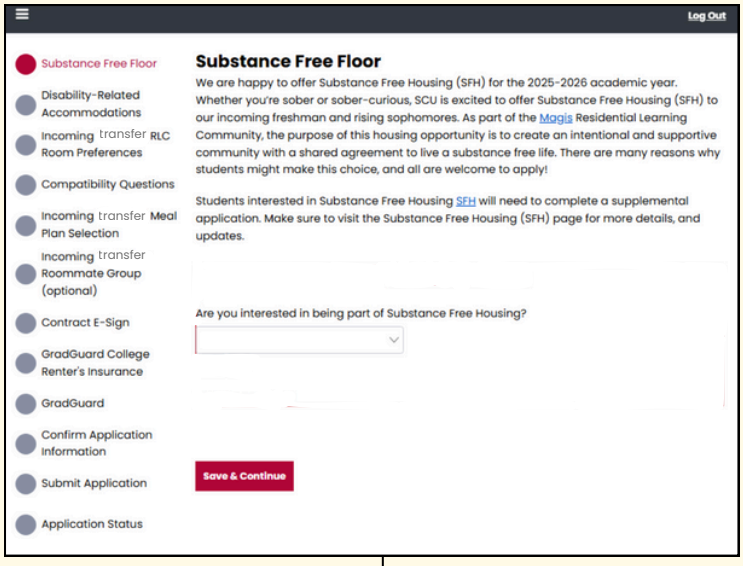
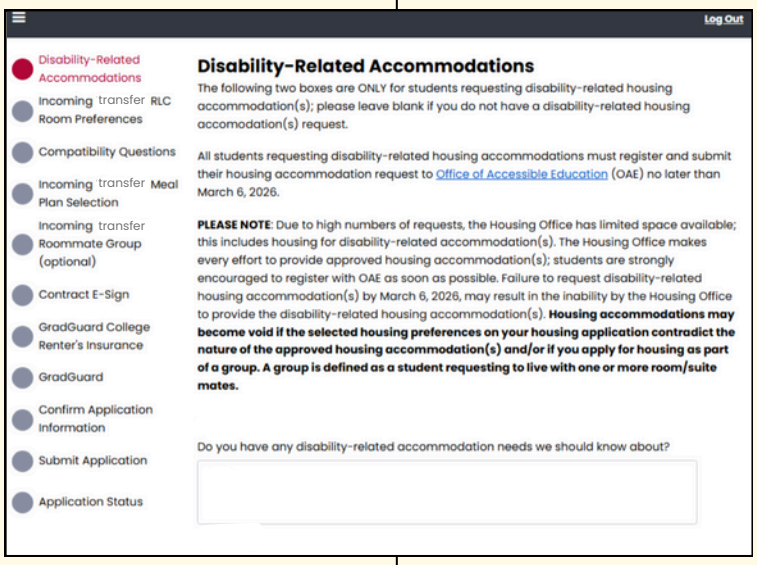
10 *Step Ten*

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."



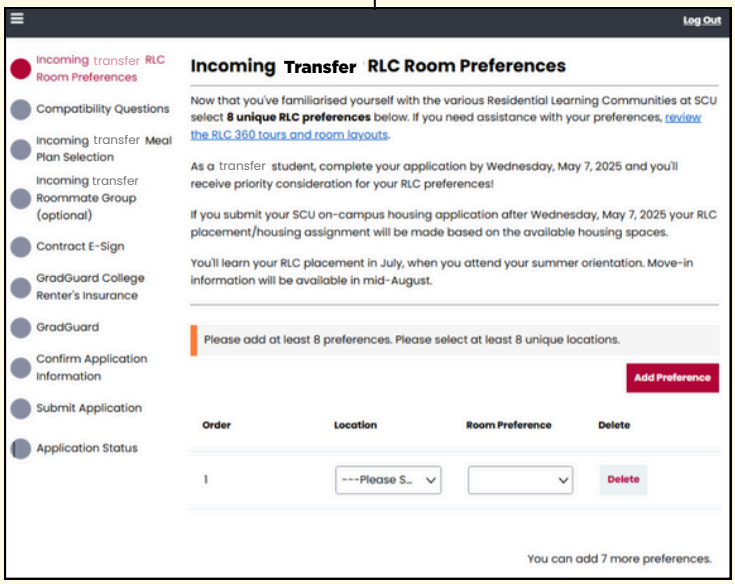
11 *Step Eleven*

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.



12 *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. *



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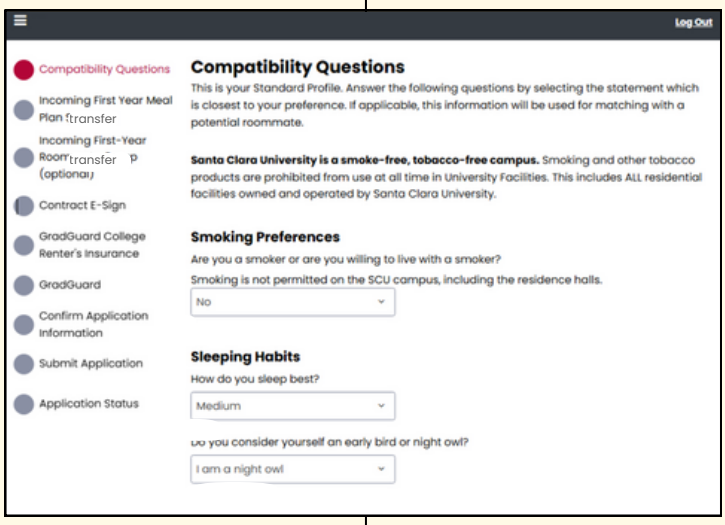
13 *Step Thirteen*

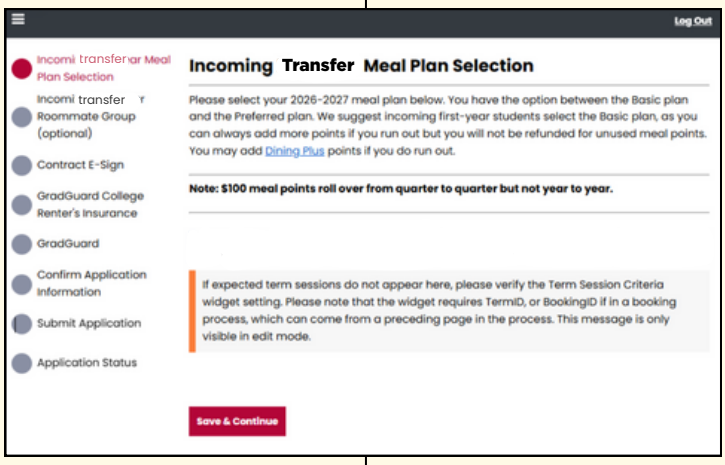
Next, please complete the Compatibility Questions. Be honest with all responses as the system utilizes these to create roommate matches. While you have the option to select a roommate, if something occurs and you two do not end up rooming together, we will defer to these questions to match you with a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



14 *Step Fourteen*

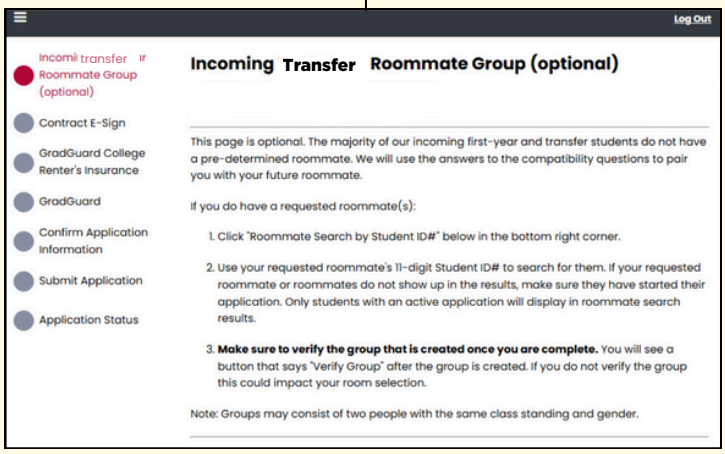
Now it's time to select your meal plan for the year. The Basic Plan is recommended and is designed to cover approximately 2 meals per day plus a breakfast snack, and 1 meal on weekends. The Preferred Plan is a higher tier, designed to cover approximately 3 meals per day, with 2 meals on weekends. Choose 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 upon receipt of your housing assignment confirmation.



15 *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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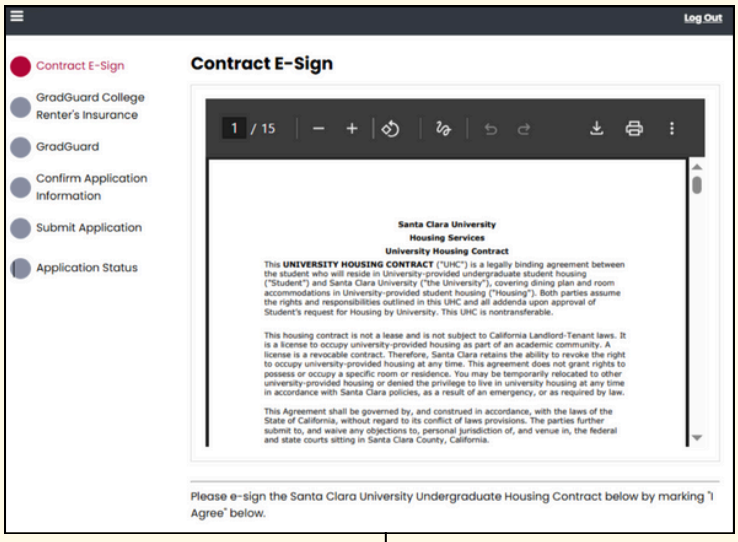
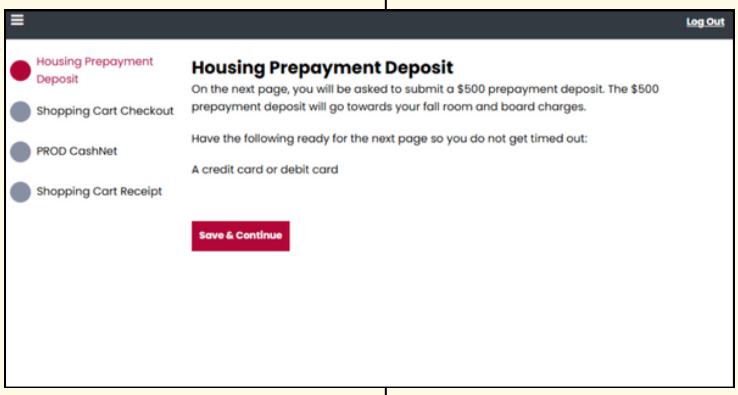
16 *Step Sixteen*

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."



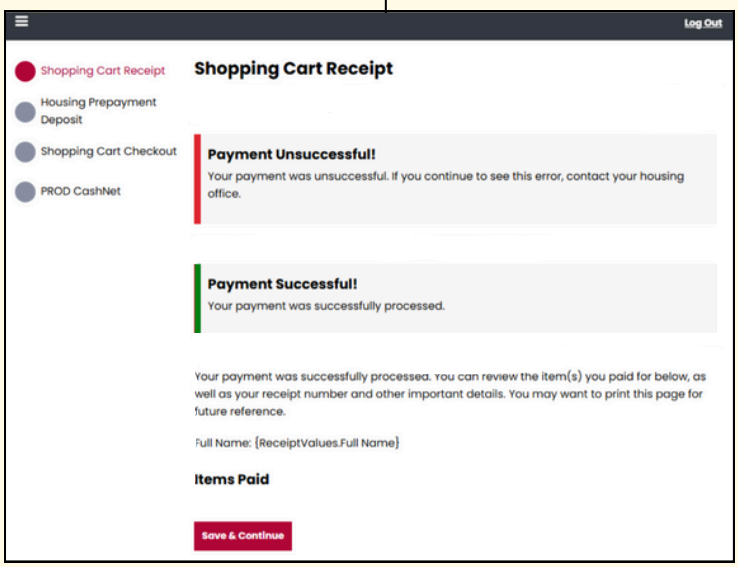
17 *Step Seventeen*

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.



18 *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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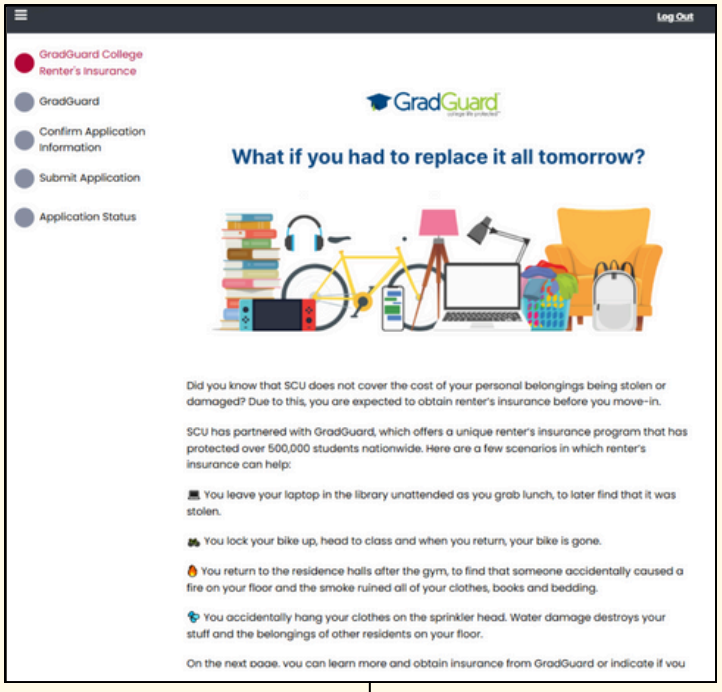
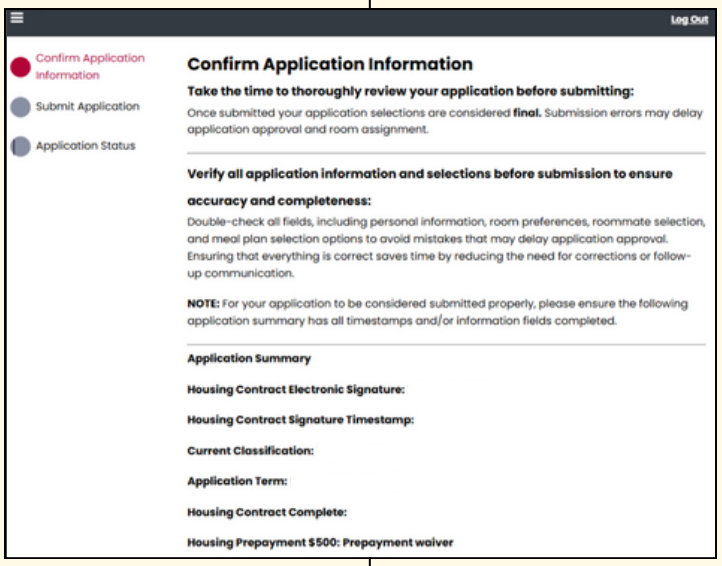
19 *Step Nineteen*

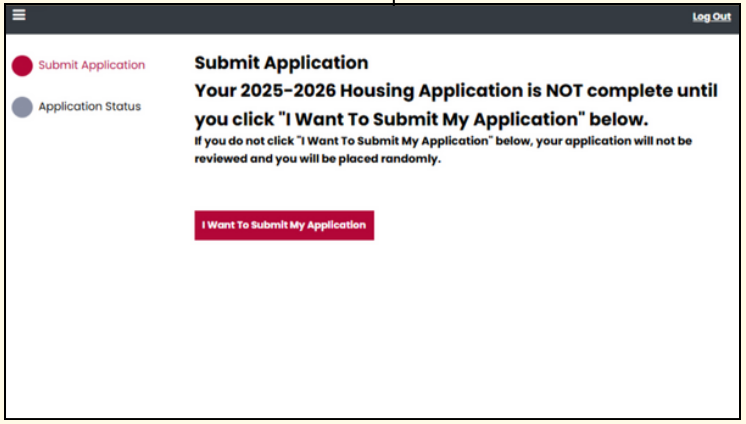
GradGuard offers affordable renters insurance for students. While renters insurance is not required it is highly encouraged. When you click continue, it will take you to another site to complete your renter's insurance selection. It will then bring you back into the housing portal. Be sure to click "Save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



20 *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.”



21 *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".