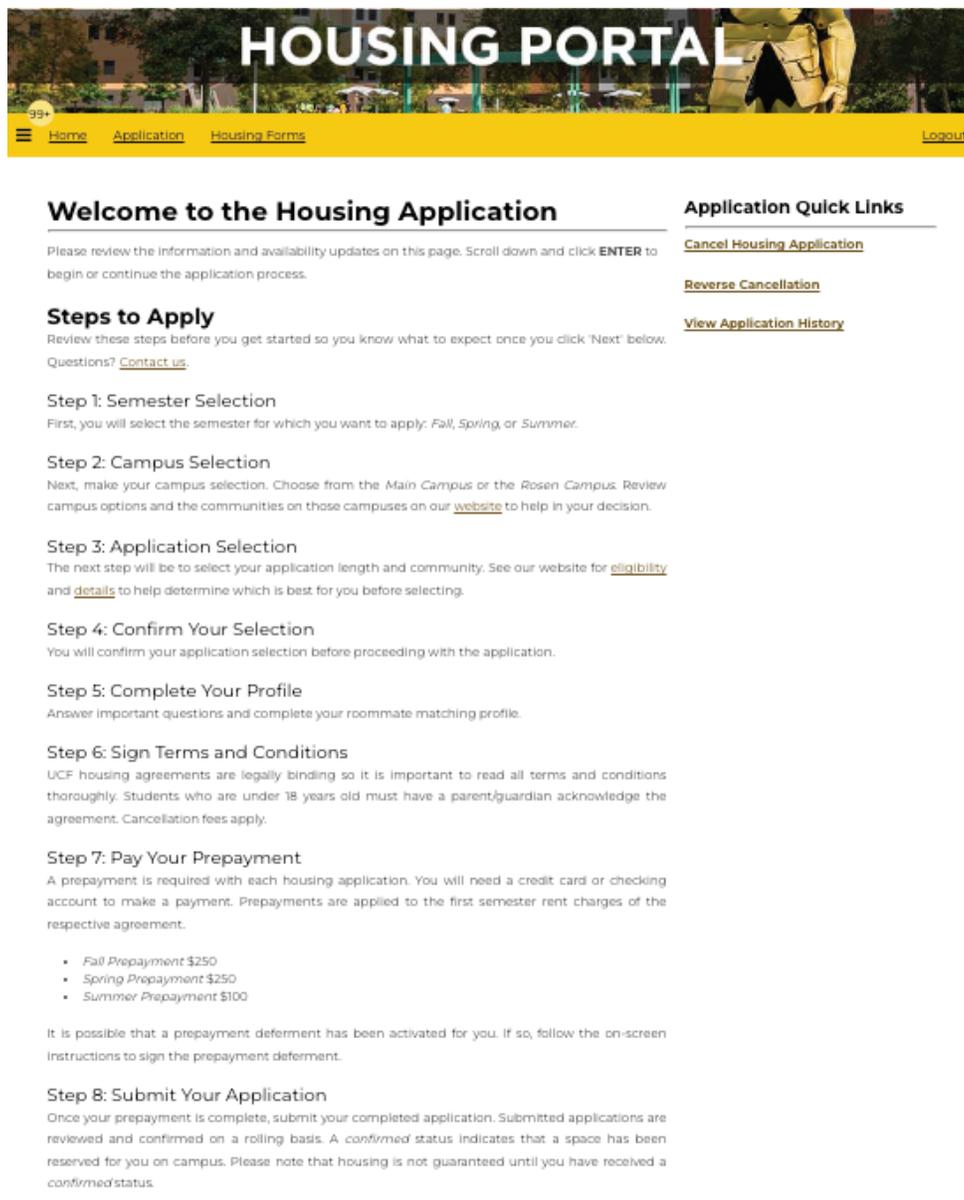


UCF HOUSING HOW TO APPLY

ENTER THE APPLICATION

1. Go to myUCF.
2. Type in your NID and password and click Sign On.
3. Click on Student Self Service > Housing > Housing Portal.
4. Once in the portal, click Application on gold navigation bar.
5. Read through the steps and availability updates on this page, then click Enter to begin the application.



The screenshot shows the UCF Housing Portal application page. At the top, there is a banner with the text "HOUSING PORTAL" and a background image of a person in a yellow jacket. Below the banner is a navigation bar with links for Home, Application, Housing Forms, and Logout. The main content area is divided into two columns. The left column contains a "Welcome to the Housing Application" section, followed by "Steps to Apply" which lists eight steps: Semester Selection, Campus Selection, Application Selection, Confirm Your Selection, Complete Your Profile, Sign Terms and Conditions, Pay Your Prepayment, and Submit Your Application. The right column contains "Application Quick Links" with links for Cancel Housing Application, Reverse Cancellation, and View Application History.

Welcome to the Housing Application

Please review the information and availability updates on this page. Scroll down and click **ENTER** to begin or continue the application process.

Steps to Apply

Review these steps before you get started so you know what to expect once you click 'Next' below. Questions? [Contact us](#).

Step 1: Semester Selection
First, you will select the semester for which you want to apply: *Fall, Spring, or Summer*.

Step 2: Campus Selection
Next, make your campus selection. Choose from the *Main Campus* or the *Rosen Campus*. Review campus options and the communities on those campuses on our [website](#) to help in your decision.

Step 3: Application Selection
The next step will be to select your application length and community. See our website for [eligibility](#) and [details](#) to help determine which is best for you before selecting.

Step 4: Confirm Your Selection
You will confirm your application selection before proceeding with the application.

Step 5: Complete Your Profile
Answer important questions and complete your roommate matching profile.

Step 6: 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. Cancellation fees apply.

Step 7: Pay Your Prepayment
A prepayment is required with each housing application. You will need a credit card or checking account to make a payment. Prepayments are applied to the first semester rent charges of the respective agreement.

- *Fall Prepayment \$250*
- *Spring Prepayment \$250*
- *Summer Prepayment \$100*

It is possible that a prepayment deferment has been activated for you. If so, follow the on-screen instructions to sign the prepayment deferment.

Step 8: 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. Please note that housing is not guaranteed until you have received a *confirmed* status.

Application Quick Links

- [Cancel Housing Application](#)
- [Reverse Cancellation](#)
- [View Application History](#)

UCF HOUSING HOW TO APPLY

STEP 1&2: CAMPUS & SEMESTER SELECTION

1. Select the semester for which you'd like to apply,.
2. Select the campus (Main or Rosen) at which you'd prefer to live, clicking Next to advance.



Step 1: Semester Selection

Select the semester for which you would like to apply, then click **NEXT**.

NEXT



Step 2: Campus Selection

You've selected **Fall**.

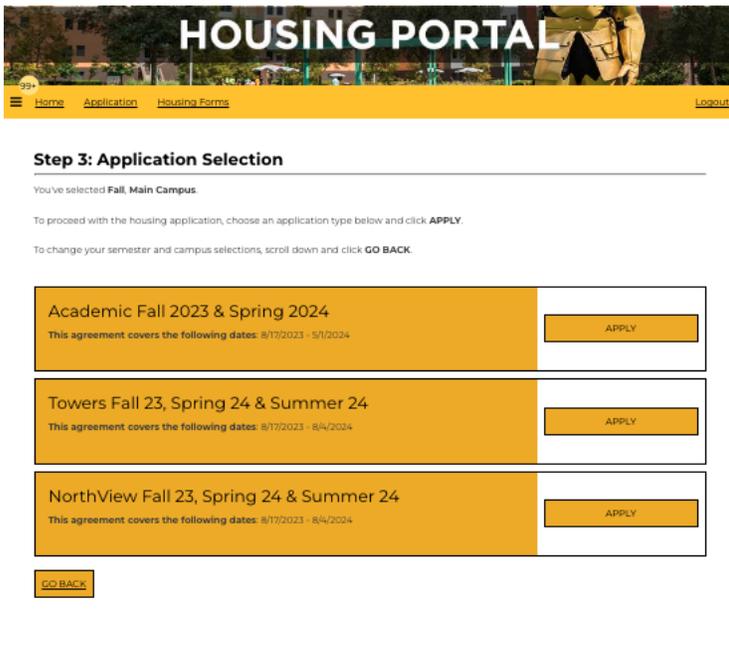
Please make your campus selection using the dropdown below, then click **NEXT**.

NEXT

UCF HOUSING HOW TO APPLY

STEP 3&4: APPLICATION SELECTION

1. Select the application type from the listed options by clicking Apply.
2. Then confirm your selection by entering your UCFID and clicking Next.



HOUSING PORTAL

Home Application Housing Forms Logout

Step 3: Application Selection

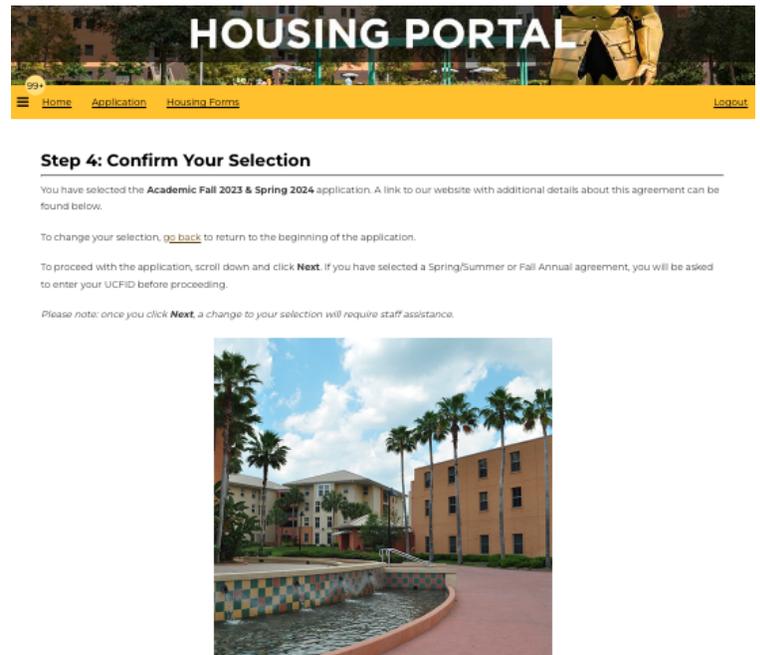
You've selected **Fall, Main Campus**.

To proceed with the housing application, choose an application type below and click **APPLY**.

To change your semester and campus selections, scroll down and click **GO BACK**.

Academic Fall 2023 & Spring 2024 This agreement covers the following dates: 8/17/2023 - 5/1/2024	APPLY
Towers Fall 23, Spring 24 & Summer 24 This agreement covers the following dates: 8/17/2023 - 8/4/2024	APPLY
NorthView Fall 23, Spring 24 & Summer 24 This agreement covers the following dates: 8/17/2023 - 8/4/2024	APPLY

GO BACK



HOUSING PORTAL

Home Application Housing Forms Logout

Step 4: Confirm Your Selection

You have selected the **Academic Fall 2023 & Spring 2024** application. A link to our website with additional details about this agreement can be found below.

To change your selection, [go back](#) to return to the beginning of the application.

To proceed with the application, scroll down and click **Next**. If you have selected a Spring/Summer or Fall Annual agreement, you will be asked to enter your UCFID before proceeding.

*Please note: once you click **Next**, a change to your selection will require staff assistance.*



Academic Communities

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

Agreements lengths offered (separate applications required and available communities vary by agreement length):

- Academic Year - Fall & Spring
- Spring Only
- Summer A or Summer B Only

Once you have reviewed your selection above, enter your UCFID below to continue.

UCFID:

NEXT

UCF HOUSING HOW TO APPLY

STEP 5: COMPLETE YOUR PROFILE

HOUSING PORTAL

Home Applications Housing Forms Logout

Step 5: Complete Your Profile

Review Admissions Information

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

Please note: 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](#) or [Graduate Admissions](#) to ask how to make the change. If you are a current student UCF, you should contact the Registrar's Office for instructions. To update names or enter a preferred name, please use the Registrar's [Change of Name Form](#).

Personal Information

First Name: Knight
Last Name: Knight
UCFID: ransome1
Birth Date: 11/13/2003
Gender Marker: Female

Address Information

Street 1: Knight Court
Street 2:
City: Orlando
State: FL
Zipcode: 32816
Country: United States

Phone:
Cell Phone: 4077802766
Email: ash@ransome@ucf.edu

Parent/Guardian Contact

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

Parent / Guardian Email Address:

Florida Prepaid Dormitory Plan

If you have a Florida Prepaid Dormitory Plan, please indicate 'Yes' below. If not, please enter 'No'.

Florida Prepaid Dormitory Plan?

Additional Information

Legal History

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.

Medical Accommodation or Assistance Animal

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.

Pronouns & Gender Identification

Which pronouns do you use?

Pronouns

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

Gender Identity

Dietary Request

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

UCF HOUSING HOW TO APPLY

STEP 5 CONTINUED: COMPLETE YOUR PROFILE

The screenshot shows a web page titled "HOUSING PORTAL" with a navigation bar containing "Home", "Application", "Housing Forms", and "Logout". The main content area is titled "Step 5: Complete Your Profile (cont.)" and features a section for "Weather Emergency Evacuation Plan".

Weather Emergency Evacuation Plan

UCF Housing and Residence Life staff will inform residents of necessary preparations in the event of a hurricane or other weather emergency. Before a storm, residents are encouraged to go to their homes or out of the storm path. Depending on the level of severity of the hurricane, the University of Central Florida may initiate ride-out plans for residents. Residents will be notified in advance of ride-out locations, and will not be able to remain within their housing assignment if a ride-out plan is initiated. Please note that service animals are allowed in ride-out locations, but Emotional Support Animals, pets, and non-residents are not.

We encourage all students to review the [hurricane information](#) on our website and talk with their families ahead of time about what their plans will be in the event of a weather emergency/hurricane occurring in the Orlando area.

Students are required to review their emergency contact information below, as provided by myUCF, and answer the following questions regarding their evacuation plan in the event of a hurricane or weather emergency. These answers may be revised by the student at any time.

Using the dropdown, please indicate your evacuation plan.

I will leave campus/town/state.

If you plan to utilize a local shelter or ride-out location, will you require any specific assistance at the location? (Enter "None," if not applicable.)

test

If you do not plan to stay in UCF ride-out location, where will you be relocating?

empty

Emergency Contact Name
test

Emergency Contact Phone
4078230000

Guardian Email
ashli.ransome@ucf.edu

To update your emergency contact information, please go to myUCF > Student Self Service > Personal Information > Emergency Contacts.

For additional information and hurricane tips from Housing and Residence Life, click [here](#).

For more hurricane information from the Office of Emergency Management, click [here](#).

UCF HOUSING HOW TO APPLY

STEP 5 CONTINUED: COMPLETE YOUR PROFILE



Step 5: Complete Your Profile (cont.)

Self Summary

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 [Breach of Conduct](#) violation.

Short description of yourself:

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

Lifestyle Questions

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

It is acceptable to leave dishes in the sink overnight:

I am comfortable with my roommate having overnight guests:

I plan on having visitors in the apartment regularly:

I prefer to keep my room cold. (Note: UCF Housing recommends keeping temp 70-74 to avoid equipment and air quality issues)

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

I typically go to bed:

I typically wake up:

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

I have food allergies or dietary restrictions:

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

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

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

Room Priorities

1st Priority:

2nd Priority:

3rd Priority:

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 suite-mates/roommates available
- **Private Bedrooms:** Prioritizes room types with private bedrooms
- **Private Bathrooms:** Prioritizes room types with individual bathrooms (not available in Academic or Room 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.

NEXT

UCF HOUSING HOW TO APPLY

STEP 6: TERMS & CONDITIONS



Step 6: Sign Terms and Conditions

Follow these steps to sign the terms and conditions below:

1. Click **Continue** at the top of the document window.
2. Proceed by clicking **Start** to the left of the window.
3. Enter your initials when prompted by clicking on the "Initial" icon on the document. You will be provided options to type in your initials/signature, draw your initials/signature, or upload your initials/signature. We recommend either typing or drawing. Once you've selected your signature style, you will click **Accept & Initial** to continue.
4. Sign the document and enter your UCFID, then click **Finish** at the bottom of the document window.
5. Once you click "Finish", the application should automatically direct you to the prepayment page. If not, click **Close**, then **Next**.

If you have questions regarding the terms & conditions, please [contact us](#).

Troubleshooting tip:

- You may view this document on a mobile device, but we recommend signing the agreement via a non-mobile device.
- If you don't see the document right away, wait at least a minute to see if it loads.
- If you don't yet have a Knight student email address, you may not be able to access the document; please [contact us](#).
- If you experience a "Configuration Error", please [contact us](#) to have your document regenerated.

Please Review & Act on These Documents

UCF Housing
UCF Housing & Residence Life

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Please review the documents below. **CONTINUE** OTHER ACTIONS ▾

BACKGROUND

University owns and/or operates student residence hall facilities through its Department of Housing and Residence Life ("DHRL") on or near its campus in Orlando, Florida, in order to provide housing to enrolled University students during specified times of the academic year.

Student is an admitted University Student that intends to enroll and remain enrolled in the University for the duration of the term of this Agreement.

Submitting this Agreement in the online portal or delivering a hard copy in accordance with the procedure outlined below, represents a Student's desire to occupy and utilize an assigned space in one of the University's residence hall facilities, and Student understands that the University will assign the particular facility and does not assign room (the "Space") subsequent to Student's execution of this Agreement.

Student is required to execute this Agreement in order to secure a Space, and University and Student enter into this legally binding Agreement to set forth the terms and conditions governing Student's occupancy and use of Space.

In consideration of the mutual promises and covenants contained herein, University and Student intending to be legally bound agree as follows:

ARTICLE I - GENERAL

1.1 RECITALS. The recitals set forth in the background section above are true and correct and are incorporated herein by reference.

1.2 EFFECTIVE DATE. This Agreement becomes effective and enforceable immediately upon the date which Student electronically signs this Agreement and submits it via the DHRL's online portal or upon the date which it is signed and physically delivered to DHRL in a hard copy of the Agreement is used.

1.3 GRANT OF USE. In exchange for Student's payments to the University in accordance with this Agreement, and subject to all of its terms, conditions, and restrictions, the University grants conditional authorization to Student to occupy and use the Space, to be determined and assigned to Student within DHRL's sole discretion.

1.4 ELIGIBILITY REQUIREMENT FOR HOUSING

1.4.1 Student must have been granted admission to the University to be eligible to apply for housing. Student must submit both the Housing Agreement and pre-payment rent unless pre-payment of rent is waived.

1.4.2 While in residence, Student must be enrolled in and attending:
Nine (9) or more credit hours of their educational institution (S) during fall and spring semesters, and/or
Three (3) or more credit hours during summer semesters, except as provided in subsections 1.4.1, 1.4.3, and 1.4.4 of this section.

If Student's enrollment drops below these levels at any point in time, but Student is still enrolled in at least one credit hour of classes, Student must apply in writing for permission to remain in residence within 15 days of being notified of enrollment. The written request for permission to remain in residence shall be addressed to the Executive Director of Housing, or designee. If Student attains three (3) or more credit hours in ANY credit hours of their educational institution (S), or is enrolled in 6 credit hours, Student must move out of the residence within 12 hours, at such greater period as DHRL, at its sole discretion, may allow.

The summer enrollment requirement is waived for residents residing in the Towers, Northview, Rouse, and Greek Communities who are not initially admitted to UCF during the summer term (i.e., continuing residents and non-first-time-enrolling students). Residents in these communities do not have to take any classes during the summer.

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Housing terms and conditions 2023-2024 V1 1/16/24 Mega-Blue 1 of 11

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Item to review is eligible for housing in these communities during summer semesters.
The summer enrollment requirement may be waived by the Executive Director or designee for students with a demonstrated need to live in campus residential facilities to complete university recognized summer related campus activities, trainings, or commitments.

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NEXT

UCF HOUSING HOW TO APPLY

STEP 7&8: PREPAYMENT & SUBMIT

1. Click Proceed to Payment to enter the payment gateway to pay the required prepayment.
2. Once rerouted back to the application, click Submit Application.

