

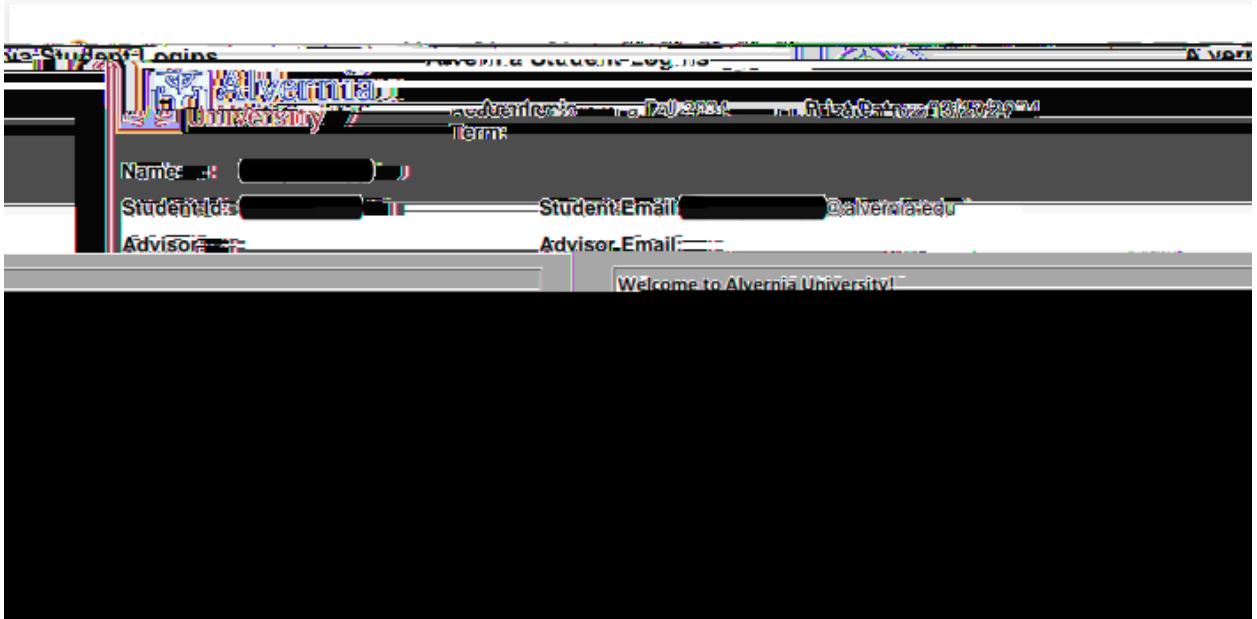
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## These are instructions for Incoming First Year, Incoming Transfer, and Incoming Graduate Students who wish to apply for Housing

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x The New Student Housing Application will open on Wednesday April 3, 2024.

### NEXT STEPS:



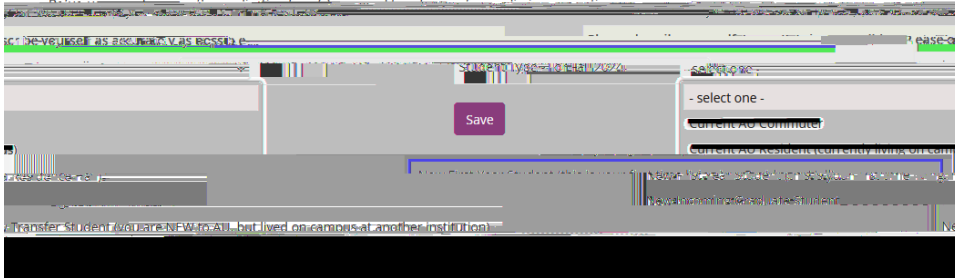
**STEP ONE: Pay your \$250 Housing Deposit** online by logging into [Self-Service](#) or by mailing a check or money order made payable to Alvernia University.

- x If paying on [SelfService](#), sign into [SelfService](#) then click Finances/Payment Portal.
- x If paying by check or money order, please mail to: Alvernia University ATTN: Office of Student Financial Services 400 St. Bernardine Street Reading, PA 19607. Also, include a note that specifies what the money is to be applied to such as student ID and name.

Once you have paid your \$250 housing deposit, proceed to step two:

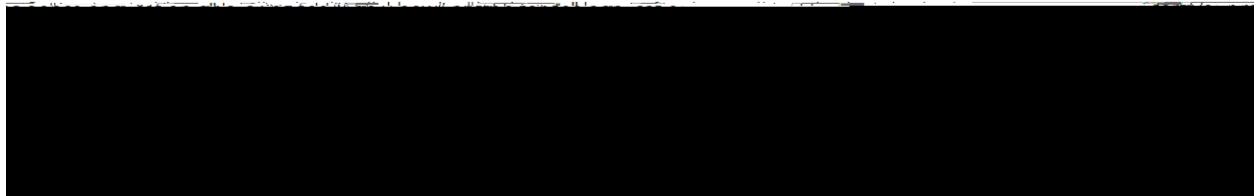
## **STEP TWO: Apply for housing.**

- Click HOUSING OVERVIEW, then choose a STUDENT TYPE 2024 that begins with “New” that best aligns with your specific situation:

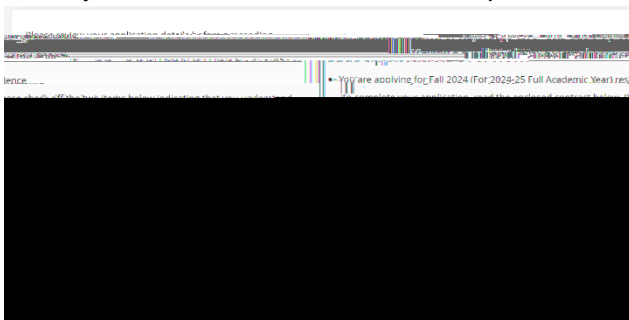


- Complete the Fall 2024 Application (For 2024 Full Academic Year) by clicking the green “APPLY NOW” button:

## Application forms



- Proceed through the application and answer all questions.
- On the last page of the application, you will find several boxes to check. One box has your housing contract attached (terms & conditions file), please read these terms and conditions. The other box indicates that you have been truthful when answering all the questions.
- Once you have checked both boxes, please “click submit application”



## ROOMMATES!

Now that I have completed my housing application, on my homepage I have the ability to complete a roommate group (if I know who I'd like to live with), and/or create a roommate profile so I can search for potential roommates. Please note that opportunities for roommate groups are limited to only those in your specific cohort – so incoming students can only create roommate groups with other incoming students. The Office of Residence Life will do our best to accommodate roommate requests but cannot make a promise. **Roommate groups are only eligible to be used for NEW INCOMING STUDENTS. Please request a current resident roommate via the roommate request form within our application.**

### How to Create a Roommate Group

1. Complete your application.
2. Click on the words "Roommate Group" on the left side of the screen.
3. Name your group (something that is appropriate please).
4. You can only select students who have a completed housing application in ARK, assume that your friends have completed their application.
5. Enter your friends Alvernia email address [Firstname.Lastname@alvernia.edu](mailto:Firstname.Lastname@alvernia.edu) (You can only add people that you are permitted to live with for example first-years can only live with other first-years)
6. Tell your friends to login to their ARC page and accept the group that you have created.

### No Roommate Group/Looking For Someone to Live With?

1. Complete your housing application.
2. Click on "My roommate profile" on the lefthand side of the screen, or you can find this under "recommended actions"
3. Follow the instructions to turn on your profile and share some information about yourself.



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If you get stuck at any point or have any questions, please contact ORL via email  
[reslife@alvernia.edu](mailto:reslife@alvernia.edu).

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## When Will I Find Out My Housing Assignment?