UNL Returning/Transfer Student Housing Application Part 1: Joining the Waitlist

Step-by-Step Guide 2025-2026 Academic Year

This guide is for continuing undergraduate students, new transfer students, and graduate students who would like to live on campus for the 2025-2026 academic year.

This guide will walk you through how to join the waitlist for housing. You will then be able to follow a second part of this guide depending on your place on the waitlist.

The first 1,400 students to join the waitlist will go through the standard room selection process and pick their own space.

Students after the first 1,400 will remain on the waitlist and be assigned to a space as one becomes available.

Please check out our website for more information about the application process: <u>2025–26</u> <u>Housing Sign-Up | University Housing | Nebraska.</u>



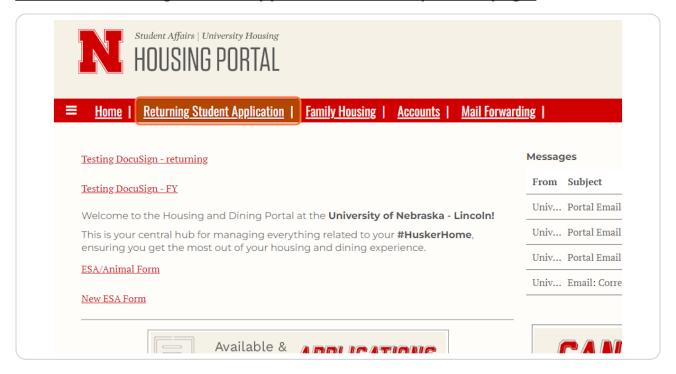


Navigate to the Housing Portal

You can get to the housing portal by pasting the following link into your web browser: go.unl.edu/housing-portal

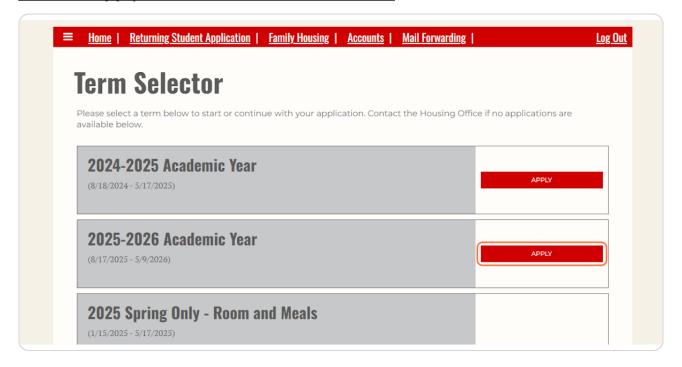
STEP 1

Click on Returning Student Application at the top of the page.





Click on Apply for 2025-2026 Academic Year

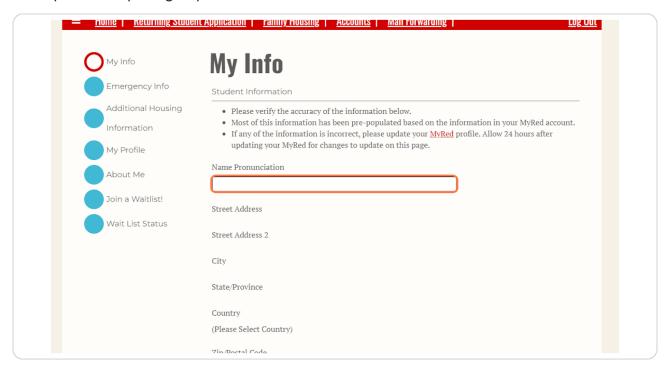




Review the personal information that was imported from MyRed into your Housing Application.

If any of the information is incorrect, you can update it in MyRed before returning to the housing application.

Optionally, you can answer the Name Pronunciation question if you would like to provide a more phonetic spelling of your name.





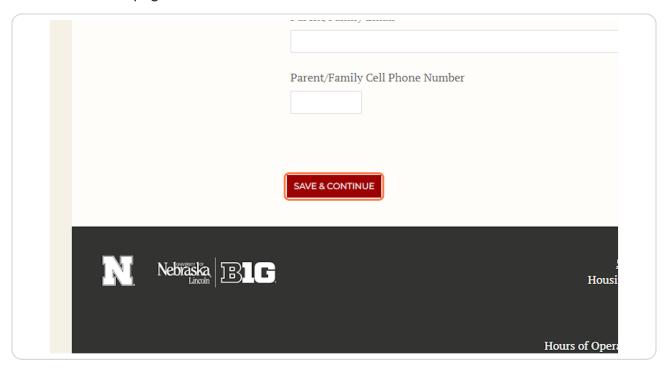
Provide Parent/Family Contact Information (Optional)

Emaii nmckane2@unl.edu
Parent/Family Contact Information (Optional)
University Housing may utilize the provided email address and/or phone number to infor members of important Housing & Dining information. (Examples: departmental announ housing application opening, services available, winter break details, hall closings, etc.)
Parent/Family Name
Parent/Family Email
Parent/Family Cell Phone Number



Click on Save & Continue

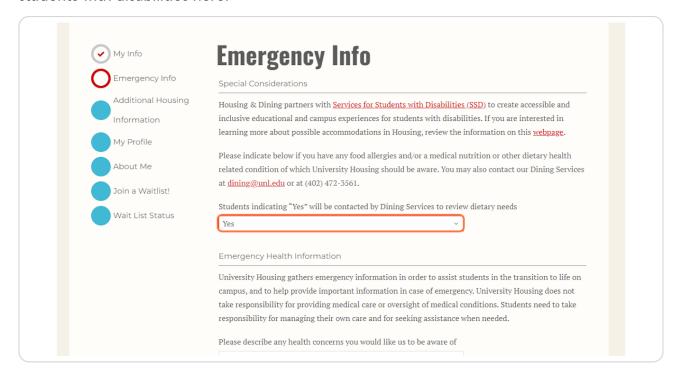
After confirming that all of the information on this page is correct, click Save & Continue to move to the next page.





<u>Indicate whether you would like to be contacted by Dining Services to review your dietary needs.</u>

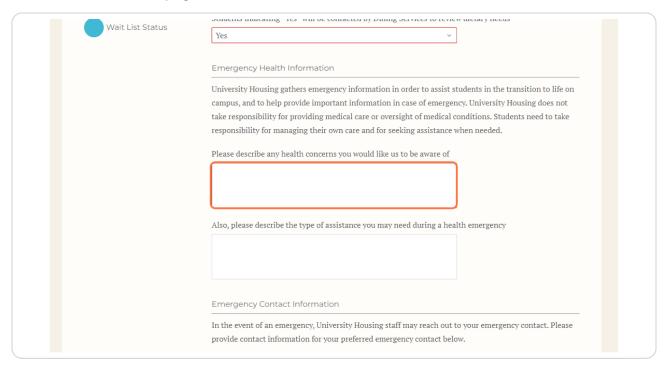
You can also review the available information about housing and dining accommodations for students with disabilities here.





Add Emergency Health Information (Optional)

If there is any information that you would like us to be aware of in case of an emergency, you can indicate it on this page.





Add emergency contact information.

You must provide contact information for the person you would like us to contact in case of an emergency.

If you are under 18 years old, your emergency contact must be your parent or legal guardian.

Emergency Contact Informatio	on.
	ersity Housing staff may reach out to your emergency contact. Please
Contact Name	
Ronnie Raindrop	
Relationship	
Friend Cell Phone Number	
0000000000	
Secondary Phone Number (Optiona	al)
Email (Optional)	



Provide Missing Persons Contact Information

You must provide contact information for the person you would like us to contact in the event that you go missing. This could be the same person or a different person from your emergency contact.

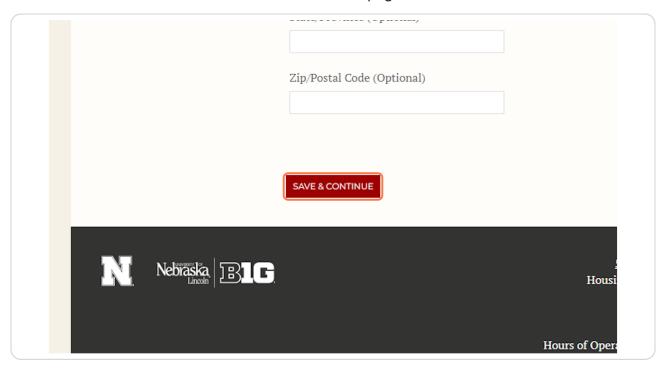
If you are under 18 years old, your missing persons contact must be your parent or legal guardian.

Missing Persons Contact Details
The University is required to notify your designated missing persons contact within 24 hours if you are
determined to be missing by law enforcement. Please provide contact information for an individual you
would like to be notified in this situation. Please note, this contact may or may not be the same as your emergency contact listed above.
If you are under the age of 18, such emergency contact must be made to a parent or legal guardian, in
addition to the designated missing persons contact you indicate below.
The information contained in this document will be kept confidential and is being compiled to comply
with the Higher Education Opportunity Act (HEOA) and related amendments. Details regarding the
University Missing Persons Policy are contained in the Annual Security Report published by University
Police and are available online. A hard copy of the report is available for public inspection in the
University Police Department, 300 North 17th Street, Lincoln, Nebraska.
Contact Name
Susie Sunshine
Relationship
Friend



Click on Save & Continue

After providing your emergency health information, emergency contact, and missing persons contact, click Save & Continue to move to the next page.

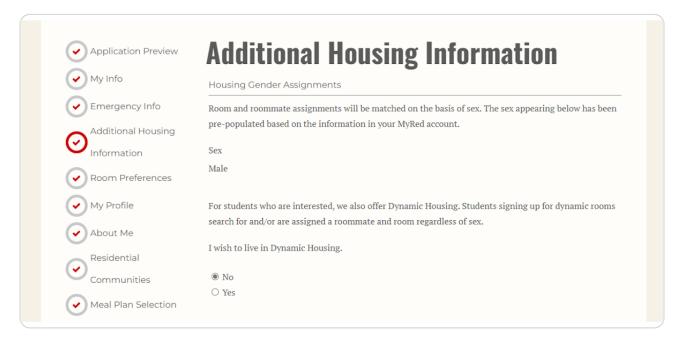




Indicate whether you would like to live in Dynamic Housing.

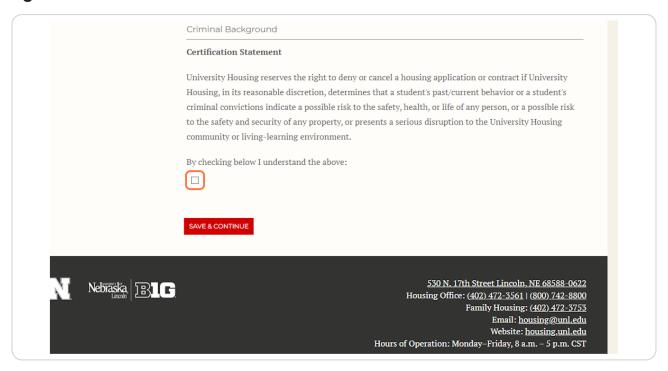
If you opt in to Dynamic Housing, you will be assigned with other roommates in Dynamic Housing, regardless of sex.

If you do not opt into Dynamic Housing, you will be assigned with other roommates of your same sex.





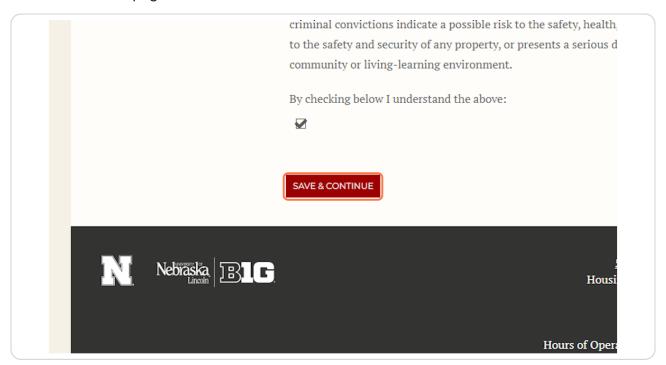
Read the Criminal Background Certification Statement, and Check the Box to Agree.





Click on Save & Continue

After agreeing to the Criminal Background Certification Statement, click Save & Continue to move to the next page.





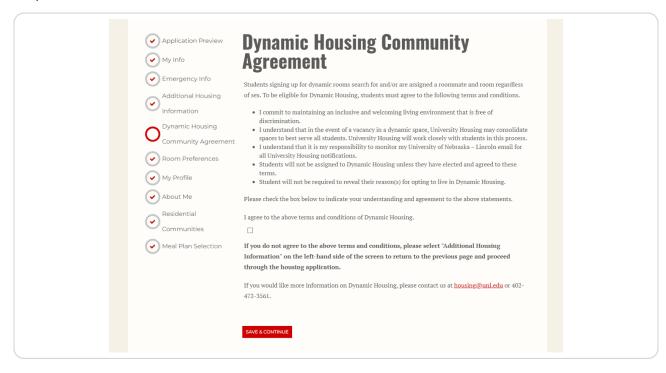
Complete the Dynamic Housing Community Agreement (Dynamic Housing Only)

If you opted into Dynamic Housing, read through the Dynamic Housing Community Agreement and check the box to agree.

If you do not agree to the Community Agreement, then you can click "Additional Housing Information" in the navigation bar on the left to return to the previous page and opt out of Dynamic Housing.

After checking the box, click Save & Continue to move to the next page.

If you have not opted into Dynamic Housing, you will skip this page automatically and move to Step 15.

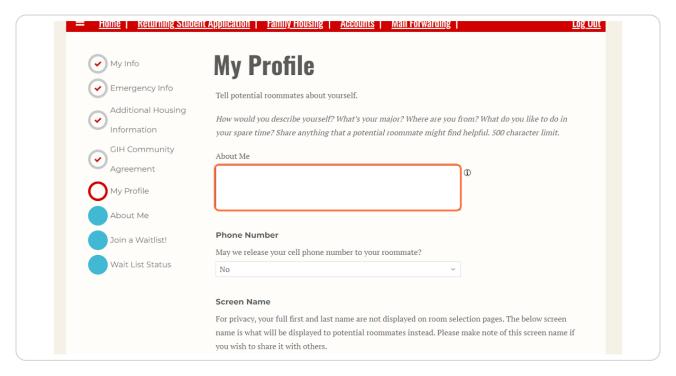




Fill Out Your Roommate Profile.

This gives you an opportunity to share a little bit about yourself to help you be matched with the best possible roommate.

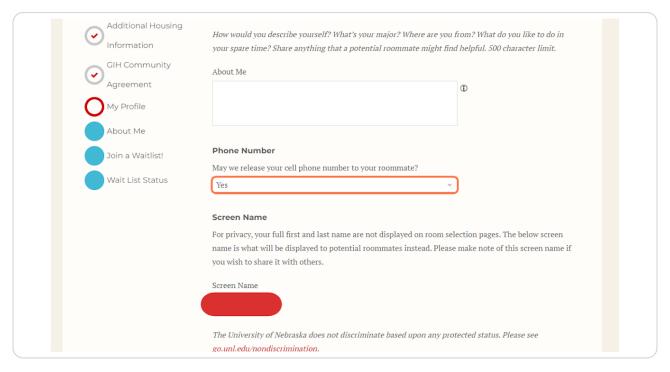
Please Note: The roommate finder will not be open for the Spring 2025 semester. University Housing will attempt to make the best possible roommate matches with the space that is available.





Indicate whether you would like us to share your cell phone number on file with your roommate.

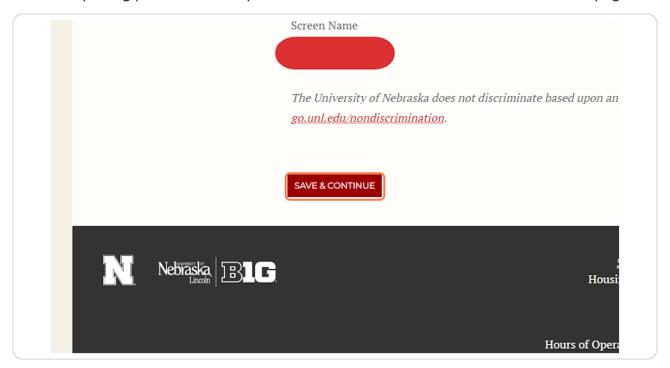
Sharing your phone number can help you connect with your new roommate once you are assigned to live together, but it is not required.





Click Save & Continue

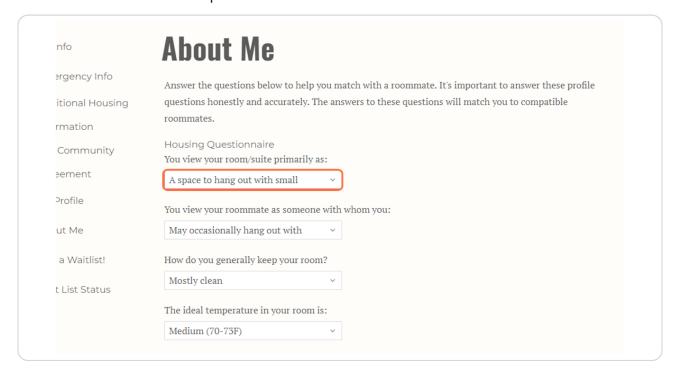
After completing your roommate profile, click Save & Continue to move to the next page.





Fill Out the Roommate Matching Questionnaire

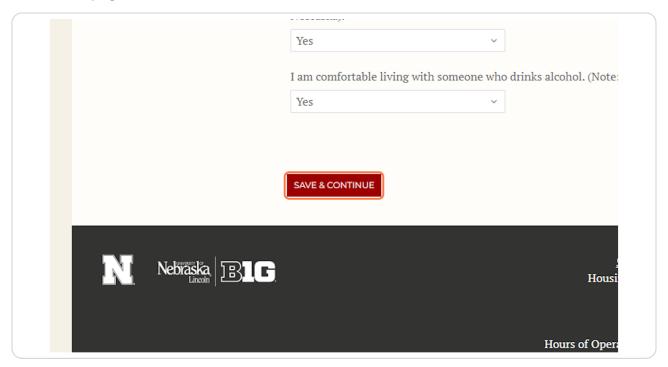
These questions about your lifestyle and preferences for your room and roommates will help us to match you with the roommates that will be a good fit for you. You must answer all of the questions.





Click on Save & Continue

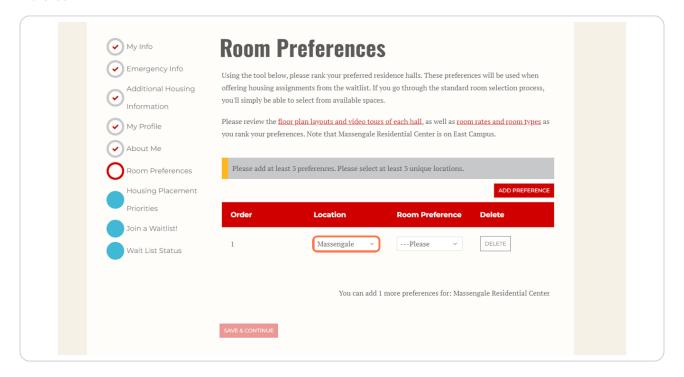
After completing all of the roommate matching questionnaire, click Save & Continue to move to the next page.





<u>Select your preferences for residence halls and room types, starting with your most preferred residence hall.</u>

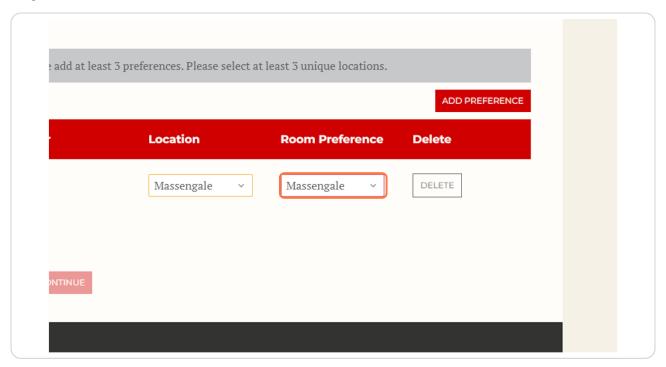
If you end up selecting your own room, then you will be able to pick a space from what is available, regardless of what you have listed as your preferences. However, listing your preferences here will help us to most effectively assign you to a space if you remain on the waitlist.





Select your preferred room type in the first hall you selected.

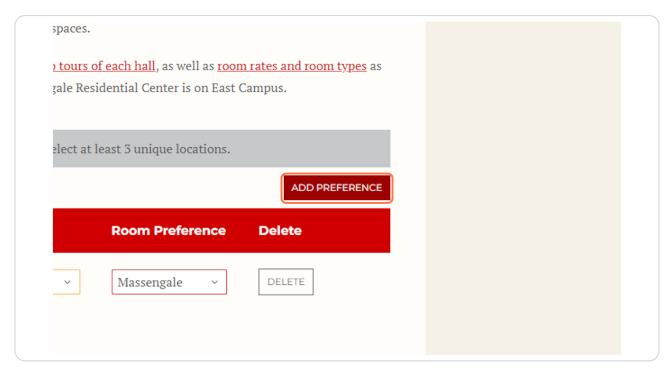
For example, you will be selecting from room types like '4 bedroom apartment', 'traditional single room', etc.





Click on Add Preference to Select Your Second Most Preferred Hall and Room Type.

You will need to repeat these steps until you have indicated three preferences, each in different residence halls.





STEP 23

Once you have added three preferences, Click on Save & Continue



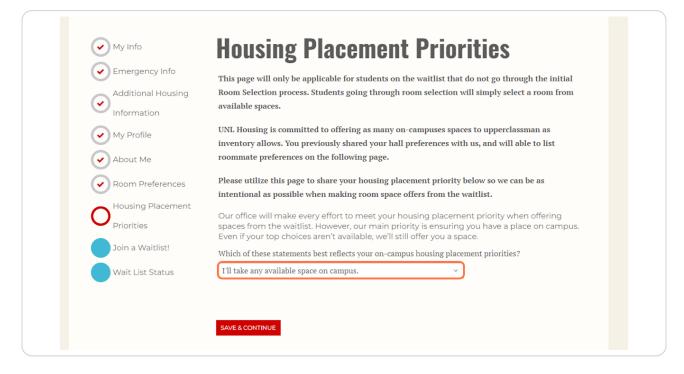


Select Your Housing Placement Priority

If you end up selecting your own room, then you will be able to pick a space from what is available, regardless of what you have listed as your placement priority here. However, listing your priority here will help us to most effectively assign you to a space if you remain on the waitlist.

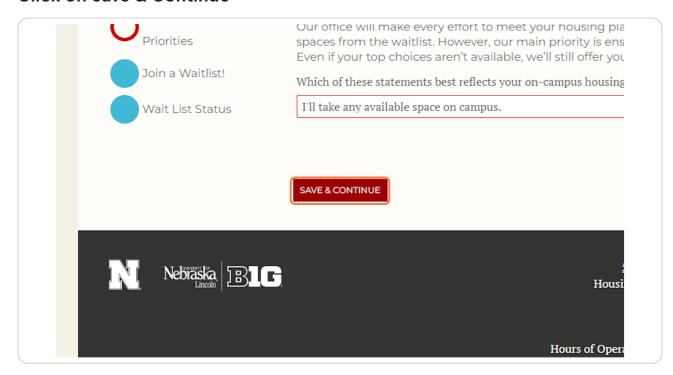
You will be able to select from the following choices:

- "I'll take any available space on campus."
- "I desire to live only in my preferred hall(s)."
- "I prefer to live with my requested roommates over a specific location."





Click on Save & Continue

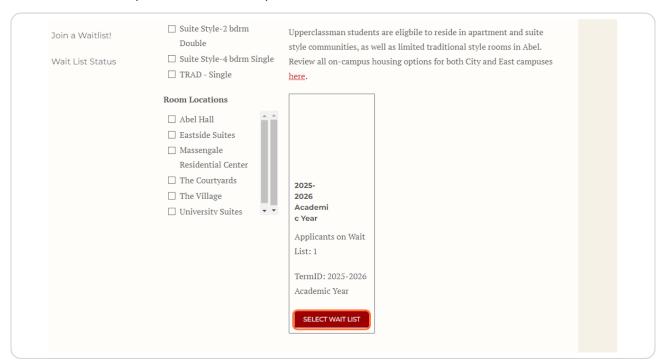




Click on Select Wait List

Here you will reach the Join a Waitlist page. There is only one waitlist to join.

After clicking "Select Wait List" you must scroll to the bottom of the page and click Save & Continue, or else you will not actually be on the waitlist.

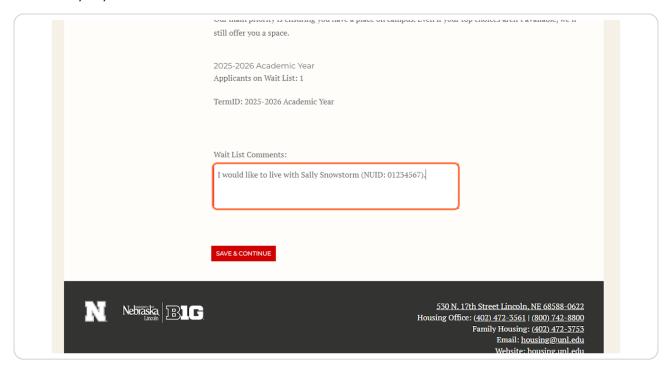




Add any information about your preferred roommates in the Wait List Comments box.

Be sure to include their name and NUID in the comments box. They must also list you when they join the waitlist, so that we know there is a mutual agreement that you would like to live together.

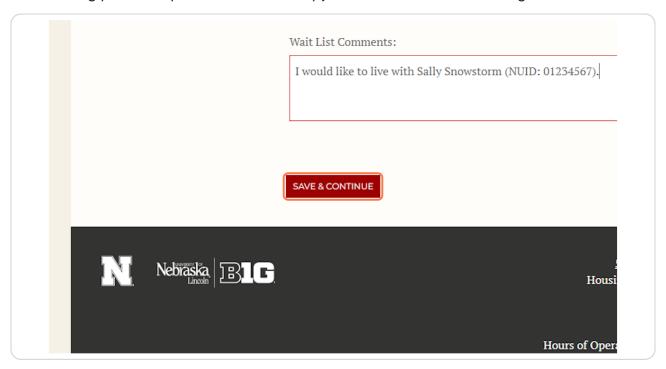
If you are selecting your own space, you will have the opportunity to form a roommate group with other students within the first 1,400 to join the waitlist, so these comments would not be needed. However, listing your preferred roommate(s) here will help us to assign you most effectively if you remain on the waitlist.





Click on Save & Continue

You must click Save & Continue on this page to join the waitlist. You will receive a confirmation email letting you know you have successfully joined the waitlist after doing so.



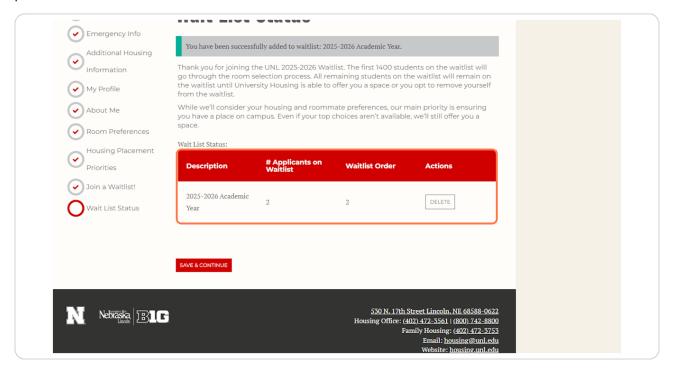


View your Waitlist Status

The number in the Waitlist Order column shows your position on the waitlist.

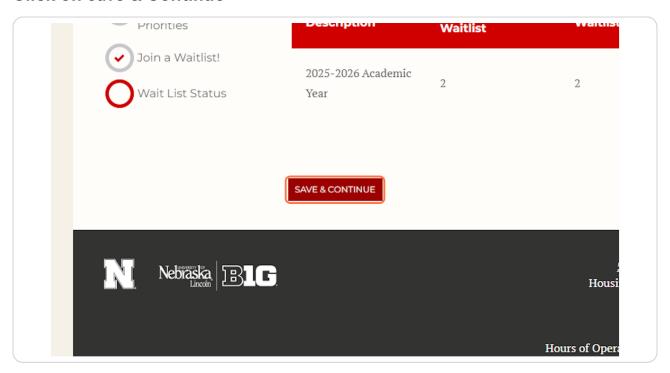
If your number is 1,400 or less, then you will be assigned a room selection time to pick your own room.

If your number is higher than 1,400, then you will remain on the waitlist. Offers will be made to students on the waitlist on a rolling basis as space becomes available. Returning to your application in the housing portal will allow you to return to this page at any time and see your position on the waitlist.





Click on Save & Continue



STEP 31

You have successfully joined the waitlist!

You will receive a confirmation email to let you know that you have been added to the waitlist. Keep an eye out for more communication from us with next steps!

Hi,

You have successfully joined the UNL 2025-2026 Housing Waitlist!

ROOM SELECTION

- The first 1400 students to join the waitlist will be eligible to receive a room selection timeslot in December. Check your
- Students going through room selection can utilize the Roommate Finder within the Housing Portal from Nov. 8 Nov. 1

WAITLIST AFTER ROOM SELECTION

- Students remaining on the waitlist that did not go through room selection need not take any further action. Spaces will
- University Housing will consider any preferences indicated in your housing application. However, housing placements
- University Housing will offer you a space when available, regardless if top choices are available.

