

HOUSING APPLICATION

STEP 1 GUIDE

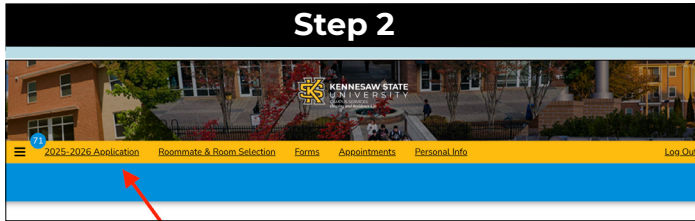


STEP 1:

Log in to the [Housing Portal](#).

STEP 2:

Click on the upcoming Academic Year Application within the top menu bar.



STEP 3:

Select the upcoming Academic Year and click "Apply."

STEP 4:

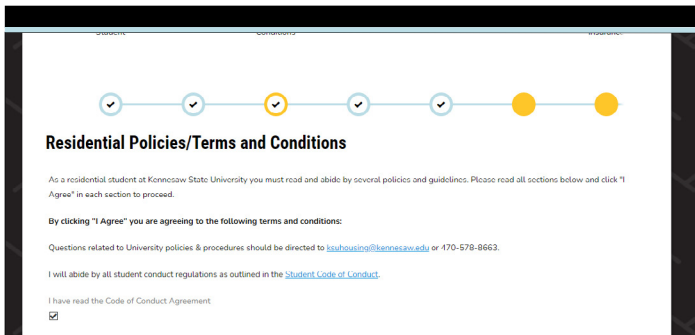
Please read the information on the Welcome Page carefully.

STEP 5:

Please complete the Missing Persons Information.

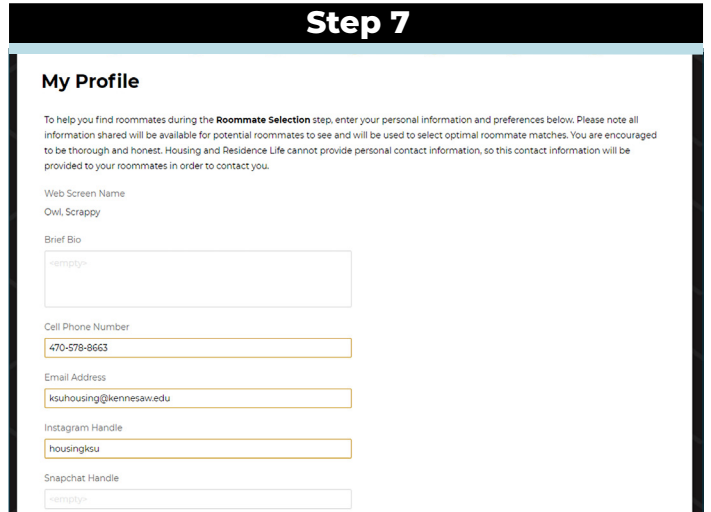
STEP 6:

Carefully review and agree to all policies, terms and conditions.



STEP 7:

Complete the "My Profile" section, including contact information and living preferences. This information will help you during Step 2 of the application, Roommate Selection.

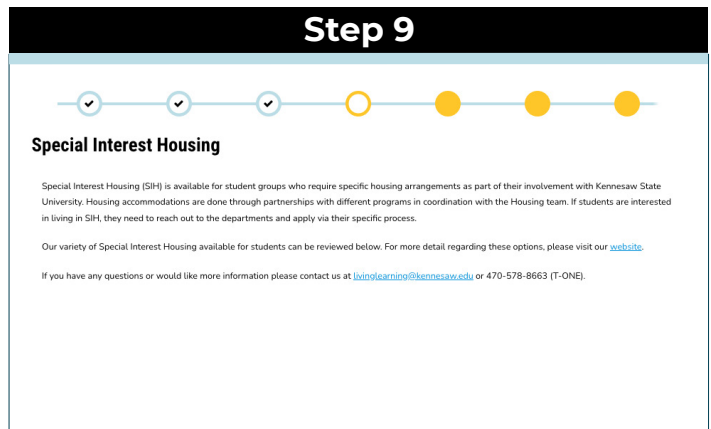


STEP 8:

Please read and complete the Meningitis Statement. This is required by law.

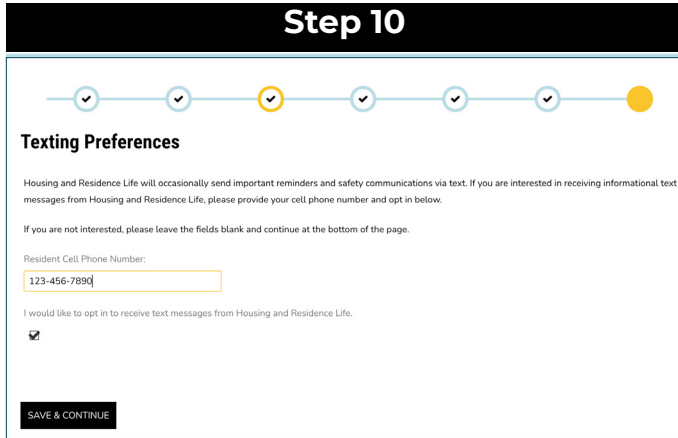
STEP 9:

If you are interested in Special Interest Housing, please indicate interest before proceeding to the next step. For more information about Special Interest Housing, please visit [our website](#).



STEP 10:

Here, you can choose to get Housing and Residence Life announcements straight to your phone. Enter your phone number and click the check box or leave the fields blank to opt out. Click **“Save & Continue”**.



Step 10

Texting Preferences

Housing and Residence Life will occasionally send important reminders and safety communications via text. If you are interested in receiving informational text messages from Housing and Residence Life, please provide your cell phone number and opt in below.

If you are not interested, please leave the fields blank and continue at the bottom of the page.

Resident Cell Phone Number:

I would like to opt in to receive text messages from Housing and Residence Life.

SAVE & CONTINUE

STEP 11:

You will have the opportunity to indicate interest in purchasing Renter's Insurance via GradGuard. Renter's insurance is optional but highly encouraged; this will protect you from paying out-of-pocket costs if there is damage to your personal property or Housing and Residence Life's property while living on campus.

Step 1 of the Housing Application is complete!

Please continue to check your KSU student email for information about the next steps — Roommate and Room Selection.

Housing Application Initiation Fee

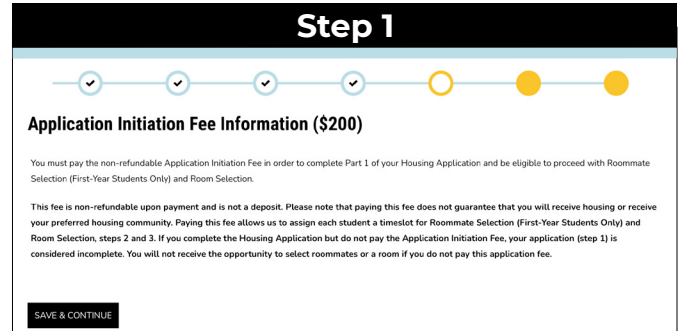
While the \$200 nonrefundable Application Initiation Fee is not needed to finish the application, it must be paid to proceed to Step 2 and 3. After Step 11: Renters Insurance, you have the option to pay the fee right away. See the steps on how to pay!



HOW TO PAY THE APPLICATION FEE

STEP 1:

After reviewing the renter's insurance and texting preferences pages, read the "Application Initiation Fee Information" page, and then click **“Save & Continue”**. The fee will be added to your cart.



Step 1

Application Initiation Fee Information (\$200)

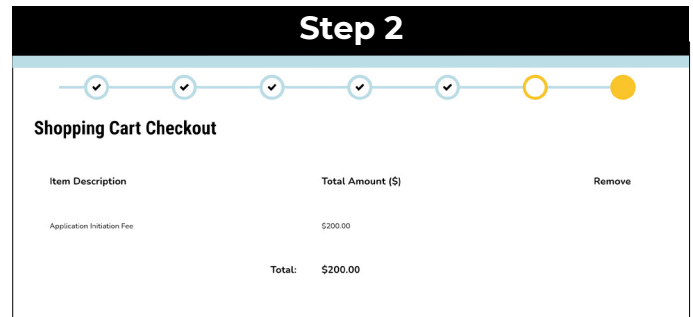
You must pay the non-refundable Application Initiation Fee in order to complete Part 1 of your Housing Application and be eligible to proceed with Roommate Selection (First-Year Students Only) and Room Selection.

This fee is non-refundable upon payment and is not a deposit. Please note that paying this fee does not guarantee that you will receive housing or receive your preferred housing community. Paying this fee allows us to assign each student a timeslot for Roommate Selection (First-Year Students Only) and Room Selection, steps 2 and 3. If you complete the Housing Application but do not pay the Application Initiation Fee, your application (step 1) is considered incomplete. You will not receive the opportunity to select roommates or a room if you do not pay this application fee.

SAVE & CONTINUE

STEP 2:

On the checkout page, click **“Pay Now”**.



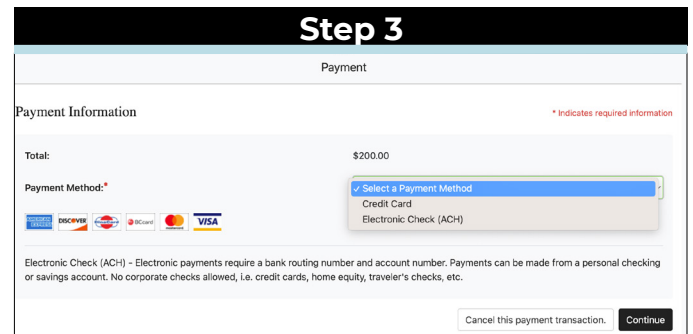
Step 2

Shopping Cart Checkout

Item Description	Total Amount (\$)	Remove
Application Initiation Fee	\$200.00	
Total:	\$200.00	

STEP 3:

Select your payment method and enter your payment information, then click **“Continue”**. Once your payment is processed, you're all set!



Step 3

Payment

Payment Information * Indicates required information

Total: \$200.00

Payment Method: Select a Payment Method

Credit Card Electronic Check (ACH)

Electronic Check (ACH) - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. No corporate checks allowed, i.e. credit cards, home equity, traveler's checks, etc.

If you have any questions about the Housing Application, contact the Talon One Service Center at 470-578-8663 (T-ONE) or talonone@kennesaw.edu

For more information about Housing and Residence Life, please visit our website: kennesaw.edu/housing