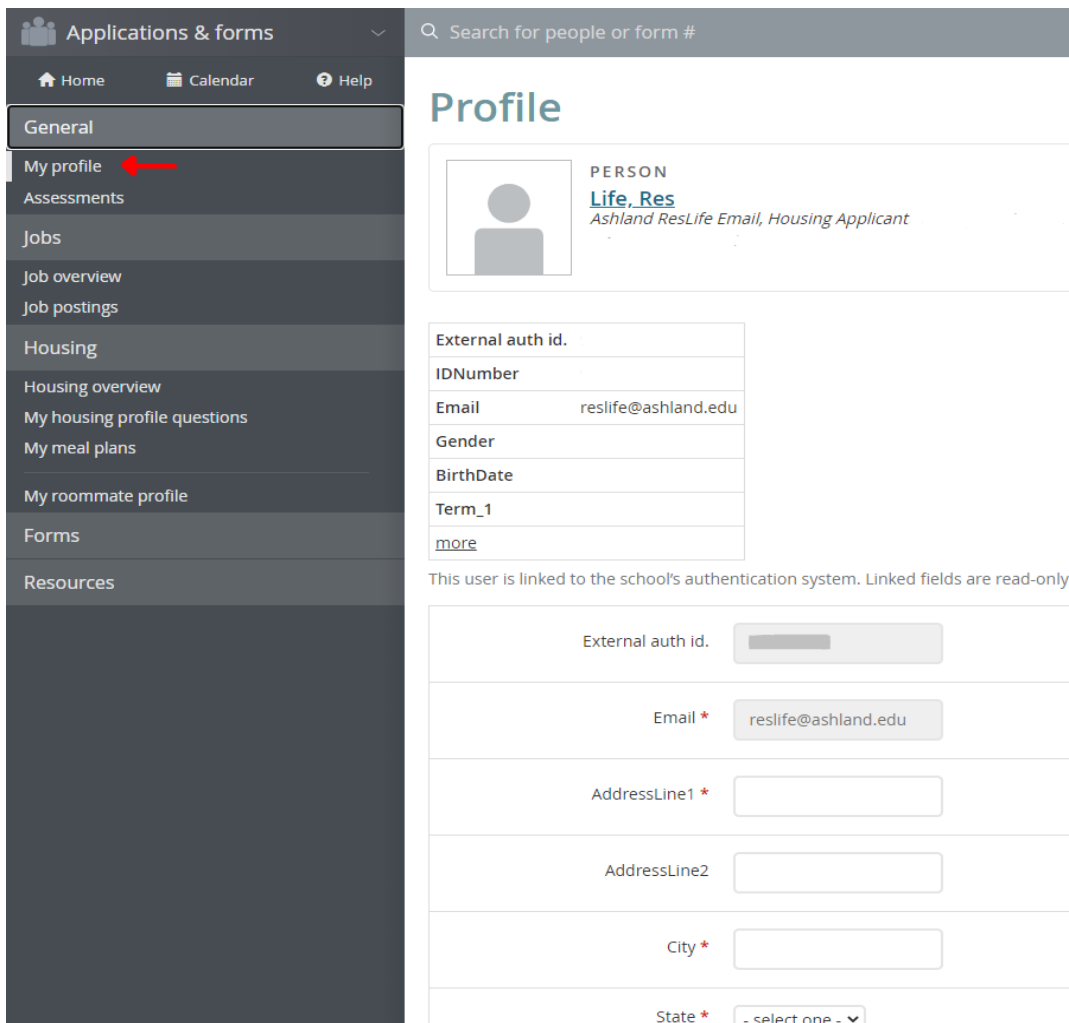


# How to Complete a Housing Application

**Step 1: Login to housing.ashland.edu using your University username and password.**

**Step 2: Complete your housing profile.**


- Navigate to “My profile” which can be found under the “General” tab.
- Enter the required information.
- Click the “Save” button.



Applications & forms

Home Calendar Help

General

My profile 

Assessments

Jobs

Job overview

Job postings

Housing

Housing overview

My housing profile questions

My meal plans

My roommate profile

Forms

Resources

Search for people or form #

## Profile

PERSON  
[Life, Res](#)  
Ashland ResLife Email, Housing Applicant

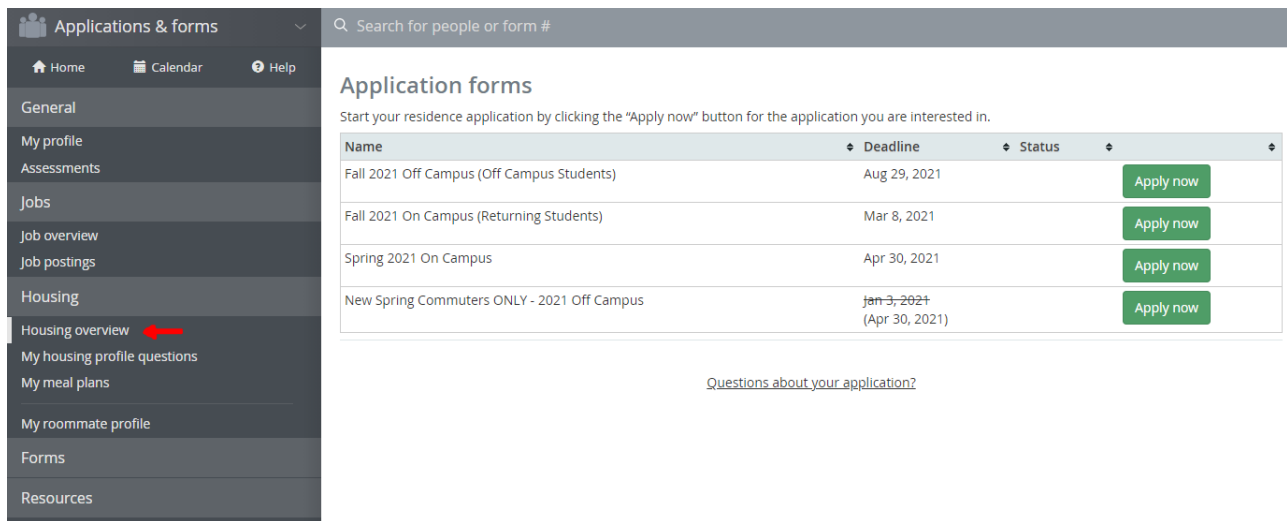
External auth id.	
IDNumber	
Email	reslife@ashland.edu
Gender	
BirthDate	
Term_1	
<a href="#">more</a>	

This user is linked to the school's authentication system. Linked fields are read-only.

External auth id.	<input type="text"/>
Email *	<input type="text" value="reslife@ashland.edu"/>
AddressLine1 *	<input type="text"/>
AddressLine2	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text" value="- select one -"/>

### Step 3: Apply for housing

- Navigate to “Housing overview” which can be found under the “Housing” tab.
- Decide which housing application you want to apply for.
  - You can select either an On Campus or an Off Campus housing application.
- Click “Apply now” on your desired housing application.



The screenshot shows a user interface for 'Applications & forms'. On the left is a navigation menu with options like Home, Calendar, Help, General, My profile, Assessments, Jobs, Job overview, Job postings, Housing, Housing overview (highlighted with a red arrow), My housing profile questions, My meal plans, My roommate profile, Forms, and Resources. The main content area is titled 'Application forms' and includes a search bar. Below the title is a table with columns for Name, Deadline, and Status. Each row represents a different housing application with an 'Apply now' button. A link for 'Questions about your application?' is also visible.

Name	Deadline	Status
Fall 2021 Off Campus (Off Campus Students)	Aug 29, 2021	Apply now
Fall 2021 On Campus (Returning Students)	Mar 8, 2021	Apply now
Spring 2021 On Campus	Apr 30, 2021	Apply now
New Spring Commuters ONLY - 2021 Off Campus	Jan 3, 2021 (Apr 30, 2021)	Apply now

### Step 4: Complete your housing application.

- Fill out all questions on the application form.
- Then click “Continue to: Confirm application” at the bottom of the page.
- After you confirm your application, click “Submit application”.

**Congratulations! You successfully submitted your housing application! For any additional questions, please contact the Residence Life Office at [reslife@ashland.edu](mailto:reslife@ashland.edu).**