California State University, Northridge
Student Housing

Application Process for 2019-2020 Academic Year

Space is limited, and fills up fast, so you are encouraged to apply early. Applications will be processed on a first come first served basis starting February 4, 2019. A waitlist will be established for applications received after all housing spaces are filled. Offers will be made to waitlisted students as space becomes available. Student Housing does not offer a contract for Fall only.

Steps to apply for Student Housing

The process to apply for Student Housing begins with an online application. Students not able to access a computer to complete the application should contact the Student Housing Office for assistance. Please be sure to take the time to read through each page of the online application and double check the accuracy of all fields that may be filled through your browser’s auto-filled function.

You will be asked to log into the Student Housing Portal using your myNorthridge username and password. You will then be directed to select your classification as shown below to determine the correct application that you should complete.

- **First Year Student** - This is your first time attending college and entering CSUN with 0 units or with units earned from AP classes.
- **Returning Resident** - You are currently living in Student Housing or lived in Student Housing within the past 12 months.
- **Continuing College Student** - You are a sophomore, junior, senior or graduate student with earned college units and have not lived on campus at CSUN. This option is also for Transfer Students (NSE and International) with earned college credits.
- **Faculty/Staff** - You are a CSUN faculty member or are a full-time staff employee at CSUN.

Selecting the 2019-2020 Academic Year application will get you into the correct application. Here are the steps you will take to complete the process.

**Step 1: Contact Information**
Start by entering your contact information and parent/guardian information. In addition, you will be asked to input emergency contact details in the event of a crisis situation such as hospitalization. Next, you will be asked to input missing person data per the Higher Education Reauthorization Act.

**Step 2: General Information**
This page will ask you to indicate your academic major, ethnicity, class standing, and completed college course units. In addition, you will be asked to answer several questions such as; ward of court/foster youth, transfer student, international student, etc....

In addition you will have an opportunity to let us know if you will need a unit with hard of hearing equipment and/or a wheelchair accessible unit. Next, you will be asked if you require a Gender Inclusive room space. All of the resident halls are co-ed; however, this room option is designed for LGBTQIA+ and their allies who do not feel comfortable expressing their gender identity in a traditional single gender room space. The last section of this step will ask you to read information about the Meningococcal Vaccine and answer one of the three questions at the bottom of the page.

Helpful Notes:
- First-time freshmen are classified as individuals that have not taken any college courses; if you took high School AP classes you are still considered a first-time freshman.
- As a ward of court/foster youth student, you may be eligible to request an extension for submitting the housing application initial payment to give you time to request funds through your social services agency.
**Step 3: Living Learning Communities and Themed Learning Communities**
Student Housing offers a variety of Living Learning Communities (LLC) & Themed Learning Communities (TLC) to choose from. LLCs and TLCs are located in The Park Apartments, with the exception of the MataExplore LLC which is located in The Suites. Additional room type details are listed in the LLC and TLC descriptions.

Helpful Notes:
- All LLC and TLC units within The Park Apartments have kitchens, and do not require purchasing a meal plan. The Suites do not have kitchens, so participants in the MataExplore LLC will be required to purchase a meal plan.
- If you don’t want to live in an LLC or TLC, you can push the “Save & Continue” button at the bottom of the LLC & TLC page.

**Step 4: Room Preferences**
Based on your choices in Step 3, you will be presented with room preferences that are available for you to choose.

Helpful Notes:
- If you selected a LLC/TLC in Step 3, your room preference will default to the room type that matches your 1st LLC/TLC preference. If the room type required for your LLC/TLC is no longer open, you will default to a non-LLC/TLC space.
- The Suites are designed specifically for first-time freshman, so you will not see this as an option if you are not a first-time freshman.
- Only room types currently open will be available for you to choose. If a specific room type is full, it will not show as an option. You may contact the Student Housing Office to request consideration to be placed on a standby list for a specific room type, if it is not available during the application process. There is no guarantee that you will be offered your preferred space. We recommend that you accept the available room type to ensure that you have housing and then work with our staff to be placed on the standby list.

**Step 5: Roommate Profile**
A series of questions have been developed to assist you in sharing information about yourself with potential roommates and to learn a bit about them as well. You will be given a choice either to share, or not share, your answers and your contact information with potential roommates. You are encouraged to share your profile information because the room assignment process is designed so you are self-selecting your bed space. Sharing your profile information will allow others to determine if you have similar characteristics during the roommate selection process.

Helpful Notes:
- Room selection dates will be determined by the end of March, 2019. Notifications will be emailed to all confirmed residents.
- If you do not self-select a bed space during the designated room selection period, you will be administratively placed in the next available bed space.
- Roommate profile information will not be taken into consideration for administrative placements.

**Step 6: Meal Plan**
This step outlines the variety of meal plan options available to you and asks that you make a meal plan selection that is based on your room preference in step 4.

Helpful Notes:
- Meal plans are required if you will be living in a unit with no kitchen.
- Optional meal plans are available if you live in a unit with a kitchen but don’t think you will be doing much cooking.
- Residential meal plans are managed by The University Corporation. All questions and concerns regarding meal plan options should be directed to the Residential Meal Plan Office at mealplan@csun.edu or (818) 677-2655.

**Step 7: License Agreement**
This step will display the Student Housing License Agreement. We strongly recommend that you read through the agreement and then electronically sign your name at the bottom of the page with your legal name.
If you are under the age of 18, you will be directed to the Parent/Guardian Signature page (Proxy Form) to fill in your parent/guardian’s information so they can receive an email to electronically sign your license agreement. The application can’t be completed without a legal parent/guardian electronic signature.

**Step 8: Housing Payment Plan**
This step will provide you with your room type, application term and your housing and meal plan charges. You will be shown the amount that is due with your application at the bottom of the page.

**Step 9: Shopping Cart**
This page will verify your application fees and allow you to pay now and proceed to the online payment system. The system will accept credit cards as well as checking and savings account payments. Your application is not complete after making your payment. You will be directed back to the housing application to confirm and download your Student Housing License Agreement.

**Helpful Notes:**
- Ward of Court / Foster Youth students should contact the Student Housing Office at (818) 677-2160 to complete the payment process if payment will be coming from a social services agency.
- Notifications regarding your housing status will be sent to you via email. You can view all of the emails housing sends to you to by going to the “Messages” link in your Student Housing Portal.
- The electronic license agreement you sign and submit is a legal document. Please make sure to read through the details before signing it. You can view your completed and countersigned license agreement in the last step after you make your online payment.