

2017-18 Housing Application Instructions: Current Students

*Please read through all of the instructions before beginning the application process.
Housing apps available for returning students beginning February 12, 2016.*

1. Log into your Pitt account at my.pitt.edu – **DO NOT PUT WWW BEFORE THE LINK!**
2. After logging in, click the MY RESOURCES tab at the top and then:
 - Select Housing eServices
 - Click on the Housing Applications link on right side of page
 - If the link isn't there or you can't select it, clear browsing history and go back to my.pitt.edu (**without the www**)
3. Pay the \$150 housing deposit with a credit card or debit card
 - **AFTER PAYING, YOU MUST CONTINUE TO THE APPLICATION TO APPLY YOUR DEPOSIT TO YOUR ONLINE HOUSING ACCOUNT**
 - If you're asked to repay deposit, email deposit confirmation to upglivin@pitt.edu
4. Review personal info and provide Emergency Contact information
 - *Please note your PeopleSoft number is listed on this page, which you'll need to sign on later pages*
5. Instructions for completing each page of the application is provided as you proceed
 - Choice a roommate pin/contact preferences (necessary if participating in room selection)
 - Select a meal plan (if completing application after March 3 deadline)
 - Enter residence hall preferences (if completing application after March 3 deadline)
 - Enter roommate requests (if completing application after March 3 deadline)
6. To complete the meningitis page, please read the meningitis form and then:
 - Answer whether you've received the meningitis vaccination
 - Enter your PeopleSoft number
 - If you're under 18 years old, provide email of co-signer
 - Click the "I Agree" button
7. To sign and submit the housing contract, please read the terms and conditions of the contract and then:
 - Enter your PeopleSoft number
 - If you're under 18, provide email of co-signer
 - Click "Sign and Submit" button
8. After signing, you'll be directed to a page with additional applications/forms you may need
 - You can return at a later time to complete these applications/forms
9. If you're under 18, co-signatures are required for the meningitis and housing contract before the application can be considered complete.
 - Emails will be sent to the address you provide
10. Confirmation emails are sent to students Pitt account upon submission/completion of forms

Direct questions or concerns to 724-836-7869 or upglivin@pitt.edu.