

**UNL Returning/Transfer Student
Housing Application Part 2b:
Accepting a Booking From the Waitlist
Step by Step Guide
2025-2026 Academic Year**



STEP 1

Wait to Be Notified of Your Housing Assignment

You will receive an email from housing@unl.edu when you have received a tentative housing assignment for the 2025–2026 academic year.

Your housing assignment will not be finalized until you complete the housing application by following the steps in that email, which are also explained below.



HOUSING & DINING

November 07, 2024

Hi Hannah,

You've been tentatively assigned to a room for the 2025–26 academic year! Please read below for next steps. Note that failure to take action in the next 3 days will result in your housing assignment being released.

NEXT STEPS NEED TO BE COMPLETED WITHIN THREE (3) DAYS:

1. Review the [2025–26 University Housing policy booklet](#) and [cancellation policy](#).
2. Access the housing portal [here](#) or copy and paste: <https://go.unl.edu/housing-portal> into your web browser.
3. Click "Returning Student Application" in the red navigation bar and go into your application.
4. Review your room and roommate information.
5. Submit the \$100 application fee. If you have submitted the fee for a previous booking for the 2025–2026 academic year, please move onto step 7.
6. Complete the signature page by signing both pages of the DocuSign.
 - o You will receive an email once the DocuSign has been completed.
7. Complete the meal plan page.
8. Complete the GradGuard pages.
9. Your application is now complete and your room has been reserved!
 - o You will receive an email that your application has been completed.
 - o If you are unsure if your booking has been reserved, please email housing@unl.edu before the 3 day deadline has passed.
 - o **Please be aware that upon completion of your application, should you request to cancel your housing assignment, cancellation fees may be applied.**

ROOMMATE AND ROOM UPDATE INFORMATION

- If you are notified of a roommate change, you may review their information by going back into your housing application. Profile information can be found on the first page.
- Anytime a room is underoccupied, it is subjected to our Consolidation Assignment Policy. You may review this policy in our [2025–26 University Housing policy booklet](#).

Let us know if you have any questions!

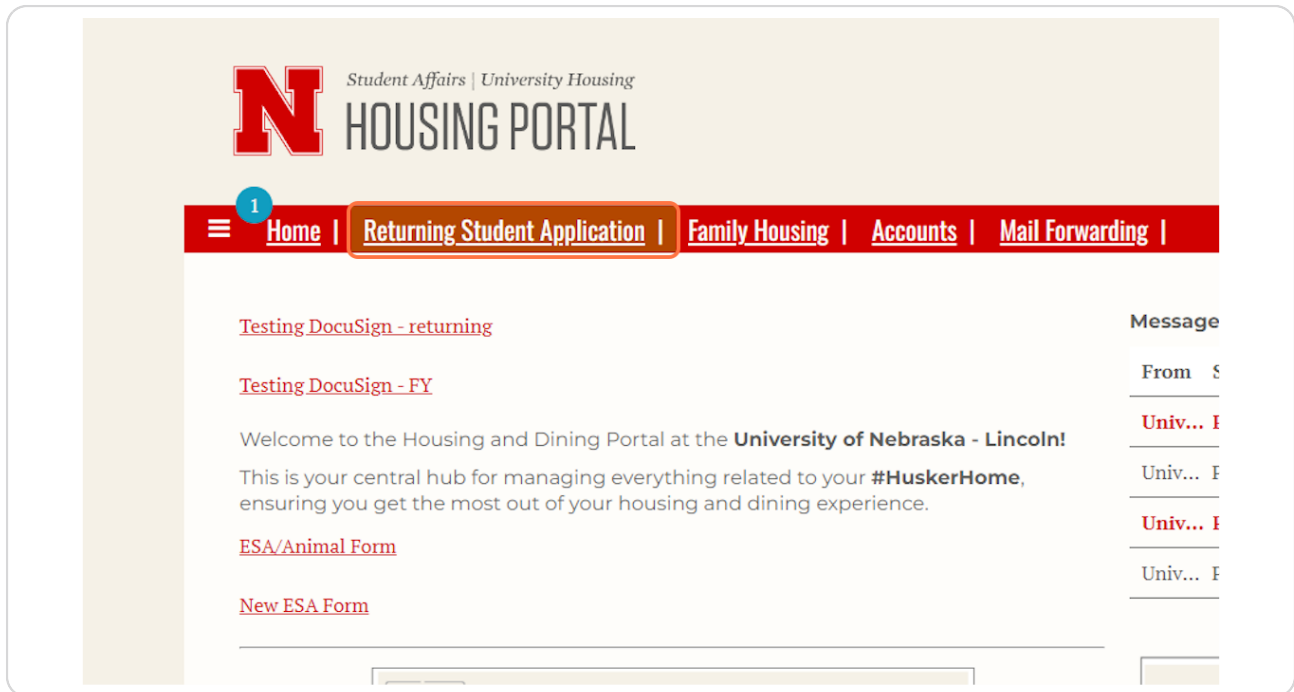
With Care,
Housing & Dining



STEP 2

Click on Returning Student Application

Once you have received your housing assignment email, return to the housing portal and go back to the Returning Student Application.



The screenshot shows the University of Nebraska Housing Portal. At the top left is a large red 'N' logo with the text 'Student Affairs | University Housing' to its right. Below the logo is the text 'HOUSING PORTAL'. A red navigation bar contains the following items: a hamburger menu icon, 'Home', 'Returning Student Application' (highlighted with a red box and a blue circle containing the number '1'), 'Family Housing', 'Accounts', and 'Mail Forwarding'. Below the navigation bar, there are several links: 'Testing DocuSign - returning', 'Testing DocuSign - FY', 'ESA/Animal Form', and 'New ESA Form'. To the right of these links is a 'Message' section with a 'From' field and several email entries from 'Univ...'. The main content area contains a welcome message: 'Welcome to the Housing and Dining Portal at the University of Nebraska - Lincoln! This is your central hub for managing everything related to your #HuskerHome, ensuring you get the most out of your housing and dining experience.'



STEP 3

Click on Continue for 2025-2026 Academic Year

[Booking](#) | [Home](#) | [Returning Student Application](#) | [Family Housing](#) | [Accounts](#) | [Mail Forwarding](#) | [Log Out](#)

Term Selector

Please select a term below to start or continue with your application. Contact the Housing Office if no applications are available below.

2024-2025 Academic Year <small>(8/18/2024 - 5/17/2025)</small>	APPLY
2025 Spring Only - Room and Meals <small>(1/15/2025 - 5/17/2025)</small>	APPLY
2025-2026 Academic Year <small>(8/17/2025 - 5/9/2026)</small> <p>You started your application for 2025-2026 Academic Year on 10/28/2024, have a room reservation for EAST-0011-A1, and have not signed the contract.</p> <p>You have not paid the application fee.</p> <p>The status of your application is Housing Contract Incomplete.</p>	CONTINUE



STEP 4

Review your Tentative Room Assignment

On this page, you will see the room that you have been assigned to and your roommate(s). After reviewing your assignment, click Save & Continue to move to the next page.

- My Info
- Emergency Info
- Additional Housing Information
- GIH Community Agreement
- My Profile
- About Me
- Tentative Room Assignment Review
- Fee Deferment
- Guarantor Information
- Signature Page
- Meal Plan Selection
- GradGuard College
- Renter's Insurance

Tentative Room Assignment Review

Please review your tentative room selection/assignment. Note that this page is a review of your chosen or assigned room, and does not indicate a confirmed housing assignment. Proceed through and finish the housing application to secure your housing assignment. **Failure to complete the remaining portion of the application within 3 days will result in a release of your tentatively held housing assignment below.**

Booking Summary
Room: EAST-0011-A1
Room Type: Suite Style-2 bdrm Double
Location: Eastside Suites
Floor: EAST-0011

Bed	Last Name	Preferred Name	Gender	Age	Profile	Contact
EAST-0011-A1					View Profile	Send Message
EAST-0011-A2					View Profile	Send Message



STEP 5

Pay the Housing Application Fee or Complete the Fee Deferment Agreement

If you have deferred your enrollment fee when you were admitted to the university, your Housing Application Fee will also be deferred. The \$100 charge will be added to your fall bill in September.

All other students will skip this page and move to the step below.

- My Info
- Emergency Info
- Additional Housing Information
- GIH Community Agreement
- My Profile
- About Me
- Tentative Room Assignment Review
- Fee Deferment**
- Guarantor Information
- Signature Page

Fee Deferment

University Housing has deferred your nonrefundable \$100 housing application fee.

The \$100 application fee will be charged to your centralized student bill in the first semester of your contracted dates for later payment whether or not you attend the university or reside in our residence halls.

Please note, this application fee is a separate charge from the Admission's enrollment deposit for incoming first year undergraduate students.

I agree to the above terms in order for my application fee to be deferred

ⓘ

Entering your NUID below indicates that you understand the information above.

Please note that the signature field is space sensitive, so make sure there are no extra spaces before or after the NUID.

Signature:



STEP 6

Pay the Housing Application Fee

If your application fee is not deferred, you will reach the "Shopping Cart Checkout" page where you will see the \$100.00 application fee.

Click Pay Now to navigate to the CashNet website and pay the fee.

The screenshot shows a web portal interface for a 'Shopping Cart Checkout' page. At the top, there is a navigation bar with links for Home, New Student Application, Family Housing, Accounts, Mail Forwarding, and Log Out. A blue circle with the number 17 is positioned above the Home link. On the left side, there is a vertical list of 17 steps, each with a circular icon and a checkmark. The steps are: Application Preview, My Info, Emergency Info, Additional Housing Information, Room Preferences, My Profile, About Me, Application Fee, Shopping Cart Checkout (highlighted with a red circle), UNL-PortalX-Transact-Prod, and a blue circle with the number 17. The main content area is titled 'Shopping Cart Checkout' and features a table with two columns: 'Item Description' and 'Total Amount (\$)'. The table contains one row: 'Application Fee' with a total amount of '\$100.00'. Below the table, there is a red button labeled 'PAY NOW'.

Item Description	Total Amount (\$)
Application Fee	\$100.00
Total:	\$100.00



STEP 7

Pay the Housing Application Fee

On the CashNet website, you will enter your credit or debit card information to pay the \$100.00 housing application fee.

After paying the fee, you will automatically return to the housing portal to complete your housing application.

How would you like to pay?

Payment amount
\$100

* Payment method

New credit or debit card

AMERICAN EXPRESS DISCOVER JCB OneKey Mastercard VISA

* Card number

* Expiration date * Security code ⓘ

MM / YY

* Zip/Postal code

International cardholders may input "N/A"

This site is owned and operated by Transact Campus, Inc. I acknowledge that I have read and accept the [terms and conditions](#) of the Transact Campus, Inc. user agreement.



STEP 8

Provide Guarantor Information (Only for Students Under 18 Years Old)

Students under 18 years old must provide information for a parent or guardian who will sign the housing contract along with the student.

If you are 18 years or older, you will automatically move to the next page.

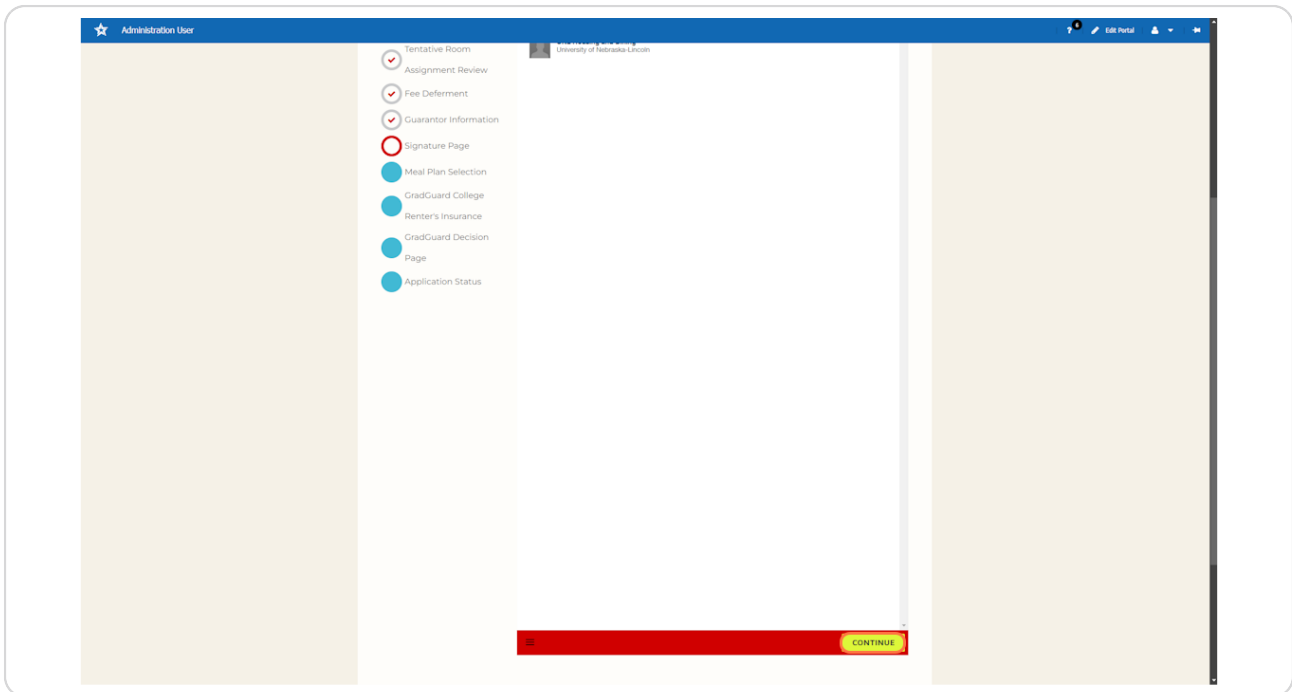
Info	<h2>Guarantor Information</h2>
Emergency Info	Students under the age of 18 require a parent/guardian signature to have a valid Housing Contract. Please provide the name and email address of the parent/guardian who will be serving as an additional signature on your Housing Contract.
Additional Housing Information	Upon completion of the following Signature Page by the student, a DocuSign email will be sent to the parent/guardian.
4 Community Reemement	If your parent/guardian has not received the DocuSign email within 10 minutes, please double check that the email address you put on the form is correct. If you are still having issues, please email housing@unl.edu so we can reset the form and troubleshoot any issues. Once your parent/guardian submits their signature, go back into the housing application, save the page, and complete the rest of the application.
Profile	Contact Name
Logout Me	<input type="text" value="Susie Sunshine"/>
Respective Room	Email
Assignment Review	<input type="text"/>
Deferment	
Guarantor Information	
Signature Page	



STEP 9

Sign the Housing & Dining Contract


When you first navigate to the contract page, it may appear blank. If so, click the yellow Continue button at the bottom of the page.



STEP 10

Review the Housing Contract.

- About Me
- Tentative Room Assignment Review
- Fee Deferment
- Guarantor Information
- Signature Page**
- Meal Plan Selection
- GradGuard College Renter's Insurance
- GradGuard Decision Page
- Application Status



Terms & Conditions

By indicating with your signature (and parent/guardian signature if student is under 18 years of age) below, the student agrees to be bound by the terms specified in the [Housing and Dining Policies document](#) for the academic year. It is understood:

- that this Housing and Food Contract cannot be assigned or transferred;
- that this Housing and Food Contract cannot be altered without the written consent of Housing and Dining;
- that the University is prohibited by law and University policy from making room assignments and room changes on the basis of race, ethnicity, color, national origin, sex (including pregnancy), religion, age, disability, sexual orientation, gender identity, genetic information, veteran status, marital status, and/or political affiliation;
- that failure by the student to comply with the terms and conditions of this Housing and Food Contract will give the University the right to terminate the contract.

This University Housing Contract shall be in full force and effective on the date the student indicates acceptance of the terms of the contract with the electronic signature below:

By checking the signature box below, the student also acknowledges their obligation to comply with the [University of Nebraska Student Code of Conduct](#) and the [Housing & Dining Policies](#).

Stop payment on checks, non-sufficient fund checks, or Financial Aid waiver will not render this contract null or void.

Cancellation of Contract by Student:

By checking the box below, the student (and parent/guardian if student is under the age of 18) acknowledges that if the student cancels this Housing and Food Contract, and the cancellation is approved by University Housing, the student will be held to the [CONTRACT CANCELLATION POLICY](#) listed within the Housing & Dining Policies.

I agree:

STEP 11

Click on the Checkbox to Agree to the Cancellation Policy

student will be held to the [CONTRACT CANCELLATION POLICY](#) listed within the Housing & Dining Po

I agree:

Parent/Guardian Signature:

Signature	Initial	Date Signed	Name
First Name	Last Name	Email Address	Company
		<input checked="" type="checkbox"/>	
Title	Text	Checkbox	



Housing and Dining
530 N. 17th St. | Lincoln, NE 68588-0622
housing.unl.edu | 402.472.3561 | housing@unl.edu

H&D Contract Terms & Conditions_Guarantor.pdf



STEP 12





Add Your Signature





Cancellation of Contract by Student:




By checking the box below, the student (and parent/guardian if student is under the age of 18) the student cancels this Housing and Food Contract, and the cancellation is approved by Uni student will be held to the [CONTRACT CANCELLATION POLICY](#) listed within the Hous


I agree:

Signature: Parent/Guardian Signature:

 Signature  DS Initial  Date Signed  Name

 First Name  Last Name  Email Address  Company

 Title  Text  Checkbox

 **Housing and Dining**
530 N. 17th St. | Lincoln, NE 68588-0622
housing.unl.edu | 402.472.3561 | housing@unl.edu

STEP 13

Click on FINISH

Signature: 

Parent/Guardian Signature:

 **Housing and Dining**
530 N. 17th St. | Lincoln, NE 68588-0622
housing.unl.edu | 402.472.3561 | housing@unl.edu

H&D Contract Terms & Conditions_Guarantor.pdf 1 of 1

FINISH



STEP 14

Click on Save & Continue

After you have signed the contract, the DocuSign window will go away, and you can click Save & Continue to move to the next page.

If you are under 18 years old, the parent or guardian you listed on the Guarantor Information page must sign the contract before you may continue. They will receive an email at the email address you provided with a link to sign the contract.

If you have any issues with the DocuSign, please reach out to Housing by emailing housing@unl.edu or calling 402-472-3561.

Signature Page

Must Save This Page
In order to finalize your room reservation, you must sign the Terms and Agreement below via DocuSign, and then select "Save and Continue" at the bottom of this page. **If you do not progress past this page, your room reservation will not be saved.**

Signature Page Document
Thank you for signing. We are awaiting your Guardian/Parent to sign. You can continue the process once both parties have accepted.

SAVE & CONTINUE

- My Info
- Emergency Info
- Additional Housing Information
- GIH Community Agreement
- My Profile
- About Me
- Tentative Room Assignment Review
- Fee Deferment
- Guarantor Information
- Signature Page**
- Meal Plan Selection
- GradGuard College
- Renter's Insurance



STEP 15

Review Meal Plan Options and Select a Meal Plan

Students in Suite-Style and Traditional housing are required to have a meal plan. If you have been placed in Apartment-Style housing, then you will also have the option to select "No Meal Plan".

Review the meal plan website, decide which meal plan you would like, and then select it from the drop down.

Navigation menu:

- GradGuard College
- ☑ Renter's Insurance
- GradGuard Decision Page
- Application Status

Meal Plan	Number of Swipes	Dining Dollars Included
Premium	18/week	\$300/semester
Big Red	14/week	\$200/semester
Platinum	12/week	\$400/semester
Diamond	10/week	\$600/semester
Sapphire	8/week	\$800/semester
Gold	125/semester	\$500/semester
Silver	75/semester	\$500/semester
Bronze	50/semester	\$250/semester

For more information on our meal plans, visit our [meal plans website](#).

If you change your mind, there will be an opportunity to update your meal plan selection at a later date.

Big Red Meal Plan

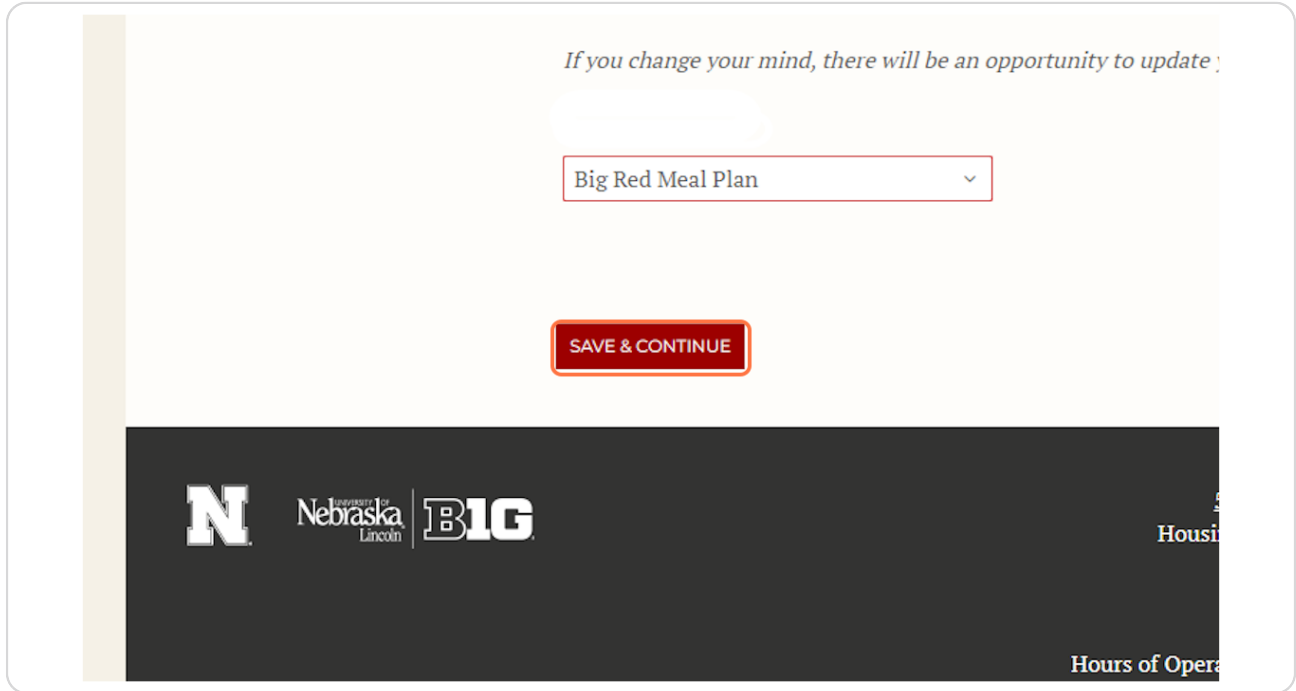
SAVE & CONTINUE



STEP 16

Click on Save & Continue

After selecting your meal plan, click Save & Continue to move to the next page.

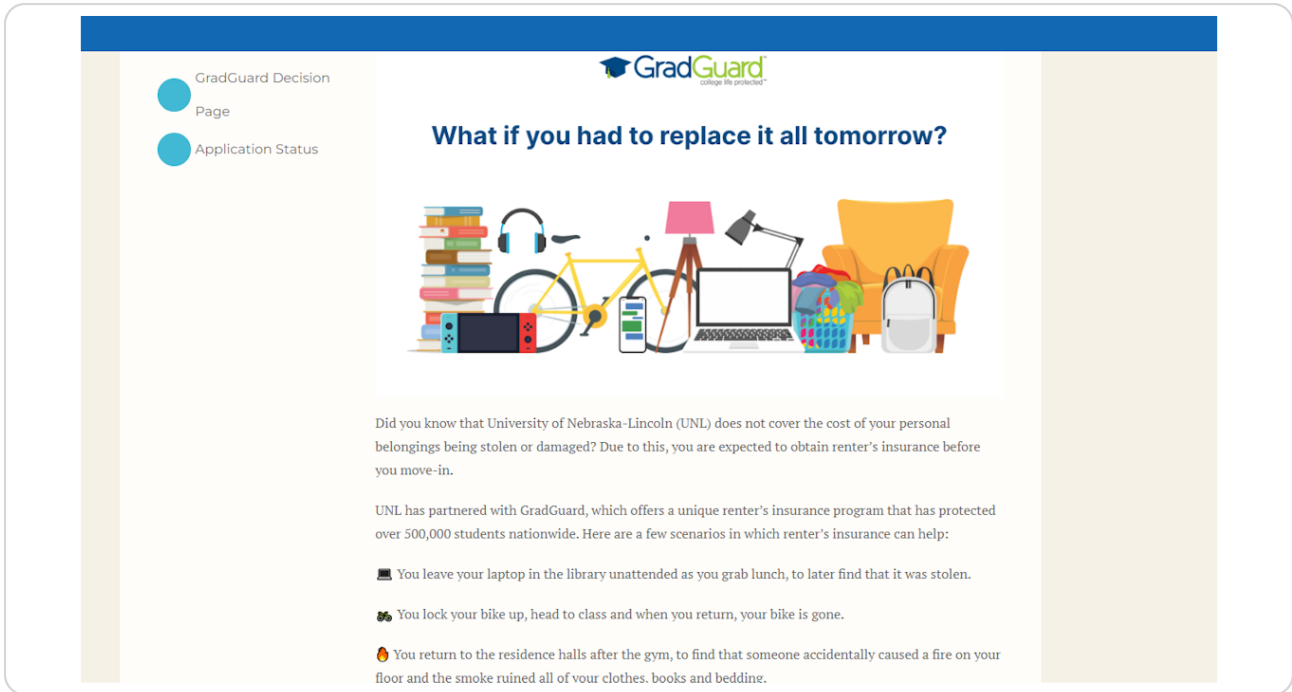


STEP 17

Review Renters Insurance Information

University Housing & Dining encourages all students living on campus to have renters insurance. This page on the application provides information about GradGuard, one option for renters insurance.

After reviewing the information on this page, click Next Step to navigate to the GradGuard website.



The screenshot shows a web page for GradGuard. At the top, there is a blue header with the GradGuard logo and the tagline 'college life protected'. Below the header, there is a navigation menu with three items: 'GradGuard Decision', 'Page', and 'Application Status'. The main content area has a title 'What if you had to replace it all tomorrow?' and an illustration of various personal belongings including a bicycle, a laptop, a desk lamp, a chair, a backpack, and a stack of books. Below the illustration, there is a paragraph explaining that UNL does not cover the cost of personal belongings being stolen or damaged, and that students are expected to obtain renters insurance. It then lists three scenarios where renters insurance can help: leaving a laptop unattended, locking a bike up, and a fire in the residence halls.

GradGuard Decision
Page
Application Status

What if you had to replace it all tomorrow?

Did you know that University of Nebraska-Lincoln (UNL) does not cover the cost of your personal belongings being stolen or damaged? Due to this, you are expected to obtain renter's insurance before you move-in.

UNL has partnered with GradGuard, which offers a unique renter's insurance program that has protected over 500,000 students nationwide. Here are a few scenarios in which renter's insurance can help:

- 📖 You leave your laptop in the library unattended as you grab lunch, to later find that it was stolen.
- 🚲 You lock your bike up, head to class and when you return, your bike is gone.
- 🔥 You return to the residence halls after the gym, to find that someone accidentally caused a fire on your floor and the smoke ruined all of your clothes, books and bedding.

 **GradGuard – College Life Protected**

3 Steps 



STEP 18

Select Whether to Purchase or Decline Renters Insurance

GradGuard will provide you with a quote for renters insurance, and you will have the option to purchase or decline it.

After you have followed all of the steps on the GradGuard website, you will navigate back to your housing application in the housing portal.

[Learn how GradGuard helps protect students](#)

Here's what your school recommends:

.COLE'S RENTERS QUOTE

\$12.15

PER MONTH*

AnnualMonthly

*Includes a \$1.00 installment fee per payment

YOUR COVERAGE DETAILS

STARTING
01/15/2025

Property ⓘ \$5K

Liability ⓘ \$100K

Deductible ⓘ \$100

[Edit your coverage](#)

Purchase coverage

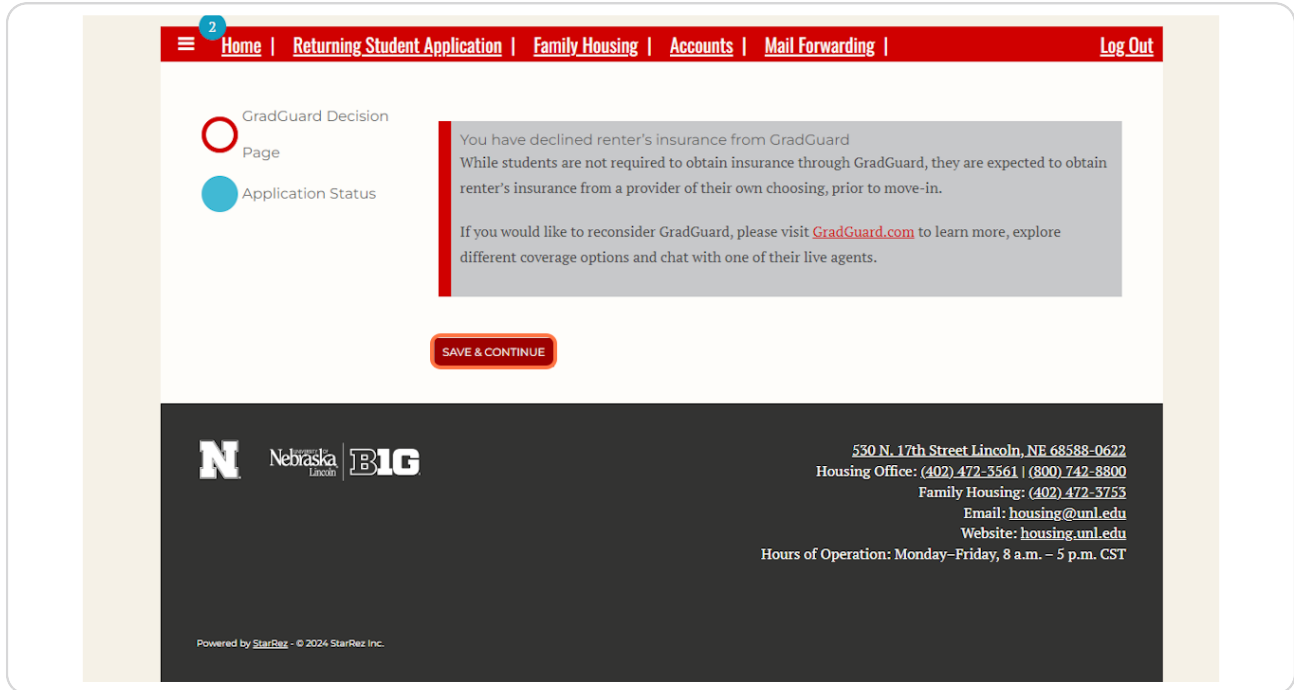
Decline coverage



STEP 19

Confirm your Renters Insurance Decision

When you return to the housing application, you will see a message confirming your decision on GradGuard. After confirming the message is correct, click Save & Continue to finish the application.



The screenshot displays a web application interface with a red navigation bar at the top containing the following links: Home, Returning Student Application, Family Housing, Accounts, Mail Forwarding, and Log Out. A blue circle with the number '2' is positioned above the 'Returning Student Application' link. On the left side, there is a vertical menu with two items: 'GradGuard Decision' (highlighted with a red circle) and 'Application Status' (highlighted with a blue circle). The main content area features a grey message box with the following text: 'You have declined renter's insurance from GradGuard. While students are not required to obtain insurance through GradGuard, they are expected to obtain renter's insurance from a provider of their own choosing, prior to move-in. If you would like to reconsider GradGuard, please visit [GradGuard.com](https://gradguard.com) to learn more, explore different coverage options and chat with one of their live agents.' Below the message box is a red 'SAVE & CONTINUE' button. The footer is a dark grey bar containing the Nebraska Lincoln logo (a red 'N' and 'BIG' logo), contact information for the Housing Office (530 N. 17th Street Lincoln, NE 68588-0622; (402) 472-5561 | (800) 742-8800; Family Housing: (402) 472-3753; Email: housing@unl.edu; Website: housing.unl.edu; Hours of Operation: Monday-Friday, 8 a.m. - 5 p.m. CST), and a small text line: 'Powered by StarRez - © 2024 StarRez Inc.'



STEP 20

Your application is complete!

When you have reached the application status page with the "Your application is complete!" message, you have finished the housing application process, and your booking for the 2025-2026 academic year is confirmed.

You can return to this page any time by going back into the application. On this page you will be able to view your current room and roommates.


2

Home | Returning Student Application | Family Housing | Accounts | Mail Forwarding | Log Out

Meal Plan Selection

Application Status

Application Status



Your application is **COMPLETE!**

You started your application for 2025 Spring Only - Room and Meals on 10/3/2024, have a room reservation for **EAST-0011-A1** , and have signed the contract as of 10/3/2024. You have not paid the deposit, and have not paid the application fee. Your application is complete as of 10/4/2024 .

Booking Summary

Room: EAST-0011-A1

Room Type: Suite Style-2 bdrm Double

Location: Eastside Suites

Floor: EAST-0011

