

UNL Returning/Transfer Student Housing Application

Step by Step Guide
Spring 2025



HOUSING & DINING



N 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.

The screenshot shows the top portion of the Housing Portal website. At the top left is a large red 'N' logo followed by the text 'Student Affairs | University Housing' and 'HOUSING PORTAL'. Below this is a red navigation bar with white text: 'Home | Returning Student Application | Family Housing | Accounts | Mail Forwarding |'. The 'Returning Student Application' link is highlighted with a yellow border. Below the navigation bar, the main content area is divided into two columns. The left column contains several links: 'Testing DocuSign - returning', 'Testing DocuSign - FY', '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.', 'ESA/Animal Form', and 'New ESA Form'. The right column is titled 'Messages' and contains a table with columns 'From' and 'Subject'. The table lists four messages, each with 'Univ...' in the 'From' column and 'Portal Email' or 'Email: Corre' in the 'Subject' column. At the bottom of the screenshot, there is a banner with a calendar icon, the text 'Available & APPLICATIONS', and a partial view of the 'CAN' logo.



STEP 2

Click on Apply for 2025 Spring Only - Room and Meals

[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 (8/18/2024 - 5/17/2025)	APPLY
2025 Spring Only - Room and Meals (1/15/2025 - 5/17/2025)	APPLY

N Nebraska UNL **IG**

530 N. 17th Street Lincoln, NE 68588-0622
Housing Office: (402) 472-3561 | (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

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STEP 3

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.

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

My Info

Emergency Info

Additional Housing Information

My Profile

About Me

Join a Waitlist!

Wait List Status

My Info

Student Information

- Please verify the accuracy of the information below.
- Most of this information has been pre-populated based on the information in your MyRed account.
- If any of the information is incorrect, please update your [MyRed](#) profile. Allow 24 hours after updating your MyRed for changes to update on this page.

Name Pronunciation

Street Address

Street Address 2

City

State/Province

Country
(Please Select Country)



STEP 4

Provide Parent/Family Contact Information (Optional)

email
nmckane2@unl.edu

Parent/Family Contact Information (Optional)

University Housing may utilize the provided email address and/or phone number to inform 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

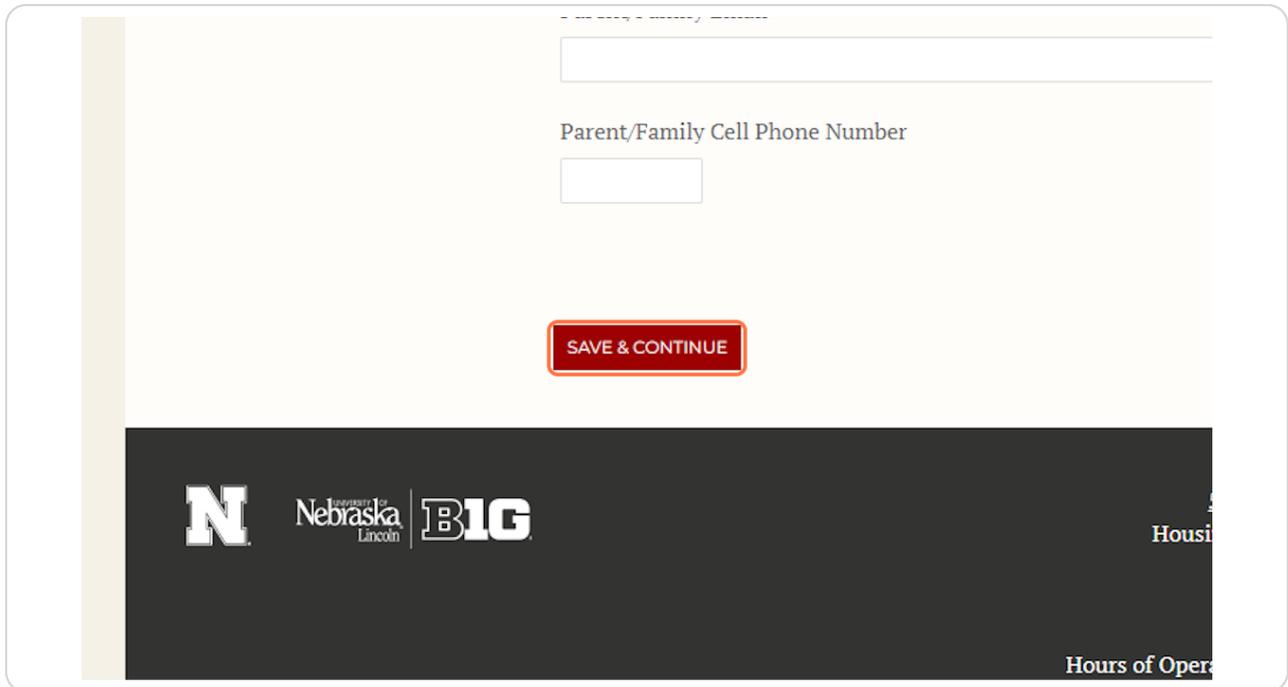
Parent/Family Cell Phone Number



STEP 5

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.



The screenshot shows a web form with a light beige background. At the top, there is a partially visible text label and an empty input field. Below that is the label "Parent/Family Cell Phone Number" followed by another empty input field. A prominent red button with white text "SAVE & CONTINUE" is centered on the page. The bottom of the form features a dark grey footer with the Nebraska "N" logo, the text "Nebraska Lincoln", and the "BIG" logo. On the right side of the footer, the words "Hours of Oper" are partially visible.



STEP 6

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

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

- My Info
- Emergency Info**
- Additional Housing Information
- My Profile
- About Me
- Join a Waitlist!
- Wait List Status

Emergency Info

Special Considerations

Housing & Dining partners with [Services for Students with Disabilities \(SSD\)](#) to create accessible and 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 [webpage](#).

Please indicate below if you have any food allergies and/or a medical nutrition or other dietary health related condition of which University Housing should be aware. You may also contact our Dining Services at dining@unl.edu or at (402) 472-3561.

Students indicating "Yes" will be contacted by Dining Services to review dietary needs

Emergency Health Information

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 take responsibility for providing medical care or oversight of medical conditions. Students need to take responsibility for managing their own care and for seeking assistance when needed.

Please describe any health concerns you would like us to be aware of



STEP 7

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.

Wait List Status

Students indicating "Yes" will be contacted by Dining Services to review dietary needs.

Yes

Emergency Health Information

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 take responsibility for providing medical care or oversight of medical conditions. Students need to take responsibility for managing their own care and for seeking assistance when needed.

Please describe any health concerns you would like us to be aware of

Also, please describe the type of assistance you may need during a health emergency

Emergency Contact Information

In the event of an emergency, University Housing staff may reach out to your emergency contact. Please provide contact information for your preferred emergency contact below.



STEP 8

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 Information

In the event of an emergency, University Housing staff may reach out to your emergency contact. Please provide contact information for your preferred emergency contact below.

Contact Name

Relationship

Cell Phone Number

Secondary Phone Number (Optional)

Email (Optional)



STEP 9

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

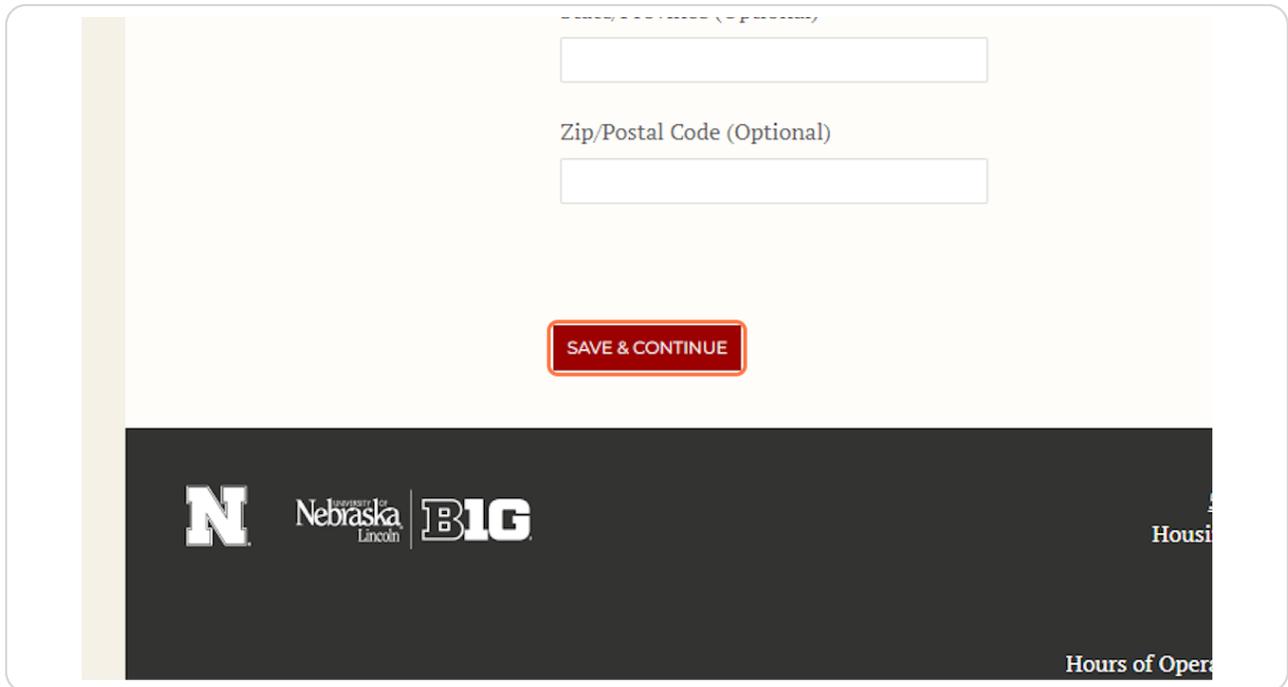
Relationship



STEP 10

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.



The screenshot shows a web form with two input fields. The first field is empty. The second field is labeled "Zip/Postal Code (Optional)" and is also empty. Below the fields is a red button with the text "SAVE & CONTINUE". At the bottom of the form, there is a dark banner with the Nebraska state logo (a large 'N'), the text "Nebraska Lincoln", and the "BIG" logo. To the right of the banner, the text "Hours of Oper" is visible.



STEP 11

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

If you opt in to Gender-Inclusive Housing, you will be assigned with other roommates in Gender-Inclusive Housing, regardless of gender.

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

My Info	<h2>Additional Housing Information</h2>
Emergency Info	Housing Gender Assignments
Additional Housing Information	Room and roommate assignments will be matched on the basis of sex. The sex appearing below has been pre-populated based on the information in your MyRed account.
My Profile	Sex Male
About Me	
Join a Waitlist!	For students who are interested, we also offer Gender-Inclusive Housing (GIH).
Wait List Status	Students signing up for gender-inclusive rooms search for and/or are assigned a roommate and room regardless of sex. Gender-inclusive housing strives to maintain a welcome and inclusive environment and is available to students of any gender identity and allies to the LGBTQIA+ community. I wish to live in Gender Inclusive Housing. <input checked="" type="radio"/> No <input type="radio"/> Yes



STEP 12

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

If you would like more information on gender-inclusive housing, please contact us at housing@unl.edu or 402-472-3561.

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 risk 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

  **BIG**

530 N. 17th Street Lincoln, NE 68588-0622
Housing Office: (402) 472-3561 | (800) 742-8800
Family Housing: (402) 472-3753
Email: housing@unl.edu



STEP 13

Click on Save & Continue

After indicating whether you would like to be in Gender-Inclusive Housing and agreeing to the Criminal Background Certification Statement, click Save & Continue to move to the next page.

criminal convictions indicate a possible risk to the safety, health, and well-being of the community, or presents a serious danger to the safety and security of any property, or presents a serious danger to the community or living-learning environment.

By checking below I understand the above:

[SAVE & CONTINUE](#)

N | University of Nebraska | **BIG** | Housing | Hours of Oper



STEP 14

Complete the Gender-Inclusive Housing Community Agreement (Gender-Inclusive Housing Only)

If you opted into Gender-Inclusive Housing, read through the Gender-Inclusive 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 Gender-Inclusive Housing.

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

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

- My Info
- Emergency Info
- Additional Housing Information
- GIH Community Agreement
- My Profile
- About Me
- Join a Waitlist!
- Wait List Status

GIH Community Agreement

University Housing recognizes that same-gender room assignments are not ideal or appropriate for all 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 suitemates regardless of gender identity. To be eligible for Gender-Inclusive Housing, students must agree to the following terms and conditions.

- I commit to maintaining an inclusive and welcoming living environment that is free of discrimination based on gender identity and expression.
- 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 with students in this process.
- I understand that it is my responsibility to monitor my University of Nebraska – Lincoln email for all University Housing notifications.
- Students will not be assigned to Gender-Inclusive Housing unless they have elected and agreed to these terms.
- Student will not be required to reveal their reason(s) for opting to live in Gender-Inclusive Housing.

Please check the box below to indicate your understanding and agreement to the above statements.

I agree to the above terms and conditions of Gender-Inclusive Housing.

If you do not agree to the above terms and conditions, [please click here](#) to return to the



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.

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

- My Info
- Emergency Info
- Additional Housing Information
- GIH Community Agreement
- My Profile**
- About Me
- Join a Waitlist!
- Wait List Status

My Profile

Tell potential roommates about yourself.

How would you describe yourself? What's your major? Where are you from? What do you like to do in your spare time? Share anything that a potential roommate might find helpful. 500 character limit.

About Me

Phone Number

May we release your cell phone number to your roommate?

No

Screen Name

For privacy, your full first and last name are not displayed on room selection pages. The below screen name is what will be displayed to potential roommates instead. Please make note of this screen name if you wish to share it with others.



STEP 16

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.

- Additional Housing Information
- GIH Community Agreement
- My Profile
- About Me
- Join a Waitlist!
- Wait List Status

How would you describe yourself? What's your major? Where are you from? What do you like to do in your spare time? Share anything that a potential roommate might find helpful. 500 character limit.

About Me

Phone Number

May we release your cell phone number to your roommate?

Screen Name

For privacy, your full first and last name are not displayed on room selection pages. The below screen name is what will be displayed to potential roommates instead. Please make note of this screen name if you wish to share it with others.

Screen Name

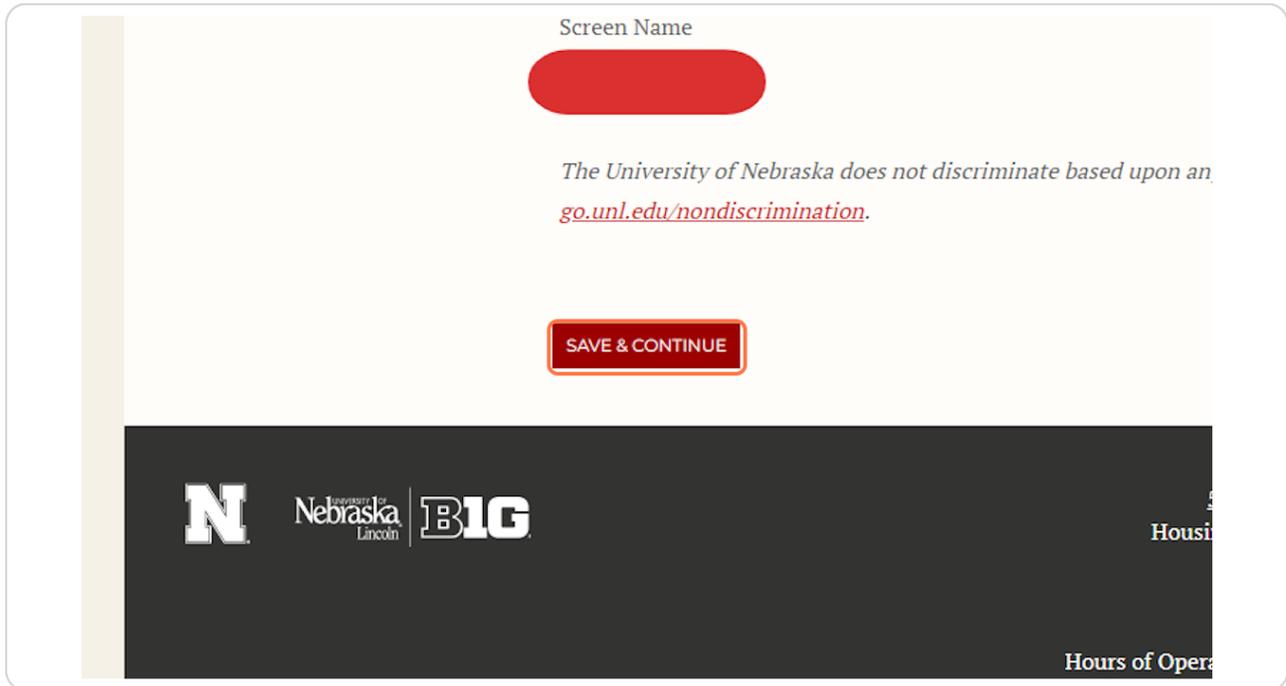
The University of Nebraska does not discriminate based upon any protected status. Please see go.unl.edu/nondiscrimination.



STEP 17

Click Save & Continue

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



Screen Name

*The University of Nebraska does not discriminate based upon an
go.unl.edu/nondiscrimination.*

SAVE & CONTINUE

N University of Nebraska Lincoln **BIG** Housing Hours of Opera



STEP 18

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.

Info

Emergency Info

Additional Housing

Information

Community

Agreement

Profile

About Me

On a Waitlist!

Current List Status

About Me

Answer the questions below to help you match with a roommate. It's important to answer these profile questions honestly and accurately. The answers to these questions will match you to compatible roommates.

Housing Questionnaire

You view your room/suite primarily as:

A space to hang out with small

You view your roommate as someone with whom you:

May occasionally hang out with

How do you generally keep your room?

Mostly clean

The ideal temperature in your room is:

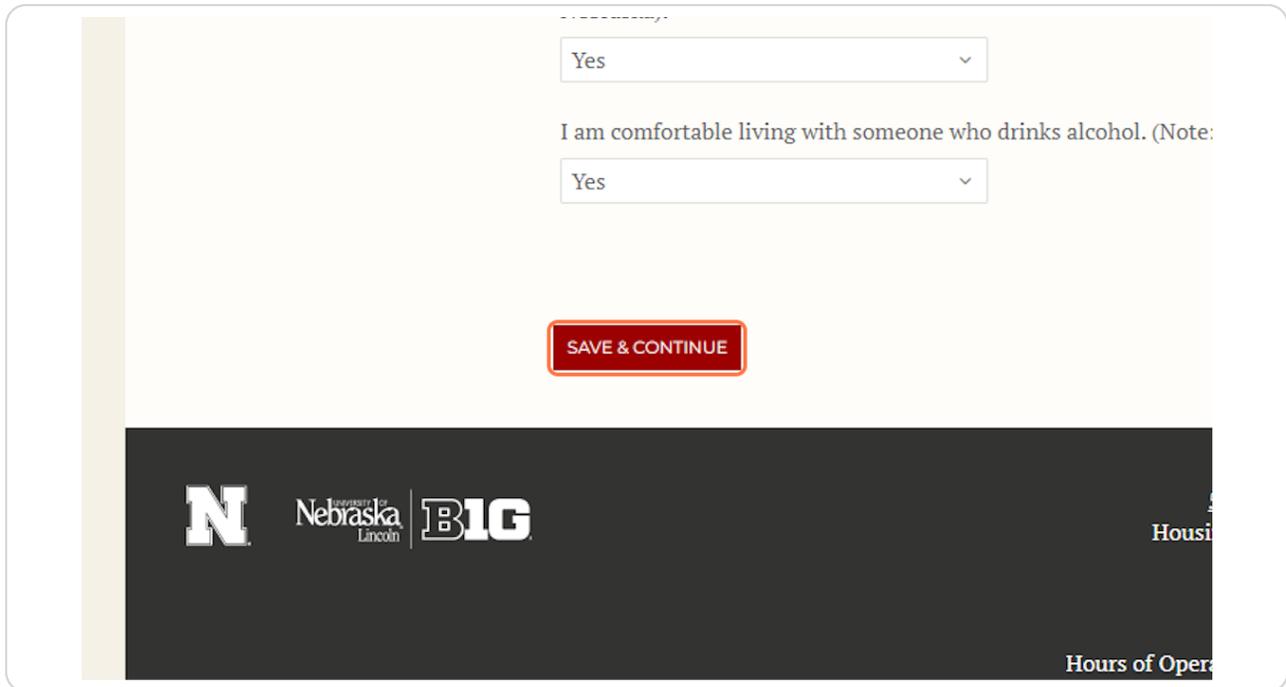
Medium (70-73F)



STEP 19

Click on Save & Continue

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



The screenshot shows a portion of a questionnaire. At the top, there is a dropdown menu with 'Yes' selected. Below it is the text 'I am comfortable living with someone who drinks alcohol. (Note:'. Underneath this text is another dropdown menu, also with 'Yes' selected. In the center of the form is a red button with the text 'SAVE & CONTINUE'. At the bottom of the form is a dark footer bar containing the 'N' logo, the text 'University of Nebraska Lincoln', the 'BIG' logo, and the text 'Hours of Oper'.



STEP 20

Join the Spring Waitlist

At this point in the application, you will add yourself to the Spring 2025 Housing Waitlist. Please ignore the room type and room location filters. Any selections you make using those filters will not be visible to University Housing Staff.

- My Info
- Emergency Info
- Additional Housing Information
- GIH Community Agreement
- My Profile
- About Me
- Join a Waitlist!
- Wait List Status

Join a Waitlist!

We welcome you to join the UNL Spring Waitlist! This will be your holding place until housing assignments are provided. Please share any roommate and location preferences in the "Wait List Comments" section. Note that housing assignments are determined by location availability and preference requests may not be able to be accommodated.

- Select your Waitlist directly below (there is only one to choose from for spring so no need use the filters).**
- Select the "Save & Continue" button on the bottom of the page to secure your place on the Wait List.**

Room Types

- Apt Style - 2 bdrm Single
- Apt Style - 4 bdrm Single
- Suite Style-2 bdrm Double
- Suite Style-4 bdrm Single
- TRAD - Single

Room Locations

- Eastside Suites

Select the Spring Waitlist below to complete the first portion of your application. **If you do not join the Waitlist, you will not be considered for a spring housing assignment.**

Upperclassman students are eligible to reside in apartment and suite style communities. Review all on-campus housing options for both City and East campuses [here](#).



STEP 21

Click on Select Wait List

There is only one waitlist for Spring housing. It is called "2025 Spring Waitlist". Click "Select Wait List" and then scroll to the bottom of the page.

- My Profile
- About Me
- Join a Waitlist!
- Wait List Status

List.

Room Types

- Apt Style - 2 bdrm Single
- Apt Style - 4 bdrm Single
- Suite Style-2 bdrm Double
- Suite Style-4 bdrm Single
- TRAD - Single

Room Locations

- Eastside Suites
- Massengale Residential Center
- The Courtyards
- The Village
- University Suites

Select the Spring Waitlist below to complete the first portion of your application. **If you do not join the Waitlist, you will not be considered for a spring housing assignment.**

Upperclassman students are eligible to reside in apartment and suite style communities. Review all on-campus housing options for both City and East campuses [here](#).

2025 Spring Waitlist

Applicants on Wait List: 5

TermID: 2025
Spring Only - Room and Meals

SELECT WAIT LIST



STEP 22

Add Comments Regarding Your Preference for Housing Placement

If you would like a particular building, room type, or roommates, please indicate that in the Wait List Comments. If you have no preference regarding your placement, you do not have to add a comment.

Please note that availability in on-campus housing for Spring is limited. University Housing will attempt to meet students' preferences for buildings, room types, and roommates, but there may not be availability to meet every student's request.

Our first priority is providing you with a safe and comfortable place to live, and we are confident that we can provide you with an excellent residential experience in any of our halls, even if it does not match your preferences provided here.

most units currently have one or more occupants, University Housing's ability to place students with requested roommates in the Spring semester is limited.

2025 Spring Waitlist
Applicants on Wait List: 5

TermID: 2025 Spring Only - Room and Meals

Wait List Comments:

SAVE & CONTINUE

N University of **Nebraska** Lincoln **BIG**

530 N. 17th Street Lincoln, NE 68588-0622
Housing Office: (402) 472-3561 | (800) 742-8800
Family Housing: (402) 472-3753
Email: housing@unl.edu
Website: housing.unl.edu



STEP 23

Click on Save & Continue

After clicking "Select Wait List" and adding any comments regarding your housing preferences, click Save & Continue to move to the next page.

Wait List Comments:

2 Bedroom Apartment in Courtyards

SAVE & CONTINUE

N University of Nebraska Lincoln **BIG** Housing Hours of Oper



STEP 24

You Have Joined the Waitlist!

On this page, you should see a green notification bar that says, "You have been successfully added to waitlist: 2025 Spring Waitlist".

You will also receive a confirmation email to your Huskers email address that you have been added to the waitlist.

Wait List Status

You have been successfully added to waitlist: 2025 Spring Waitlist.

Thank you for joining the Spring Housing Wait List. You will receive an update from University Housing regarding your housing placement in mid-December. Students who complete housing applications in December or later will be assigned on-campus housing on a rolling basis over winter break and into the new semester.

University Housing will attempt to accommodate any preferences indicated in your wait list comments. Housing placements will depend on the availability of each room type and location. When you receive your housing placement, the email will include instructions for how to accept your placement and complete this housing application. Your Spring housing assignment will not be confirmed until you have completed the steps outlined in that email.

Wait List Status:

Description	# Applicants on Waitlist	Waitlist Order	Actions
2025 Spring Waitlist	4	4	DELETE

[SAVE & CONTINUE](#)



STEP 25

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 Spring 2025.

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

October 04, 2024

Hello,

You've been tentatively assigned to a room for the Spring 2025 semester! 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:

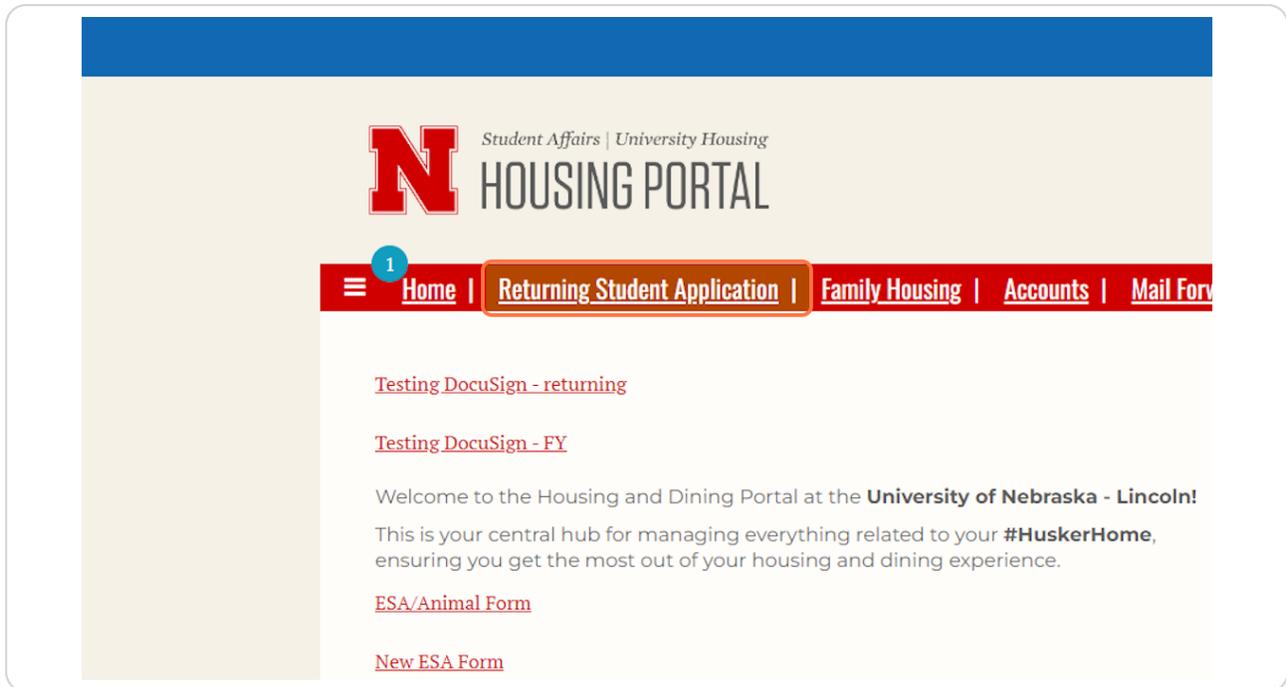
1. Review the [2024-25 University Housing policy booklet](#) and [cancellation policy](#).
2. Access the housing portal [here](#) or copy and paste: <https://go.unl.edu/housing-portal> into your web browser.
3. Click "24-25 Returning Student Application" in the red navigation bar and go into your 2025 Spring Only application.
4. Review your roommate information.
5. Submit the \$100 application fee.
6. Complete the signature page by signing both pages of the DocuSign.
 - You will receive an email once the DocuSign has been completed.
7. Complete the meal plan page.
 - If you are a part of Love Memorial, you will not choose a food plan, and will be defaulted the Love Memorial Food Allowance.
8. Complete the GradGuard pages.
9. Your application is now complete and your room has been reserved!



STEP 26

Click on Returning Student Application

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



STEP 27

Click on Continue for 2025 Spring Only - Room and Meals

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 (8/18/2024 - 5/17/2025)	APPLY
2025 Spring Only - Room and Meals (1/15/2025 - 5/17/2025) <p>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 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



530 N. 17th Street Lincoln, NE 68588-0622
Housing Office: (402) 472-3561 | (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



STEP 28

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	Preferr ed Name	Gender	Age	Profile	Contact
EAST-0011-A1					View Profile	Send Message
EAST-0011-A2					View Profile	Send Message



STEP 29

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 spring bill in January.

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 30

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 application interface for a shopping cart checkout. At the top, there is a navigation bar with links: Home, New Student Application, Family Housing, Accounts, Mail Forwarding, and Log Out. A blue circle with the number 17 is in the top left corner. On the left side, there is a vertical list of menu items, each with a circular icon containing a checkmark or a red circle. The items 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), and UNL-PortalX-Transact-Prod. The main content area is titled 'Shopping Cart Checkout' and contains a table with the following data:

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

Below the table, there is a red button labeled 'PAY NOW'.



STEP 31

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 32

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.

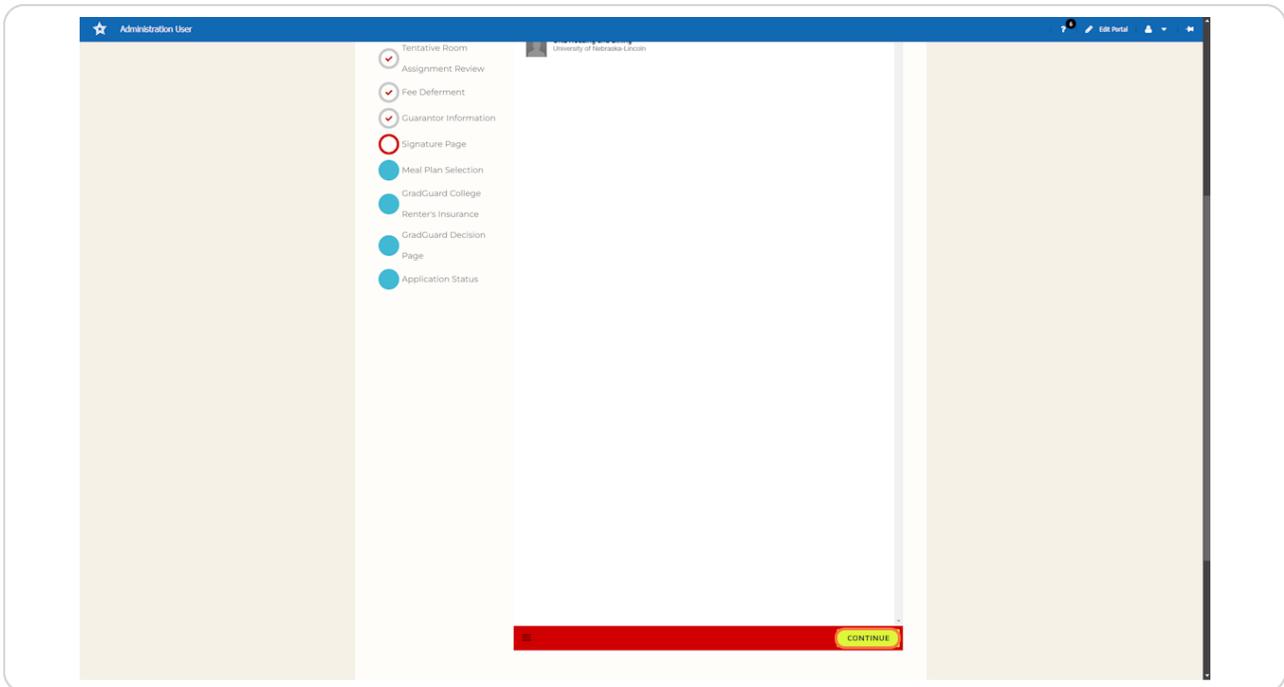
Info	<h2>Guarantor Information</h2>
Emergency Info	Students under the age of 18 require a parent/guardian signature to have a valid Housing Contract. Please provide the name and email address of the parent/guardian who will be serving as an additional signature on your Housing Contract.
Additional Housing 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 33

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 34

Review the Housing Contract.

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](#).

Step 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:

Signature: _____ Parent/Guardian Signature: _____

Nebraska Housing and Dining
Lincoln 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

STEP 35

Click on the Checkbox to Agree to the Cancellation Policy

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

I agree:

Signature: _____ Parent/Guardian Signature: _____

Initial: _____ Date Signed: _____ Name: _____

First Name: _____ Last Name: _____ Email Address: _____ Company: _____

Title: _____ Text: _____ **Checkbox**

Nebraska Housing and Dining
Lincoln 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 36

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  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 37

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 38

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.

The screenshot displays a web application interface. On the left side, there is a vertical progress bar with 15 items, each preceded by a circular icon. The items are: Information (checked), GIH Community (checked), Agreement (checked), My Profile (checked), About Me (checked), Tentative Room (checked), Assignment Review (checked), Fee Deferment (checked), Guarantor Information (checked), Signature Page (highlighted with a red circle), Meal Plan Selection (blue circle), GradGuard College (blue circle), Renter's Insurance (blue circle), GradGuard Decision Page (blue circle), and Application Status (blue circle). The main content area features a grey box with the text: "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." Below this is a yellow box with the heading "Signature Page Document" and the text: "Thank you for signing. We are awaiting your Guardian/Parent to sign. You can continue the process once both parties have accepted." A red button labeled "SAVE & CONTINUE" is positioned below the yellow box. A vertical yellow bar is visible on the right side of the interface.



STEP 39

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:

- University 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.

Spring Only 2025:

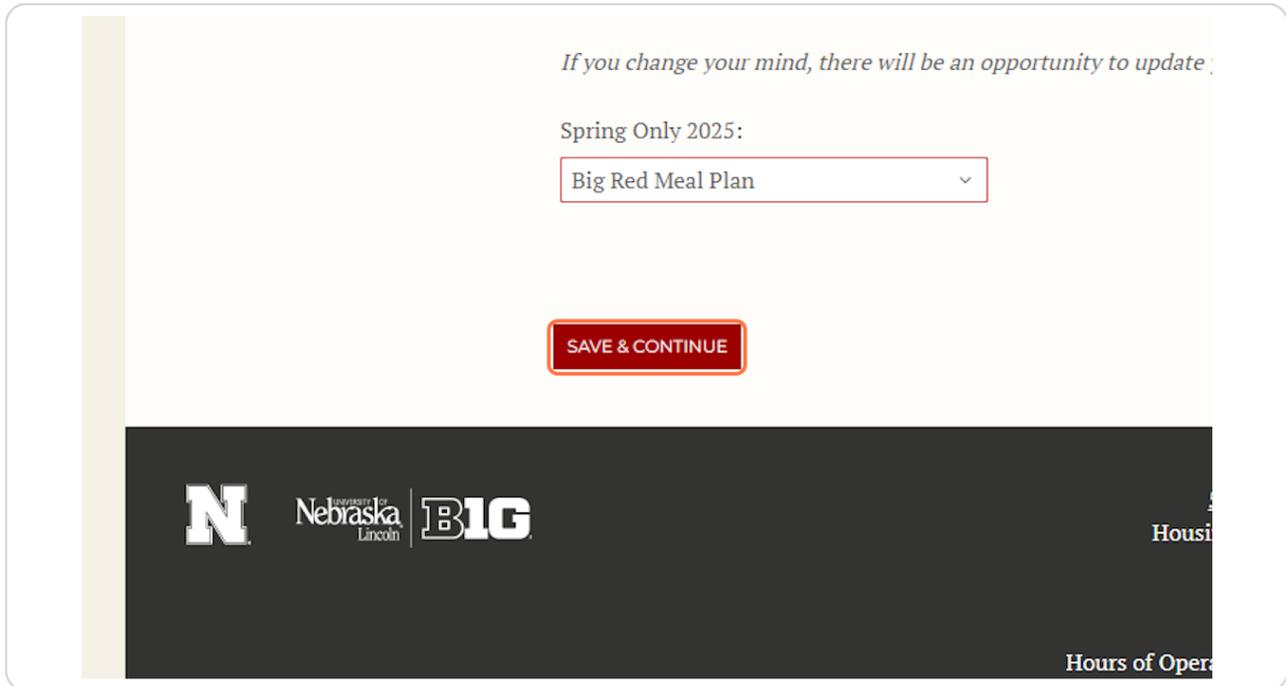
SAVE & CONTINUE



STEP 40

Click on Save & Continue

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



If you change your mind, there will be an opportunity to update :

Spring Only 2025:

Big Red Meal Plan

SAVE & CONTINUE

N UNIVERSITY OF Nebraska Lincoln **BIG** HOUSE

Hours of Oper

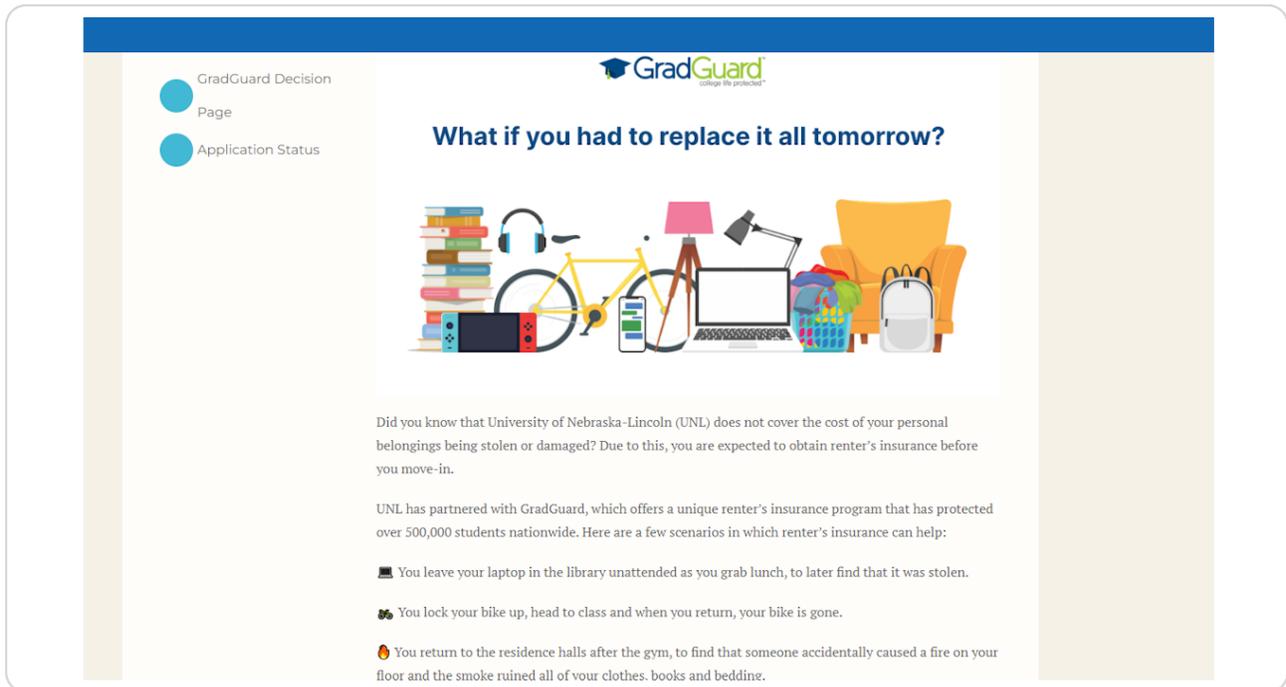


STEP 41

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 left, there is a navigation menu with three items: 'GradGuard Decision', 'Page', and 'Application Status', each with a blue circular indicator. The main heading is 'What if you had to replace it all tomorrow?' in blue. Below the heading is an illustration of various personal belongings: a stack of books, a bicycle, a laptop, a desk lamp, a backpack, and a chair. The text below explains that UNL does not cover personal belongings and that GradGuard offers a unique renters insurance program. It lists three scenarios: a stolen laptop, a stolen bike, and a fire in a residence hall.

GradGuard
college life protected™

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 42

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*

Annual Monthly

*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](#)

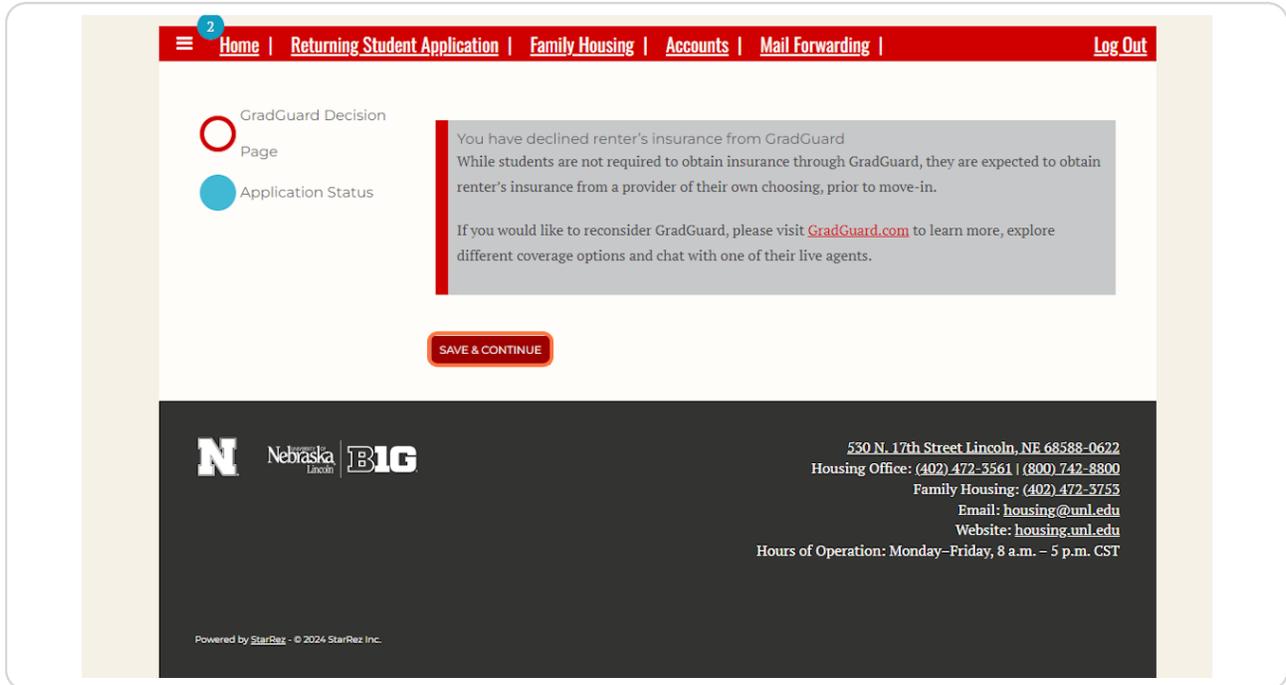
[Decline coverage](#)



STEP 43

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' (indicated by a red circle) and 'Application Status' (indicated by 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 button labeled 'SAVE & CONTINUE'. The footer is a dark grey bar containing the Nebraska Lincoln logo (a large 'N' and the text 'Nebraska Lincoln'), the 'BIG' logo, and contact information: '530 N. 17th Street Lincoln, NE 68588-0622', 'Housing Office: (402) 472-5561 | (800) 742-8800', 'Family Housing: (402) 472-3753', 'Email: housing@unl.edu', 'Website: housing.unl.edu', and 'Hours of Operation: Monday-Friday, 8 a.m. - 5 p.m. CST'. At the bottom left of the footer, it says 'Powered by StarRez - © 2024 StarRez Inc.'



STEP 44

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 Spring 2025 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

