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.*