

# UCF HOUSING HOW TO APPLY

## STEP I: LOG INTO MYUCF

1. Go to myUCF.
2. Type in your NID and password and click Sign On.

UNIVERSITY OF CENTRAL FLORIDA

UCF SIGN IN + Search UCF

**Campus Update:** While remote instruction continues through the summer semester, UCF is planning a phased, gradual return to campus following guidance from health and public officials. Find more information about [COVID-19's impact at UCF](#).

# myUCF

Sign in to myUCF to register for classes, access your grades, update your personal information and more.

**SIGN IN TO MYUCF**

[What is my NID?](#) [Password Reset](#)

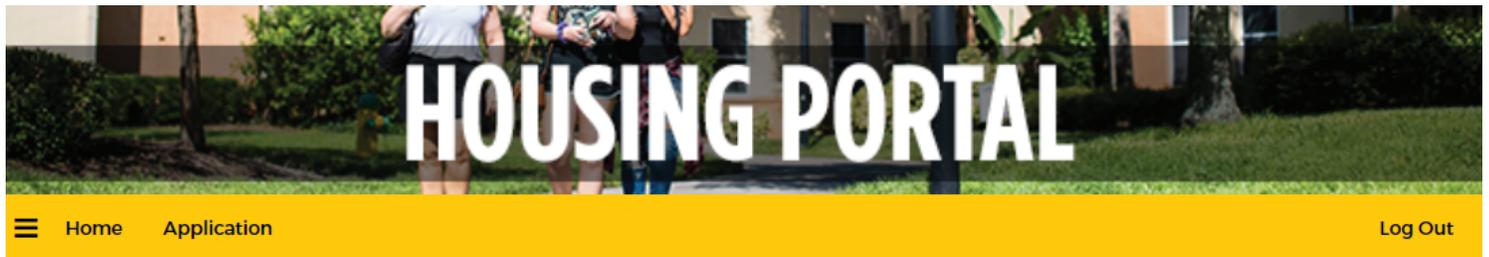
**QUICKLINKS:**

- UCF Help
- Class Search
- Course Catalog
- Knights Email
- Webcourses@UCF

# UCF HOUSING HOW TO APPLY

## STEP II: HOUSING APPLICATION

1. Click on Student Self Service > Housing > Housing Portal.
2. Click on Application on the gold bar.
3. Make sure to read all of the information on the welcome screen.
4. Click Next. (Next button is located at the bottom of the page)
5. Review the agreement types before you continue to selections.



### Welcome to the Housing Application!

Before you begin, please review these steps to apply.

#### 1 | Select Your Agreement Type

Each agreement varies in campus location, agreement length, and communities. See our website for [eligibility](#) and [details](#) to help determine which is best for you before selecting.

#### 2 | Create Your Profile

Answer questions and write a short description of yourself to use in roommate matching.

#### 3 | Sign Terms and Conditions

UCF housing agreements are legally binding so it is important to read all terms and conditions thoroughly. Students who are under 18 years old must have a parent/guardian acknowledge the agreement.

#### 4 | Prepayment

A prepayment is required with each housing agreement. You will need a credit card or checking account to make a payment. Prepayments are applied to the 1st rent charges of the respective agreement.

Fall 2019 Prepayment	\$250
Spring 2020 Prepayment	\$250
Summer 2020 Prepayment	\$100

#### 5 | Submit Your Application

Once your prepayment is complete, submit your completed application. Submitted applications are reviewed and confirmed on a rolling basis. A "confirmed" status indicates that a space has been reserved for you on campus.

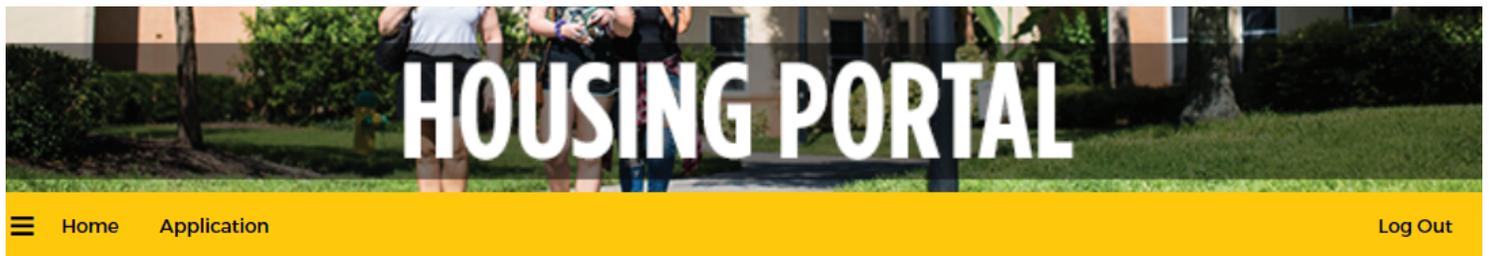
NEXT

# UCF HOUSING HOW TO APPLY

## STEP III: AGREEMENT SELECTION

1. Select your location and terms by clicking the APPLY button.
2. Review your Personal Information as provided by Admissions.
3. Provide a Parent/Guardian email if you would like (required for students under 18).
4. Answer additional information questions accurately (For more information on the concerns addressed, please see our Health and Safety section).

Please note, different classifications of students may see or not see some agreements.



### Semester Selection

To see available applications, please choose the semester for which you would like to apply.

**FALL**



UCF Housing and Residence Life

Phone: 407.823.4663

Email: [housing@ucf.edu](mailto:housing@ucf.edu)

# UCF HOUSING HOW TO APPLY

## STEP III CONTINUED: AGREEMENT SELECTION

### Reminder

Once you make your Agreement Type selection, staff assistance is required to switch to a different agreement. This does not include adding additional agreements for different semesters - i.e. Applying for an Academic Fall and Spring agreement then applying for a Rosen Summer agreement.

## 1 | Select an Agreement Type

Please select an agreement to start or continue with your application.

### Academic Fall 20 & Spring 21

(08/21/2020 - 05/05/2021)

APPLY

### Towers Fall 20, Spring 21 & Summer 21

(08/21/2020 - 08/07/2021)

APPLY

### NorthView Fall 20, Spring 21 & Summer 21

(08/21/2020 - 08/07/2021)

APPLY

### Rosen Fall 20 & Spring 21

(08/21/2020 - 05/05/2021)

APPLY

### UnionWest Fall 20, Spring 21 & Summer 21

(08/21/2020 - 08/07/2021)

APPLY

# UCF HOUSING HOW TO APPLY

## STEP III CONTINUED: AGREEMENT SELECTION

### 1 | Application Selection Confirmation

#### *Making a Selection*

Before you continue, it is very important to review the housing choices available on [our website](#), including floor plans, costs and amenities. Once you confirm your selection, staff assistance is required to switch to a different agreement.

#### **You have selected an application for Academic Fall 20 & Spring 21**

You may click the image below to view additional details.



#### **Academic Communities**

The Academic communities are an excellent selection for a traditional university experience. It is ideal for incoming first-year students and returning current residents. The agreement spans **Fall and Spring semesters only**. It includes a wide variety of room layouts in the following communities: Apollo, Libra, Nike, Hercules, Neptune, and Lake Claire.

**CONFIRM SELECTION AND CONTINUE**

# UCF HOUSING HOW TO APPLY

## STEP III CONTINUED: AGREEMENT SELECTION

### 2 | Basic Information

#### Personal Information

Please review your information as reported on your application for admission below.

First Name: Jma  
Last Name: Knight  
UCFID: MyUCFID  
DOB: 1/1/2002  
Gender Marker: Female

#### Address Information

Street:  
Street 2:  
City:  
State:  
Zipcode:  
Country: (Please Select Country)  
Phone:  
Cell Phone:  
Email: sandra.brasch@ucf.edu

To update information as provided by Admissions, log in to myUCF and navigate to Student Self Service > Personal Information.

If your gender marker is incorrect on myUCF and you have not yet started at UCF, you should contact Undergraduate Admissions at 407-823-3000 to ask how to make the change. If you have already started at UCF, you should contact the Registrar's Office at 407-823-3100 to have the change made.

To update names or enter a preferred name, log in to myUCF and navigate to Student Self Service > Personal Information > Preferred Name.

Please enter an email address for a parent or guardian. Housing and Residence Life may send general announcements, severe weather information, important reminders, account information etc.

Parent / Guardian Email Address

#### Florida Prepaid Dormitory Plan

Do you have a Florida Prepaid Dormitory Plan

# UCF HOUSING HOW TO APPLY

## STEP III CONTINUED: AGREEMENT SELECTION

### Additional Information

Have you ever been charged by law enforcement for activity where the maximum possible punishment is imprisonment or payment of a fine in excess of \$500? This includes matters that are unresolved, in process, or where you were found not guilty.

Legal History

No

Do you need a housing accommodation because of a medical condition or disability? Examples include, but are not limited to, severe food allergies, mobility restrictions, service animal assistance, autism spectrum disorder, hearing/seeing impairment, etc.

Medical Accommodation

No

Which pronouns do you use?

Pronouns

Does your gender identity differ from the listed gender marker on myUCF/Atlas and/or do you identify as transgender?

Gender Identity

No

Do you have a dietary restriction that may require a housing accommodation? Examples of dietary restrictions include but not limited to religious observations, lifestyle choices (i.e. vegan or vegetarian), gluten sensitivity, etc.

Dietary Restrictions

No

SAVE & CONTINUE



UCF Housing and Residence Life

Phone: 407.823.4663

Email: [housing@ucf.edu](mailto:housing@ucf.edu)

# UCF HOUSING HOW TO APPLY

## STEP IV: PREFERENCES

1. Write a short description of yourself. This description is unique to each application.
2. Answer Lifestyle Questions. If answers are present, review the responses for accuracy.
3. Rank your top priorities when choosing a room

## 2 | My Profile

Please provide a short description of yourself and answer the profile questions below. These questions will be used to provide you with potential roommate matches, so it's important to answer accurately.

You may elect to complete this profile and not allow your profile to show as a result on roommate searches by other students. UCF Housing will still be able to use your responses when making assignments.

**Important:** The description you enter can be monitored by UCF Housing staff. Keep responses appropriate and respectful. Please note that discriminatory harassment and bullying will not be tolerated and will be reported as a **Rule of Conduct** violation.

Short description of yourself:

I want my profile to be displayed in the roommate search results:

# UCF HOUSING HOW TO APPLY

## STEP IV CONTINUED: PREFERENCES

### Lifestyle Questions

I prefer my living area to be neat and clean and will take out the trash as soon it is full:

(Please Select) ▾

It is acceptable to leave dishes in the sink overnight:

(Please Select) ▾

I am comfortable with my roommate having overnight guests:

(Please Select) ▾

I plan on having visitors in the apartment regularly:

(Please Select) ▾

I prefer to keep my room cold (Note: UCF Housing recommends keeping temp 72-74 to avoid equipment and air quality issues)

(Please Select) ▾

I will be in my residence hall space most of the time:

(Please Select) ▾

I typically go to bed :

(Please Select) ▾

I typically wake up:

(Please Select) ▾

I am OK with sharing personal items with my roommates (food/toiletries/cleaning supplies, etc):

(Please Select) ▾

I have food allergies or dietary restrictions:

(Please Select) ▾

I am comfortable living with someone who has an approved Service or Emotional Support animal:

(Please Select) ▾

I am comfortable living with someone who drinks (Note: 21 is the legal drinking age in the state of Florida)

(Please Select) ▾

I am comfortable living with someone who smokes (Note: UCF is a smoke-free campus)

(Please Select) ▾

# UCF HOUSING HOW TO APPLY

## STEP IV CONTINUED: PREFERENCES

### Room Priorities

1st Priority:

(Please Select) ▾

2nd Priority :

(Please Select) ▾

3rd Priority:

(Please Select) ▾

Please rank your top priorities when choosing a room. Most students will select their own room during Room Selection, however, if a student is unable to participate, UCF will use all housing profile questions, including room priorities, to make a room assignment.

- **Most Affordable:** Prioritizes the least expensive room type available
- **Roommate Group:** Prioritizes keeping roommate group together over room type features
- **Fewest Suite-mates/Roommates:** Prioritizes room types with fewest number of suitemates/roommates available
- **Private Bedroom:** Prioritizes room types with private bedrooms
- **Private Bathroom:** Prioritizes room types with individual bathrooms (Not available in Academic or Rosen agreement types)

*Please note: Room priorities do not guarantee any particular room type. Room selection and assignments are subject to availability within the selected agreement type.*

SAVE & CONTINUE



UCF Housing and Residence Life

Phone: 407.823.4663

Email: [housing@ucf.edu](mailto:housing@ucf.edu)

# UCF HOUSING HOW TO APPLY

## STEP V: TERMS & CONDITIONS

1. Read the Terms and Conditions of the housing agreement carefully.
2. Print or download a copy of your Terms and Conditions for your records.
3. Electronically sign your housing agreement by entering your UCFID/VID and clicking SIGN HOUSING AGREEMENT.

### 3 | Terms and Conditions

UCF DEPARTMENT OF HOUSING AND RESIDENCE LIFE  
2020-2021 HOUSING AGREEMENT

Mail Merge Agreement Name:  
**MC-02-FA**

This agreement is valid for:  
**Two (2) semesters - Fall and Spring**

This agreement covers the following housing facilities:  
**Apollo, Hercules, Lake Claire, Libra, Neptune, and Nike Communities**

The following sections of the Terms and Conditions are applicable to this agreement:  
**General Provisions: Sections 1 – 62;**

**Important Dates: See sections 64, 65 and UCF Academic Calendar.**  
**HOUSING IS NOT RESPONSIBLE FOR SUBSEQUENT CHANGES IN ACADEMIC CALENDAR DATES, NOR FOR THE IMPACT THESE DATES HAVE ON ROOM RATES.**

**Cancellation Fees: Sections 66, 67, Sections 68B.**

If you are having trouble viewing the pdf, click [here](#).

By signing below, you acknowledge the following:

I have read and understand, and agree to, the above UCF Housing and Residence Life Agreement Terms and Conditions.

Enter your UCFID or Valencia ID and click "Sign Housing Agreement" to submit your electronic signature.

ID Electronic Signature:

MyUCFID

**SIGN HOUSING AGREEMENT**

# UCF HOUSING HOW TO APPLY

## STEP VI: PREPAYMENT

1. Click Pay Now to be directed to the payment gateway.
2. Click Next



### Prepayment

Item Description	Total Amount (\$)
Fall Prepayment	\$250.00
<b>Total:</b>	<b>\$250.00</b>

After making the prepayment, you will be redirected back to the Housing Portal. You **must** click Save and Submit on the receipt page to finish your application. Failure to do so may result in delays in processing your application.

PAY NOW

# UCF HOUSING HOW TO APPLY

## STEP VII: SUMMARY PAGE

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1. After signing, the portal will display the current status of your housing agreement, including what type of housing you have applied for, your Housing Agreement Signature Date, if a parent/guardian has acknowledged the agreement, and the method of payment.
2. **Do not assume you have on-campus housing at UCF until you see a Confirmed status.**

# UCF HOUSING HOW TO APPLY

## STEP VIII: CHECKING YOUR HOUSING AGREEMENT STATUS

1. To see the current status of your housing agreement, including what type of housing you have applied for and your Housing Agreement Signed Date, navigate to the Housing Portal in myUCF.
2. Click on Student Self Service > Housing > Housing Portal.
3. For additional details, click the link for full application history.



### 5 | Application Status

Please read the information on this page carefully.

You started your application for Academic Fall 20 & Spring 21 on 03/10/2020 and have signed the agreement as of 03/10/2020.

You have **not paid the prepayment**

Your application is complete as of 03/10/2020.

The status of your application is **Submitted**.

Need to update your information or profile? Return to the questions [here](#).