

Summer Housing Application Guidebook



Welcome to the MyHousing Guidebook!

Here is all you need to know about how to submit your Housing Application on the new MyHousing portal!

Remember you can always email the Office of Residence Life at reslife@xavier.edu or call 513-745-3203 if you have any questions!

Step 1: Log into the [MyHousing](https://myhousing.xavier.edu) portal at xavier.edu/myhousing



Use your
Xavier
credentials to
log in

Login

Click below to log in:

[XAVIER - Student SSO Login](#)



Step 2: Select the correct term of your stay under Housing Application

Navigate to the housing application page



Application Term Selector

Please select a term below to start or continue with your application.

Summer 2025

(5/16/2025 - 8/3/2025)

Apply

Select the correct term and hit "Apply" to start your application

Step 3: Start filling out the Summer Housing Application

The screenshot shows the Xavier University Summer Housing Application web interface. At the top is the Xavier University logo. Below it is a navigation bar with 'Home' and 'Housing Application' links, and a 'Log Out' button. On the left is a sidebar menu with seven items: 'Summer Housing Application' (highlighted with a blue circle), 'Personal Information', 'Contact Information', 'Summer Housing Process Contract', 'Preferences', 'Summer Application Summary', and 'Summary'. The main content area is titled 'Summer Housing Application' and contains the following text:

The 2025 summer housing application will open on March 28th for current residents who need to request housing on campus during the summer months.

All applicants will be reviewed to determine whether a true need to stay on campus is needed. If you are not a current resident, please reach out to our office at reslife@xavier.edu so we may make the application available for you when it opens.

Current Commons residents will be required to move spaces even if they are returning to the same space for fall given summer intern housing will also be using Commons.

Summer 2025 Housing Dates

Summer Housing Begins: May 16th
Summer Housing Ends: August 3rd

Summer 2025 Housing Rates (Per Student Per Week)

Commons Apartments: Single Bedroom \$300
Kuhlman Hall: Double Bedroom \$275

Deadline for application submission: **Wednesday, April 30th at 12 Noon**

If you are under 18 years of age, your parent/guardian will receive proxy access to also sign the contract.

If you encounter any issues or need assistance, please reach out to us at reslife@xavier.edu or [513-745-3203](tel:513-745-3203).

At the bottom right is a blue 'Save & Continue' button.

Review all necessary summer housing related information listed on this page & click here to continue



Save & Continue

Step 4: Fill Out the Housing Application - Personal Information

Home **Housing Application**

- ✓ Summer Housing Application
- **Personal Information**
- Contact Information
- Summer Housing Process Contract
- Preferences
- Summer Application Summary

Personal Information

First Name **Enter your legal first name**

Blue

Last Name **Enter your family name**

Blob

Student Number **Your 9-digit student ID (i.e. 000xxxxxx)**

00000000

Preferred Name

Please select the pronouns you use:

If you selected Option Not Listed, please indicate your pronouns here:

Non-Xavier Email Address

Student Cell Phone Number

Save & Continue **Click here once finished**

If you have a preferred name and any preferred pronouns, please list them here

Step 5: Fill Out the Housing Application - Contact Information

- ✓ Summer Housing Application
- ✓ Personal Information
- Contact Information
- Summer Housing Process Contract
- Preferences
- Summer Application Summary

Contact Information

Permanent Address

Street

Street 2

City

State

Zip Code

Emergency Contact

Emergency Contact Name

Relationship to you

Phone Number

Email

Parent/Guardian Contact

Parent/Guardian First Name

Parent/Guardian Last Name

Relationship to you

Email

Make sure to fill out all contact information that applies

Missing Person Contact

Missing Person Contact Name

Relationship to you

Email

Phone Number

Street

Street 2

City

State

Zip Code

Save & Continue

Click here once finished

Step 6: Review & Sign the Housing Contract

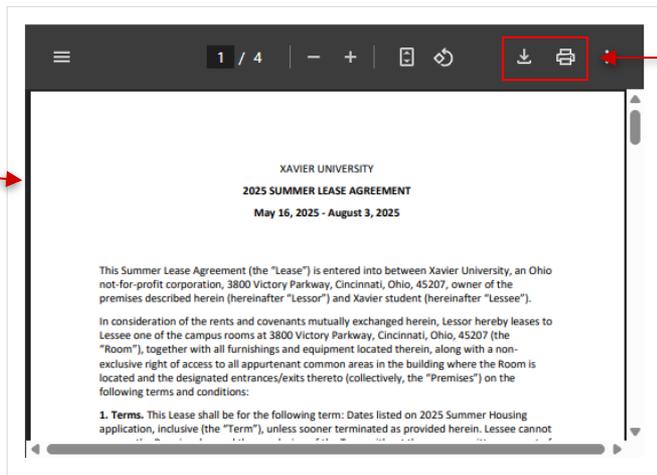
- ✓ Summer Housing Application
- ✓ Personal Information
- ✓ Contact Information
- Summer Housing Process Contract
- Preferences
- Summer Application Summary

You can scroll to review the details of the contract

Once you reviewed contract & confirmed all previous steps, please enter your **FULL 9-digit student ID number** (000xxxxxx) here as signature

Summer Housing Process Contract

Enter your student number below to sign your contract.



Download or print a copy of the contract here

Signature:

[Print This Page](#)

I have received and reviewed information about lead in your home:

I acknowledge the information about lead-based paint possible being in Brockman, Husman, Kuhlman, and Dana Houses.

Don't forget to complete this part too!

[Save & Continue](#)

Click here once finished

Step 6.5: Review & Sign the Housing Contract – Under 18

If you are currently under the age of 18, you will see this page that ask you to have your legal guardian to sign the housing contract

Parent/Guardian Agreement

As a student under the age of 18, a parent or guardian signature is required on your housing contract. Please select 'Send Agreement' below to send a copy of the agreement to your parent/guardian.

You will not be able to continue your application until a parent/guardian signature is recieved.

Add

First Name	Last Name	Email	Relationship	Send Agreement	
					

Save & Continue

Step 7: Add Hall Preferences & Group rule for JTH and UA

- ✓ Summer Housing Application
- ✓ Personal Information
- ✓ Contact Information
- ✓ Summer Housing Process Contract
- Preferences
- Summer Application Summary

Preferences

Add at least 2 unique location options for your hall & room preference

Summer housing will be provided in Commons (\$300/week for a single) and Kuhlman (\$275/week for a double).

Indicate your summer housing location preference below.

Please add at least 2 preferences. Please select at least 2 unique locations.

Add Preference

Click here to add another hall & room preference

Order	Location	Room Preference	Delete
1	---Please		Delete

You can add 1 more preferences.

Is there a specific current resident you want to live with?

Name of Requested Roommate

If you want to live with someone specifically for your summer housing, be sure enter their information here & ask them to also input your name here to ensure mutual request

Save & Continue

Step 8: Application Summary

☰ [Home](#) [Housing Application](#) [Log Out](#)

- ✓ Summer Housing Application
- ✓ Personal Information
- ✓ Contact Information
- ✓ Summer Housing Process Contract
- ✓ Preferences
- Summer Application Summary

Summer Application Summary

Application Completed

Your Housing Application for summer is completed!

Your assignment information will be shared to your Xavier email before the conclusion of spring finals.

Students will move to their summer assignment the weekend of May 16th.

*Current Commons residents will be required to move spaces even if they are returning to the same space for fall given summer intern housing will also be using Commons. **

If you need housing between May 9th and 16th please also complete the Extended Stay Request.

If you have any questions or need more information, please contact us at reslife@xavier.edu or [513-745-3203](tel:513-745-3203).

You started your application for Summer 2025 on 3/26/2025, and have signed the contract as of 3/26/2025. You have not paid the deposit, and have not paid the application fee. The status of your application is **Application Complete**.

Congratulations! You have now completed your summer housing application.
If you have any additional questions, you can always email reslife@xavier.edu or call 513-745-3203.