# **UNL First Year Student Housing Application** Step by Step Guide 2025-2026 Academic Year





# Log into the Housing Portal and Click on New Student Application at the Top of the Page

You can access the housing portal using the following link: go.unl.edu/housing-portal

Student Affairs   University Housing HOUSING PORTAL
■ Home   New Student Application   Family Housing   Accounts   Mail Formation
Welcome to the Housing and Dining Portal at the <b>University of Nebraska - Linc</b>
This is your central hub for managing everything related to your <b>#HuskerHome</b> , ensuring you get the most out of your housing and dining experience.
ESA/Animal Form
New ESA Form



Click on Apply for 2025-2026 Academic Year





## **Read the Application Overview and Then Click "Continue"**

This page will give you an overview of what to expect in the application.





## **Review Your Personal Information**

This page will display the personal information and home address that you provided in your application to UNL. If any information has changed or is incorrect, you can update this information in your MyRed profile using the link on this page.

You can optionally use the name pronunciation box to provide a phonetic spelling of your name if you would like.

Application Preview	My Info
My Info	Student Information
Emergency Info	Please verify the accuracy of the information below.
Additional Housing	<ul> <li>Most of this information has been pre-populated based on the information in your MyRed account.</li> <li>If any of the information is incorrect, please update your <u>MyRed</u> profile. Allow 24 hours after</li> </ul>
Information	updating your MyRed for changes to update on this page.
Room Preferences	Name Pronunciation
My Profile	Street Address
About Me	
Residential	Street Address 2
Communities	City
Fee Deferment	State/Province
Signature Page	Country
Meal Plan Selection	(Please Select Country)
	Zip/Postal Code
	Dhana Numbar



# Add Parent/Family Contact Information (Optional)

If you would like your parent or family member to receive updates about housing processes, you can provide their contact information here.

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



After reviewing your information and adding your parent's information, Click on Save & Continue





## **Review Accommodations Information**

Students with a disability or health condition that may require specific housing accommodations can submit a request to the Services for Students with Disabilities (SSD) office. We recommend that students submit this request by April 1st, 2025.

Students with dietary restrictions who need additional information about on-campus dining options can contact Dining Services. Use the dropdown menu to indicate whether you would like a staff member from dining services to reach out to you or not.

Application Preview	Emergency Info
My Info	Special Considerations
Emergency Info	Housing & Dining partners with <u>Services for Students with Disabilities (SSD)</u> to create accessible and
Additional Housing	inclusive educational and campus experiences for students with disabilities. If you are interested in learning more about possible accommodations in Housing, review the information on this <u>webpage</u> .
Information Room Preferences	Please indicate below if you have any food allergies and/or a medical nutrition or other dietary health
My Profile	contacted by Dining Services to review dietary needs. You may also contact our Dining Services at <u>dining@unl.edu</u> or at (402) 472-3561.
About Me	Students indicating "Yes" will be contacted by Dining Services to review dietary needs
Residential	· 0
Communities	Emergency Health Information
Fee Deferment	
Signature Page	University Housing gathers emergency information in order to assist students in the transition to life on campus, and to help provide important information in case of emergency. University Housing does not
Meal Plan Selection	take responsibility for providing medical care or oversight of medical conditions. Students need to take



If you would require any particular assistance in the case of an emergency, use the boxes on this page to provide that information (Optional).





## **Add Emergency Contact Information**

Provide the name and contact information of the person who you would like to be your emergency contact.

Students under 18 years old must submit a parent or guardian as their emergency contact.

In the event of an emergency, Universit	y Housing staff may reach out to your emergency contact. Pleas
provide contact information for your pr	eferred emergency contact below.
Contact Name	
Ronnie Raindrop	
Palationship	_
Friend	
Cell Phone Number	
000000000	
Secondary Phone Number (Optional)	
Email (Optional)	



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STEP 10
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## Add Missing Person Contact Information

Provide the name and contact information for the person you would like us to contact if you were determined to be missing by law enforcement.

This can be the same person or a different person from your emergency contact.

Students under 18 years old must submit a parent or guardian as their missing person contact.

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 <u>are available online</u> . A hard copy of the report is available for public inspection in the University Policy Denartment. 300 North 17th Street Lincoln. Nebraska.
Contact Name Susie Sunshine Delationable
Friend
Cell Phone Number 111111111
Secondary Phone Number (Optional)
Email (Optional)
Street (Optional)
City (Optional)



After providing emergency and missing person contact info, Click on Save & Continue





#### Indicate whether you would like to live in Gender-Inclusive Housing

This page will display the sex that is listed on your application to the university.

If you select "No", then you will not be in gender-inclusive housing. This means that your roommate(s) will be the same sex as you.

If you select "Yes", then you will be placed in gender-inclusive housing, meaning that your roommate(s) could be someone of any sex.

	Auuitiviidi nuusiiig iiiiviiiidtivii
	Housing Gender Assignments
cy Info	Room and roommate assignments will be matched on the basis of sex. The sex appearing below has been
Housing	pre-populated based on the information in your MyRed account.
on	Sex
ferences	Male
	For students who are interested, we also offer Gender-Inclusive Housing (GIH).
	Students signing up for gender-inclusive rooms search for and/or are assigned a roommate and room
al	regardless of sex. <u>Gender-inclusive</u> housing strives to maintain a welcome and inclusive environment and is available to students of any gender identity and allies to the LGBTQIA+ community.
ties	I wish to live in Gender Inclusive Housing.
ment	
Page	No O Yes
Coloction	



# **Review and Acknowledge the Immunization Requirement**

By checking the box, you are acknowledging that you understand the university's immunization requirement.

Ce	rtification Statement
Un	iversity of Nebraska-Lincoln requires all new students to complete a health requirement. This hea
req	uirement is different for domestic and international students. The immunization requirements ca
fou	ind <u>here</u> .
I ad	cknowledge that I have reviewed the health requirement information and understand the requiren
By	checking below I understand the above:
Cri	iminal Background



## **Review and Acknowledge the Criminal Background Certification Statement**

By checking the box, you are acknowledging that you understand the certification statement.

#### Criminal Background

#### **Certification Statement**

University Housing reserves the right to deny or cancel a housing application or contract if University Housing, in its reasonable discretion, determines that a student's past/current behavior or a student's criminal convictions indicate a possible risk to the safety, health, or life of any person, or a possible risl to the safety and security of any property, or presents a serious disruption to the University Housing community or living-learning environment.

By checking below I understand the above:



SAVE & CONTINUE



# **Click on Save & Continue**





# <u>Review and Accept the Gender-Inclusive Housing Community Agreement</u> (GIH Only)

If you opted-in to gender-inclusive housing on the previous page, you will be directed here to review the expectations of students living in gender-inclusive housing. After reading the agreement, you can check the box to agree, then click Save & Continue to move to the next page.

If you read the gender-inclusive housing community agreement and do not agree, then you can use the navigation menu on the left side of the screen and click "Additional Housing Information" to return to the previous page and opt out of gender-inclusive housing.

lication Preview	GIH Community Agreement	
nfo	University Housing recognizes that same-gender room assignments are not ideal or appropriate for all	
rgency Info	students. Gender-Inclusive Housing seeks to provide an environment that is welcoming to all gender	
	identities. Students signing up for gender-inclusive rooms will be permitted to have roommates and	
itional Housing	suitemates regardless of gender identity. To be eligible for Gender-Inclusive Housing, students must	
rmation	agree to the following terms and conditions.	
Community	<ul> <li>I commit to maintaining an inclusive and welcoming living environment that is free of discrimination based on gender identity and expression.</li> </ul>	
ement	<ul> <li>I understand that in the event of a vacancy in a Gender-Inclusive space, University Housing may consolidate Gender-Inclusive spaces to best serve all students. University Housing will work closely</li> </ul>	
m Preferences	with students in this process. <ul> <li>Lunderstand that it is my responsibility to monitor my University of Nebraska – Lincoln email for</li> </ul>	
Profile	all University Housing notifications.	
	Students will not be assigned to Gender-Inclusive Housing unless they have elected and agreed to	
ut Me	these terms. • Student will not be required to reveal their reason(s) for onting to live in Gender-Inclusive Housing	
dential	• We will do to our best to accommodate your interest in more than one community.	
Imunities	Please check the box below to indicate your understanding and agreement to the above statements.	
Deferment	I agree to the above terms and conditions of Gender-Inclusive Housing.	
ature Dage		



#### Add Room Preferences

Utilize the drop-down menu under Location to select your most preferred building. Utilize the drop-down menu under Room Preference to select your most preferred room type in that building.

You can find some information about the building and room type options at the top of this page of the application. You can find additional information about housing options at the following website: <u>Residence Halls</u>

Students cannot list suite-style buildings in their room preferences, because space in suite-style buildings is reserved for students who are a part of the honors program, a learning community, or athletics. Students who are eligible for space in a suite-style building will be placed there regardless of the preferences listed here.

You can indicate interest in honors housing or apply for a learning community after you have submitted your housing application.

Order	Location	Room Preference	Delete
1	Schramm Hall	Please ~	DELETE
		You can add 1 more prefe	rences for: Schramm Hall



## **Click on Add Preference to Continue Adding Room Preferences**

You must rank at least your top five preferences for buildings and room types. You can continue to list additional preferences if you like.

			ADD PREFEREN
Order	Location	Room Preference	Delete
1	Schramm Hall ~	Schramm Hall 🗸	DELETE
SAVE & CONTINUE			



# After Adding Room Preferences, Click on Save & Continue





20 of 34

## Fill Out Your Roommate Matching Profile

Provide a brief description of yourself and your interests. This will be displayed in the roommate finder to help you search for potential roommates who could be a good match for you.

<u> </u>	ication   <u>Family Housing   Accounts   Mail Forwarding</u>   <u>Log Out</u>
Application Preview	My Profile
My Info	Tell potential roommates about yourself.
Emergency Info	How would you describe yourself? What's your major? Where are you from? What do you like to do in
Additional Housing	your spare time? Share anything that a potential roommate might find helpful. 500 character limit.
Information	About Me
GIH Community	Hello
Agreement	
Room Preferences	
My Profile	Phone Number
	May we release your cell phone number to your roommate?
About Me	Yes 🗸
Residential	Stay connected with University Housing by receiving informational texts (deadlines, contract changes
Communities	and confirmations, etc.). To opt out, uncheck the box below.
Fee Deferment	
Signature Page	



# Select Whether You Would Like Us to Share Your Phone Number with Your Roommate

If you select Yes, we will include your phone number when your new roommate is notified that you two will be living together, helping you to get in touch faster. If you select No, your phone number will not be included.

You can also use the checkbox below to indicate whether you would like informational texts from us about housing processes.

May we release yo	ur cell phone number to your roor	nmate?	
Yes		~	



# **Click on Save & Continue**





#### **Respond to the Roommate Matching Questionnaire**

This page includes a variety of questions about how you like to live and what you are looking for in a roommate. We encourage students to answer honestly, not idealistically, in order to help us match you with the best possible roommate.

<u> </u>	nication   <u>Family Housing   Accounts   Mail Forwarding</u>
Application Preview	About Me
My Info	Answer the questions below to help you match with a roommate. It's impor answer these profile questions honestly and accurately, as the answers are match you with compatible roommates.
Additional Housing	Housing Questionnaire You view your room/suite primarily as:
GIH Community	A space to socialize with friends
Agreement Room Preferences	May occasionally hang out with v
My Profile	How do you generally keep your room? Mostly clean ~
About Me	The ideal temperature in your room is:
Residential	Medium (70-73F) ~



## After answering all of the questions, Click on Save & Continue

	Nebraska). Yes	~
	I am comfortable living with someon Yes	e who drinks alcohol. (Note: UNL is a dry campus.)
(	SAVE & CONTINUE	
LG		<u>530 N. 17th Street Lincoln, NE 68588-00</u> Housing Office: ( <u>402) 472-3561   (800) 742-84</u> Family Housing: ( <u>402) 472-35</u> Email: <u>housing@unl.e</u>
		Website: housing.unl.e

#### **STEP 25**

## **Review and Agree to the Statement about Residential Communities**





## **Click on Save & Continue**





# Pay Your Housing Application Fee (Option 1)

For most students, 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.

If your enrolment deposit was deferred by the office of Admissions when you were accepted to UNL, your housing application fee will also be deferred, and you can skip to step 29 of this guide.

<u>nome i new student Ap</u>	<u>pplication   Family Housing   Account</u>	<u>'s   Mail For</u>	warding	🖛 <u>Log Out</u>
Application Preview	Shopping Car	t Che	ckout	
My Info	Item Description		Total Amount (\$)	
Additional Housing	Application Fee		\$100.00	
Information Room Preferences		Total:	\$100.00	
My Profile				
About Me	PAVAION			



## Pay the Housing Application Fee (Option 1)

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 by proceeding from step of this guide.

How	would you like to pay?
Payment amount	
\$100	
* Payment method	
New credit or debit card	
AMERICAN DOMESS DISC	
* Card number	
* Expiration date	* Security code ①
MM / YY	
* Zip/Postal code	
International cardholders may input "N/A"	
This site is owned and operated by accept the <u>terms and conditions</u> of	Transact Campus, Inc. I acknowledge that I have read and the Transact Campus, Inc. user agreement.



## **Defer Your Housing Application Fee (Option 2)**

If your enrolment deposit was deferred by the office of Admissions, then your housing application fee will also be deferred. That means that, instead of paying the fee when you complete the application, the fee will be added to your Fall 2025 bill for you to pay at the start of the semester.

The fee will be charged to you even if you end up not living on campus or not attending UNL.

Review the Deferment Agreement and Use the Checkbox to Agree.





# **Defer Your Housing Application Fee (Option 2)**

Enter Your NUID as a Signature in the box below the deferment agreement. Then click Save & Continue to Proceed





## Provide Guarantor Information (Under 18 Years Old Only)

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.

My Info	Guarantor Information
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
Information	on your Housing Contract.
GIH Community	Upon completion of the following Signature Page by the student, a Docusign email will be sent to the
Agreement	parent/guardian.
My Profile	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
About Me	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
Tentative Room	application.
Assignment Review	Contact Name
Fee Deferment	Susie Sunshine
Guarantor Information	Email
Circature Dage	



## **Review and Sign the Housing & Dining Agreement**

You may have to click a yellow button toward the top of the page to get the agreement to appear.

Please read through the agreement as well as the linked information on our website, and feel free to reach out with any questions before signing!

After reading the agreement, click the "I Agree" checkbox at the bottom of the page, and click the signature line to add your electronic signature.

Click the yellow "Finish" button and the red "Save & Continue" to move forward with the application.

For students under the age of 18, the agreement will be sent to your guarantor at the email you provided before you will be able to proceed with the application.

🗙 Administration User			i 🥐 🥒 Edit Portul i 👗 👻 i 🗰
	GIH Community Agreement	past this page, your room reservation will not be saved.	
	About Me  Tentative Room  Assignment Review  Calamator Information  Signature Page  Meal Plan Selection	EXEC Text Contract Description of the program of	
	CradGuard College Renter's Insurance GradGuard Decision Page Application Status	4. Such taken top include two comply with the term and candidates of the librariag and Fuel Contents with the distance of the second	
		T Prest Caudito Signature:	
		HID Context Turns & Condition, Quantized at 1	



|--|

Administration User					i 🤊 🌶 Edit Portal i 🔺 👻 i 🍝
	My Info     Emergency Info     Additional Housing     Information     GIH Community     Agreement	Meal Plan	Number of Swipes	Diring Collars Included	
	Room Preferences     My Profile	Premium	18/week	\$300/semester	
	About Me	Big Red	14/week	\$200/semester	
	Communities	Platinum	12/week	\$400/semester	
	Fee Deferment	Diamond	10/week	\$600/semester	
	Ŭ	Sapphire	8/week	\$800/semester	
		For more information on our r If you change your mind, there Fall 2025: Big Red Meal Plan	meal plans, visit our <b>meal plans we</b> e will be an opportunity to update	hile: www.meal.plan.selection.later.	
		SELECT MEAL PLAN + FINISH APPI	LICATION		
	Netraska BIG		Housi Hours of Oper	530 N. 17th. Street Lincoln. NE 64538-9622 ng Offere: 4(20).472-3561 (1000.742-8800 Pamily Housing: 4(20).472-2753 Email: heusing:@Bunk.edu Weshte: heusing.muk.edu tion: Menday-Priday, 8 a.m. – 5 p.m. CST	

#### STEP 34

# Click on Select Meal Plan + Finish Application

	For more information on our meal plans, visit our <u>meal plans website</u> . If you change your mind, there will be an opportunity to update your meal plan select Fall 2025: Big Red Meal Plan <> SELECT MEAL PLAN + FINISH APPLICATION
<b>N</b> Nebraska j Lincom	530 N. 17th Street Lin Housing Office: (402).472-3 Family Hou Ema Webs Hours of Operation: Monday-Friday



## Your Application Is Complete!

After selecting your meal plan, your application is complete, and you will be returned to the home page of the housing portal.

You will also receive a confirmation email stating that you have completed your application.

You can use the buttons on the right side of the screen to explore additional options such as applying for a learning community, exploring the roommate finder, or purchasing renter's insurance.

Welcome to the Housing and Dining Portal at the University of Nebraska - Lincoln!	Messages	
This is your central hub for managing everything related to your <b>#HuskerHome</b> , ensuring you get the most out of your housing and dining experience.	From Subject Date	
	Univ Portal Email: 15:13	
-/- YOUR APPLICATION IS	Univ Portal Email: Y 12/13/2024	
	Univ Email: Success 12/13/2024	
	Univ Portal Email: 12/13/2	
Congratulations! Your housing application is complete. Welcome to your Husker Home! Now that your application is complete, this page serves as the gateway for additional		
steps and services for your housing and dining needs. Click any of the buttons along the right to discover more about joining a Learning/Themed Community, exploring floor plans, and more!		
ESA/Animal Form		
New ESA Form	BUILDING FLOOR PLANS	
	L	
nou are		
	2	
Your Husker Home is waiting for you.	(O)	
Apply today!		
MEAL PLANS		
U U Check your balance, swipes or add options.		

