UNL Returning and Transfer Student Housing Application

Step-by-Step Guide

Spring 2026

HOUSING & DINING

Student Life

Navigate to the Housing Portal

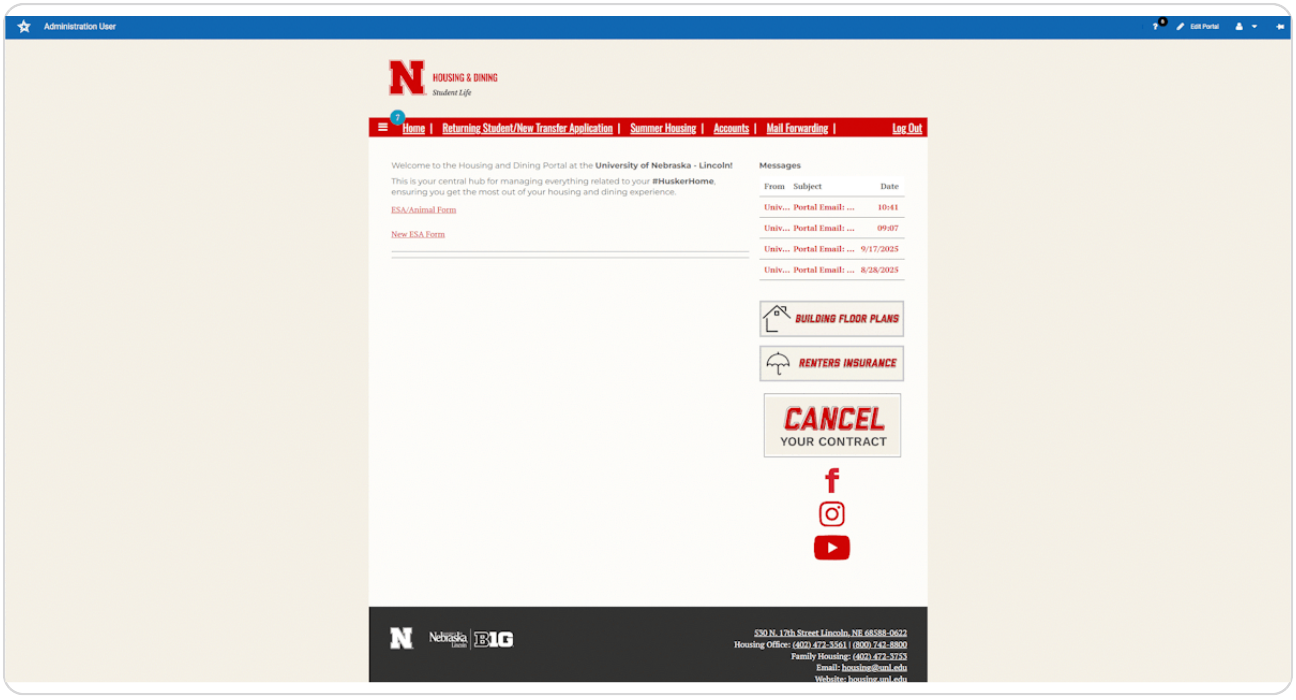
40 Steps

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

---

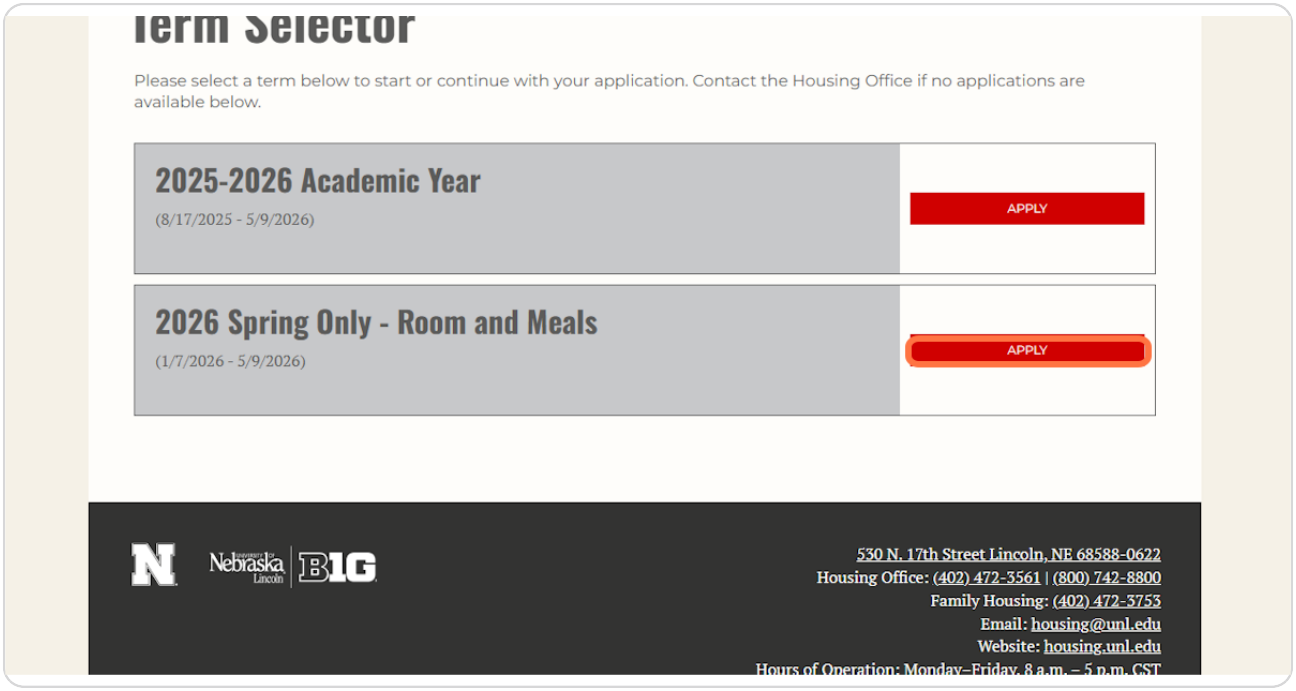
STEP 1

Click on Returning Student/New Transfer Application at the top of the page.



STEP 2

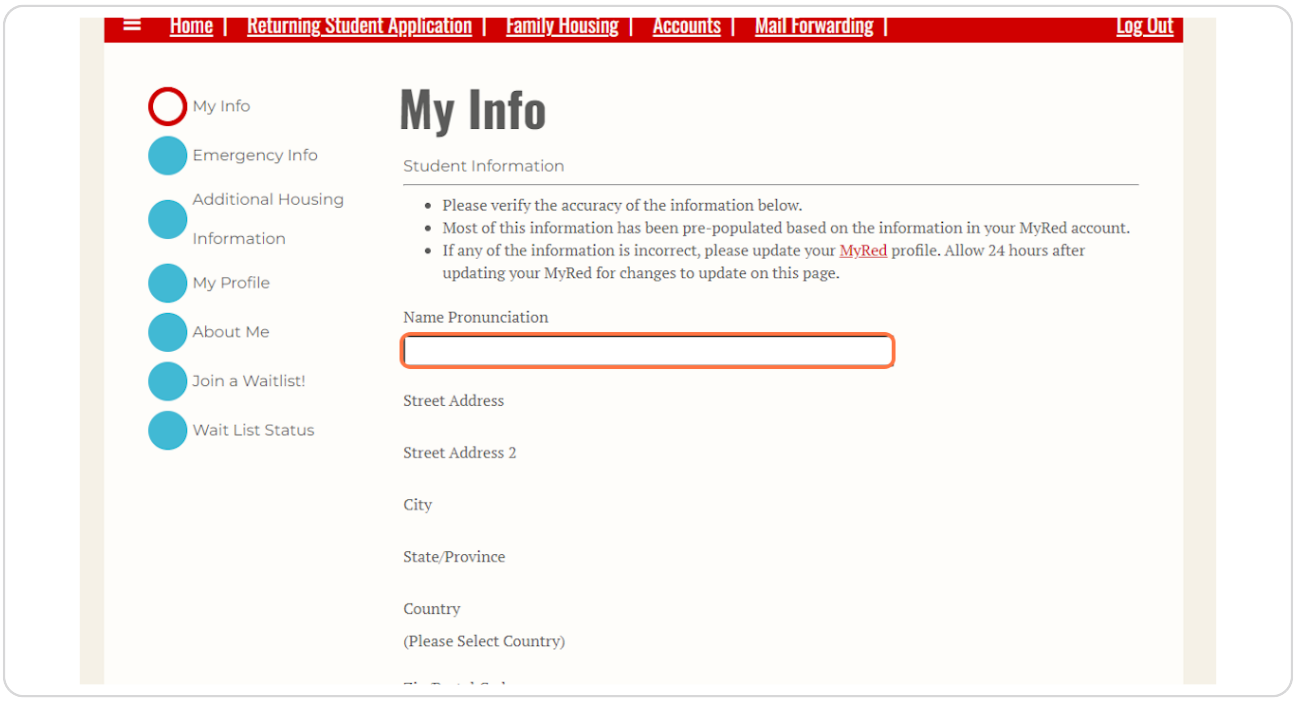
Click on Apply for 2026 Spring Only – Room and Meals



STEP 3

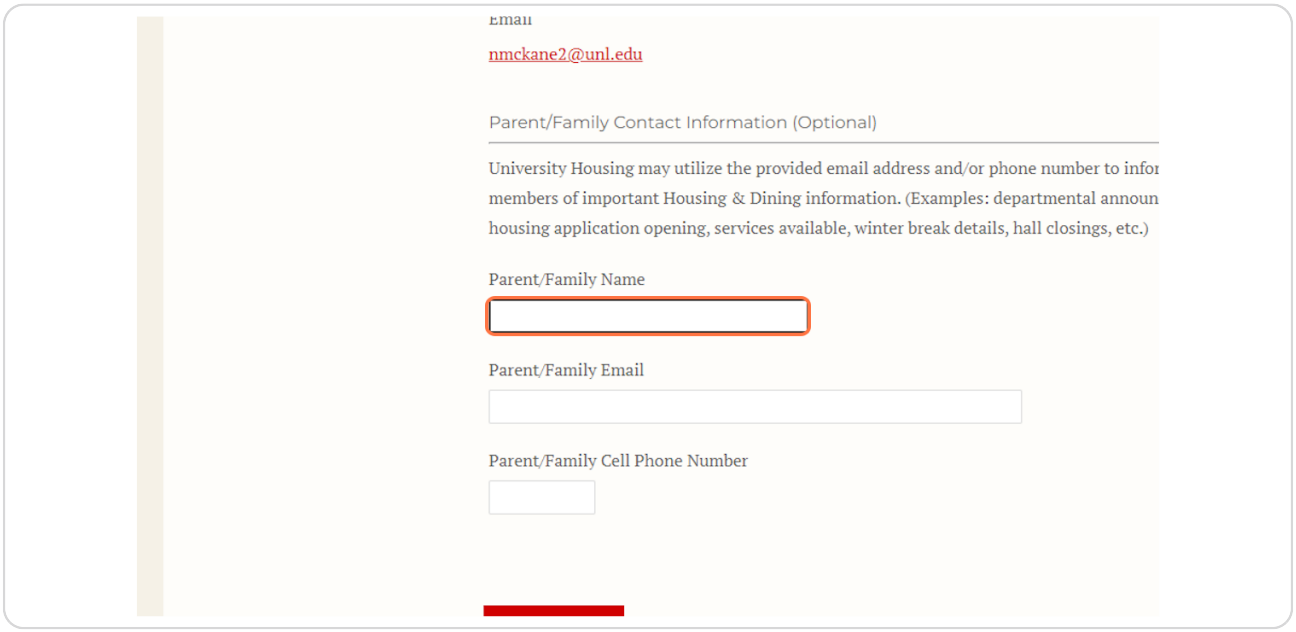
Review the personal information that was imported from MyRed into your Housing Application.

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.



STEP 4

Provide Parent/Family Contact Information (Optional)



STEP 5

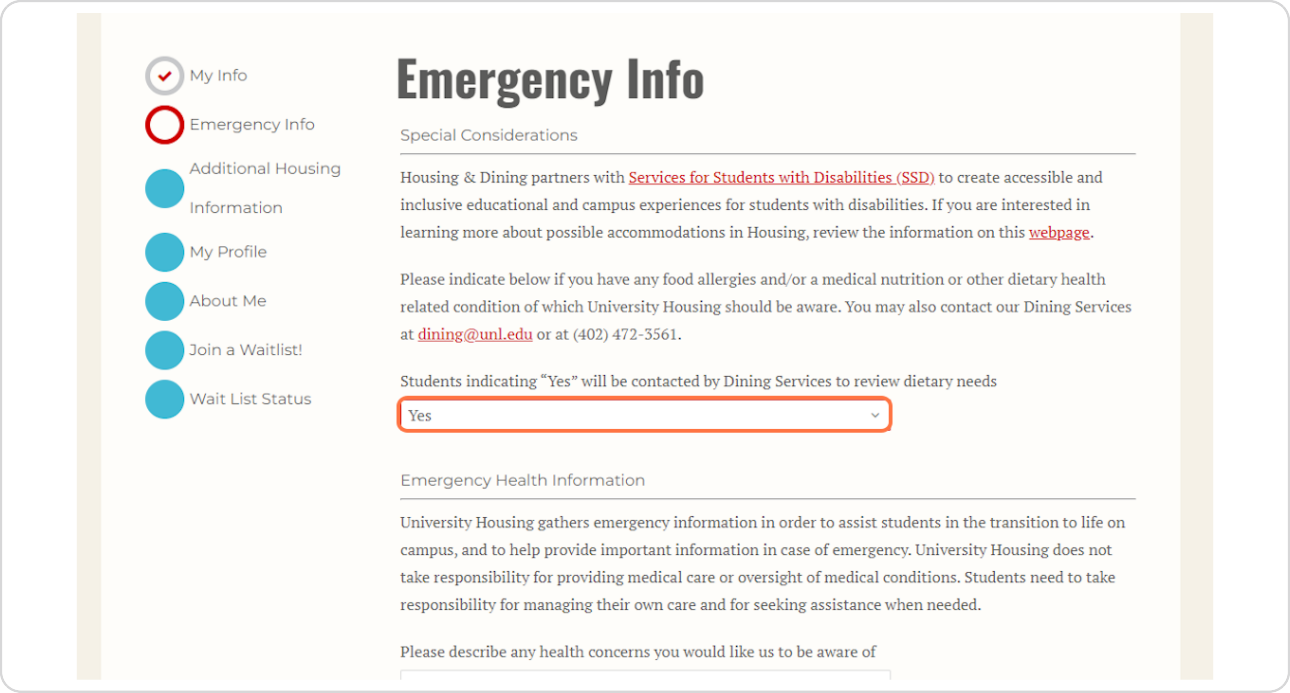
Click on Save & Continue

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

STEP 6

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

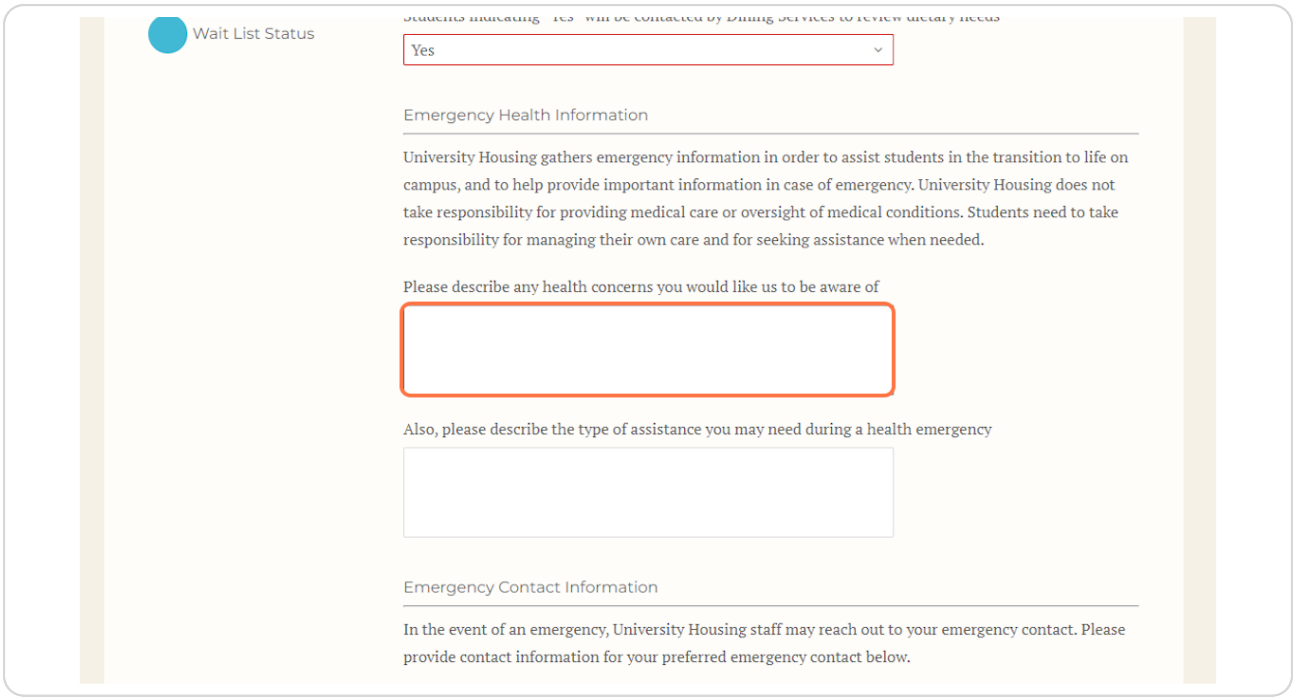
You can also review the available information about housing and dining accommodations for students with disabilities here.



STEP 7

Add Emergency Health Information (Optional)

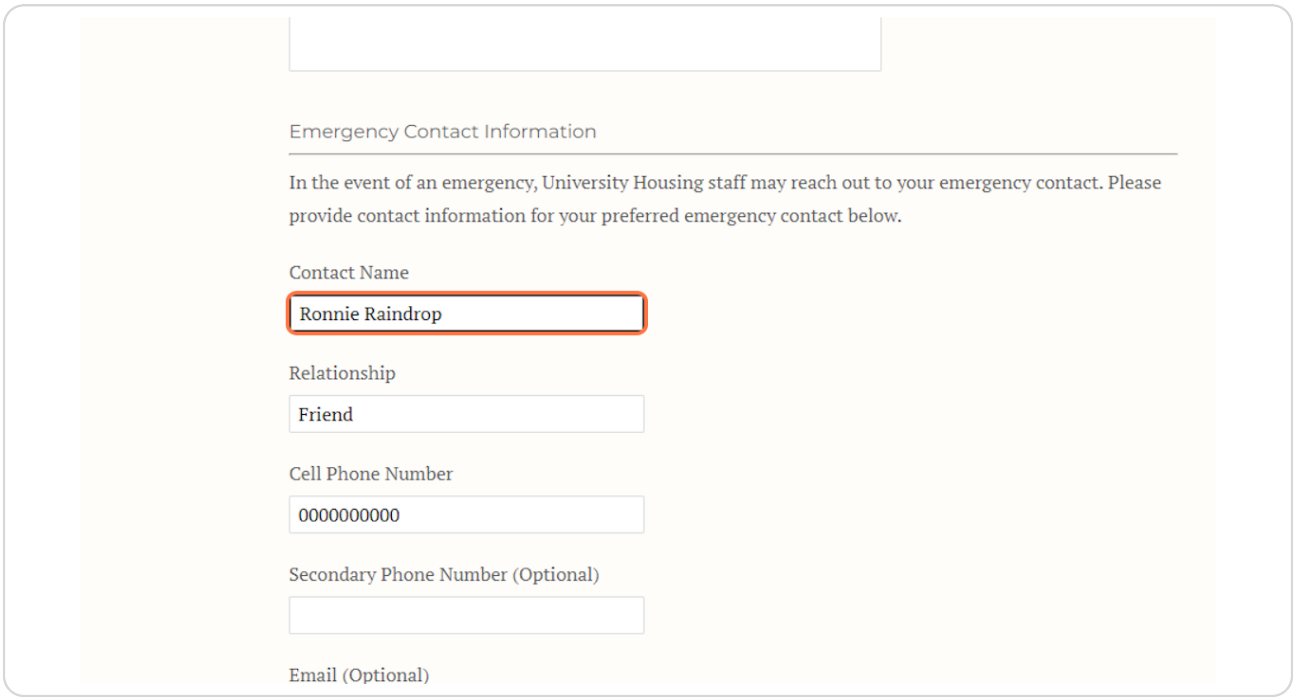
If there is any information that you would like us to be aware of in case of an emergency, you can indicate it on this page.



STEP 8

Add emergency contact information.

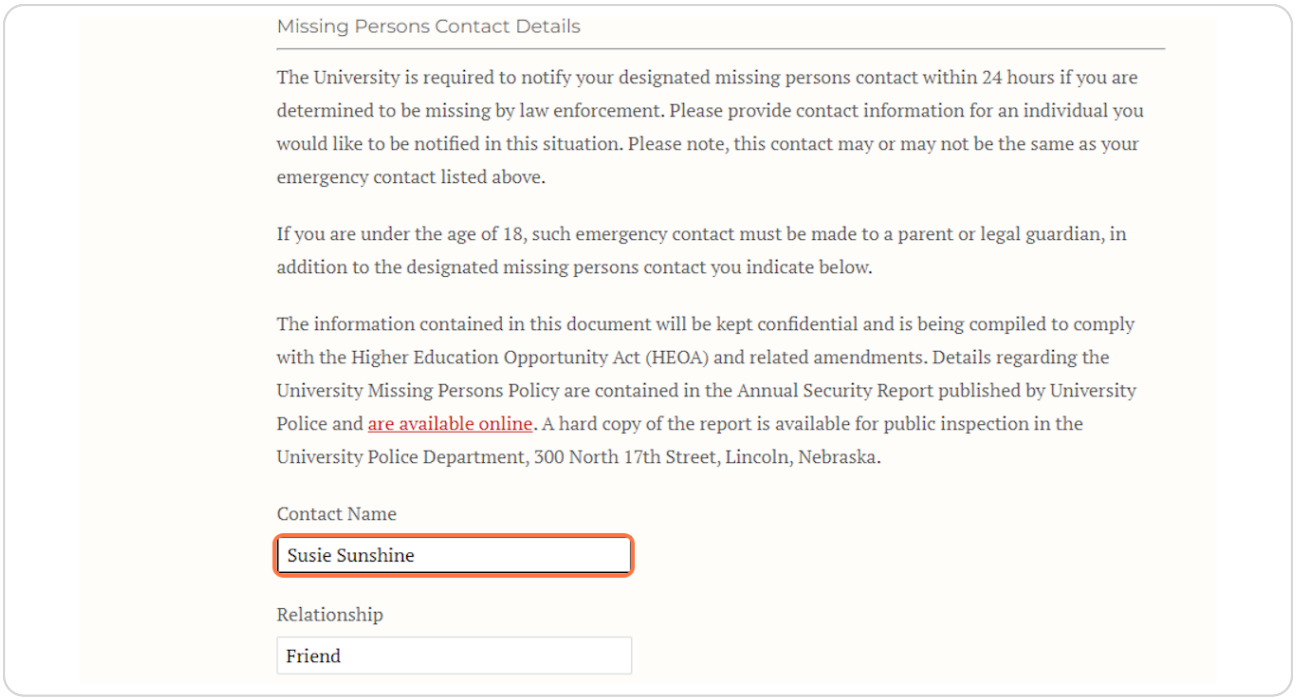
You must provide contact information for the person you would like us to contact in case of an emergency.
If you are under 18 years old, your emergency contact must be your parent or legal guardian.



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

Susie Sunshine

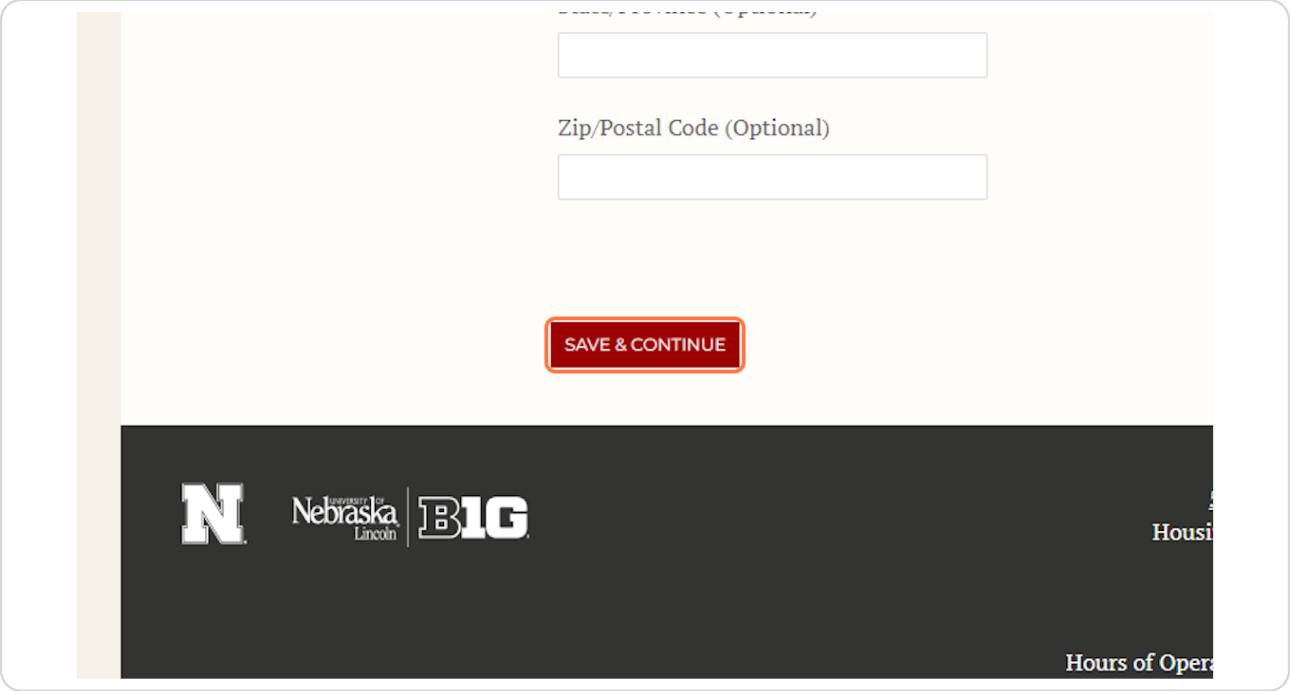
Relationship

Friend

STEP 10

Click on Save & Continue

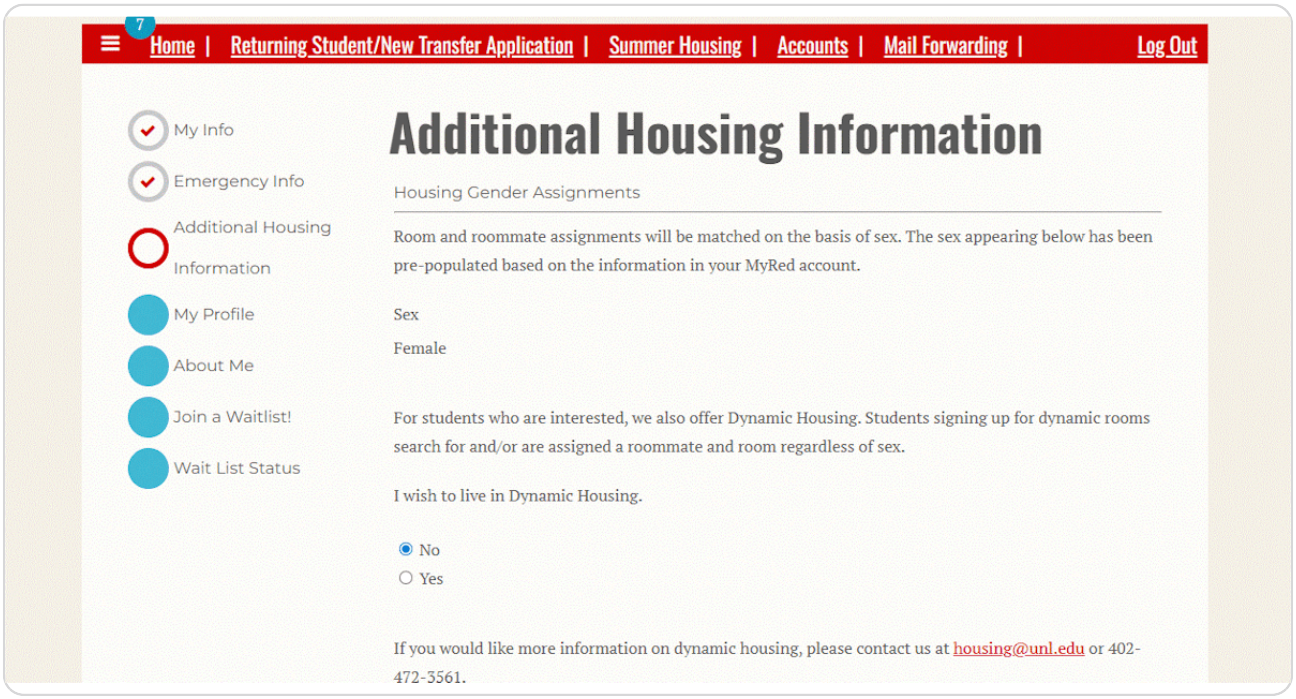
After providing your emergency health information, emergency contact, and missing persons contact, click Save & Continue to move to the next page.



STEP 11

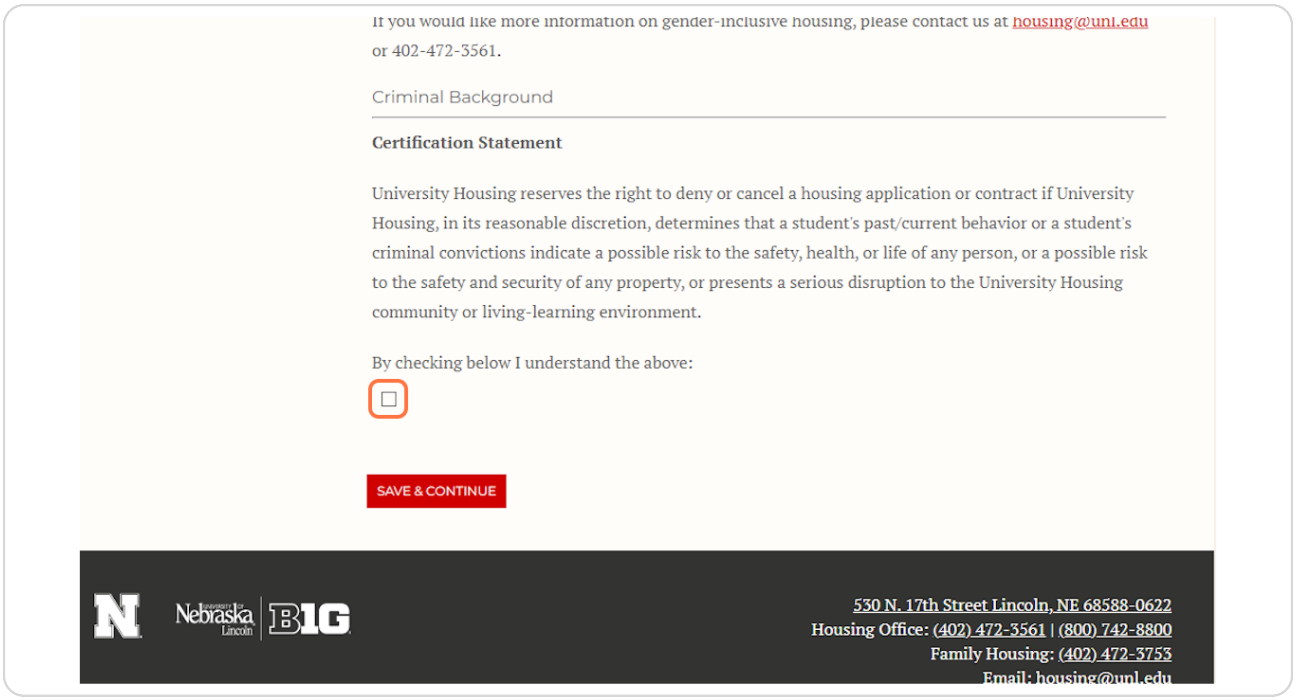
Review Dynamic Housing information.

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



STEP 12

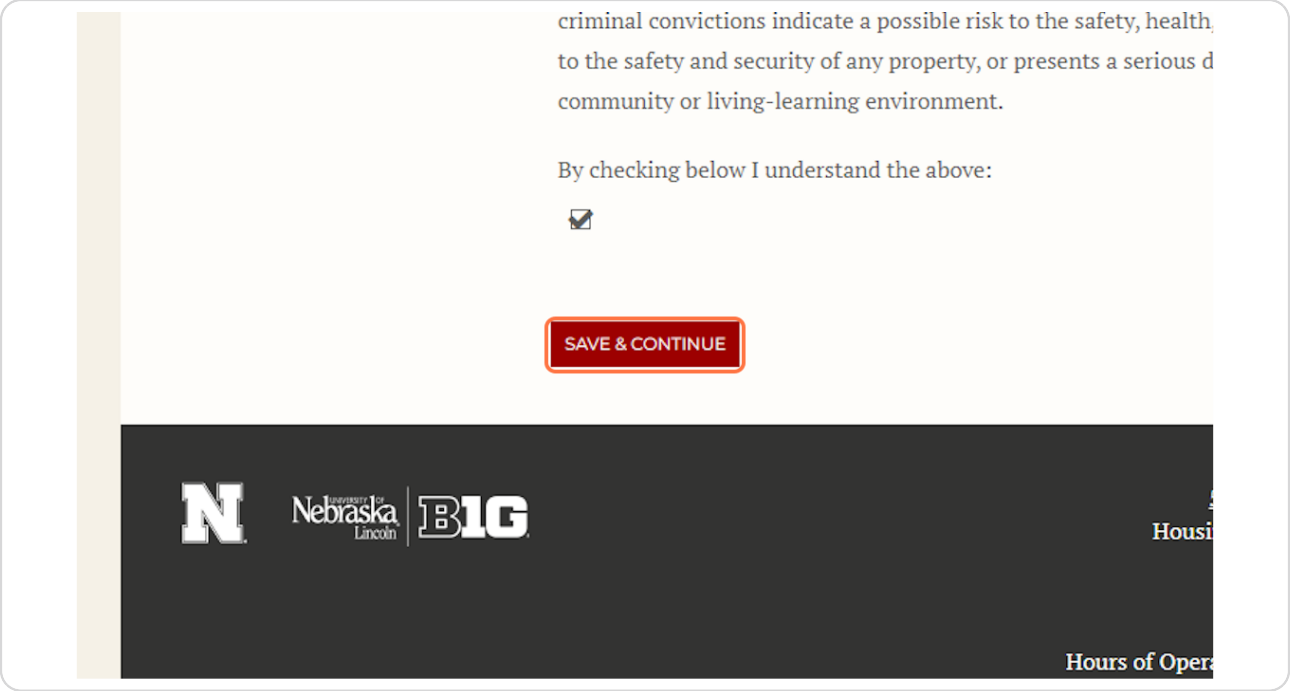
Read the Criminal Background Certification Statement, and Check the Box to Agree.



STEP 13

Click on Save & Continue

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

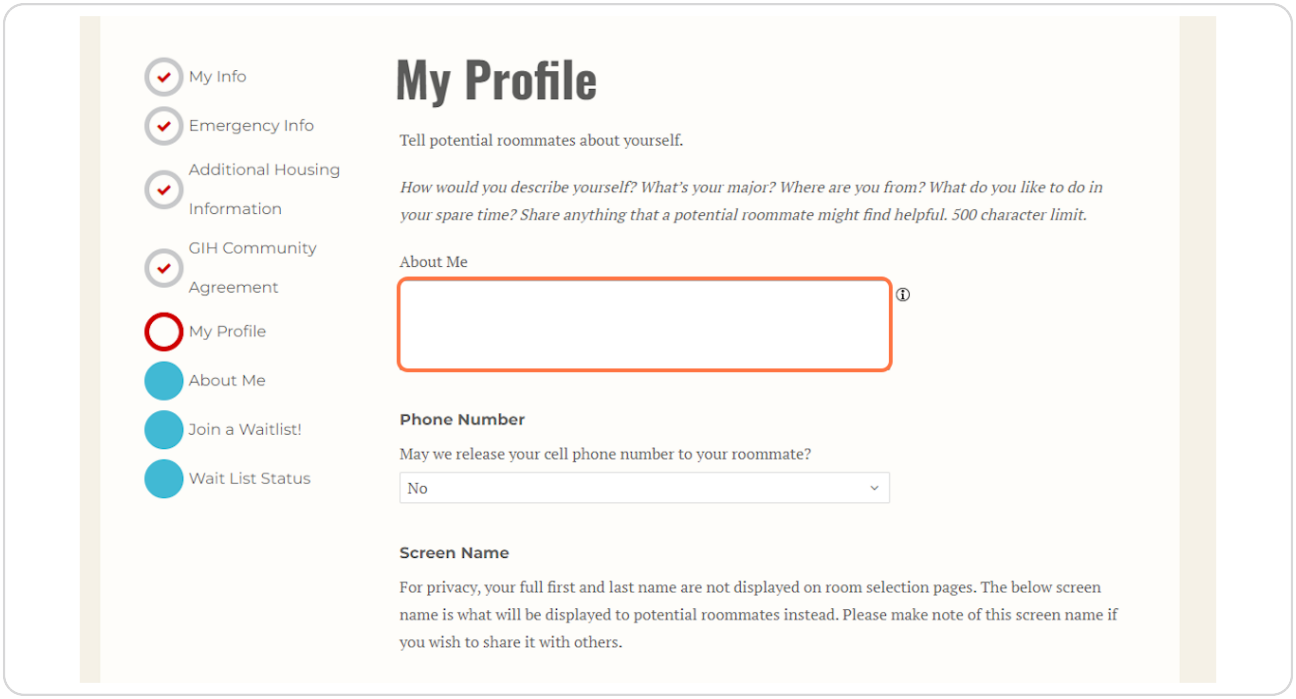


STEP 14

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.

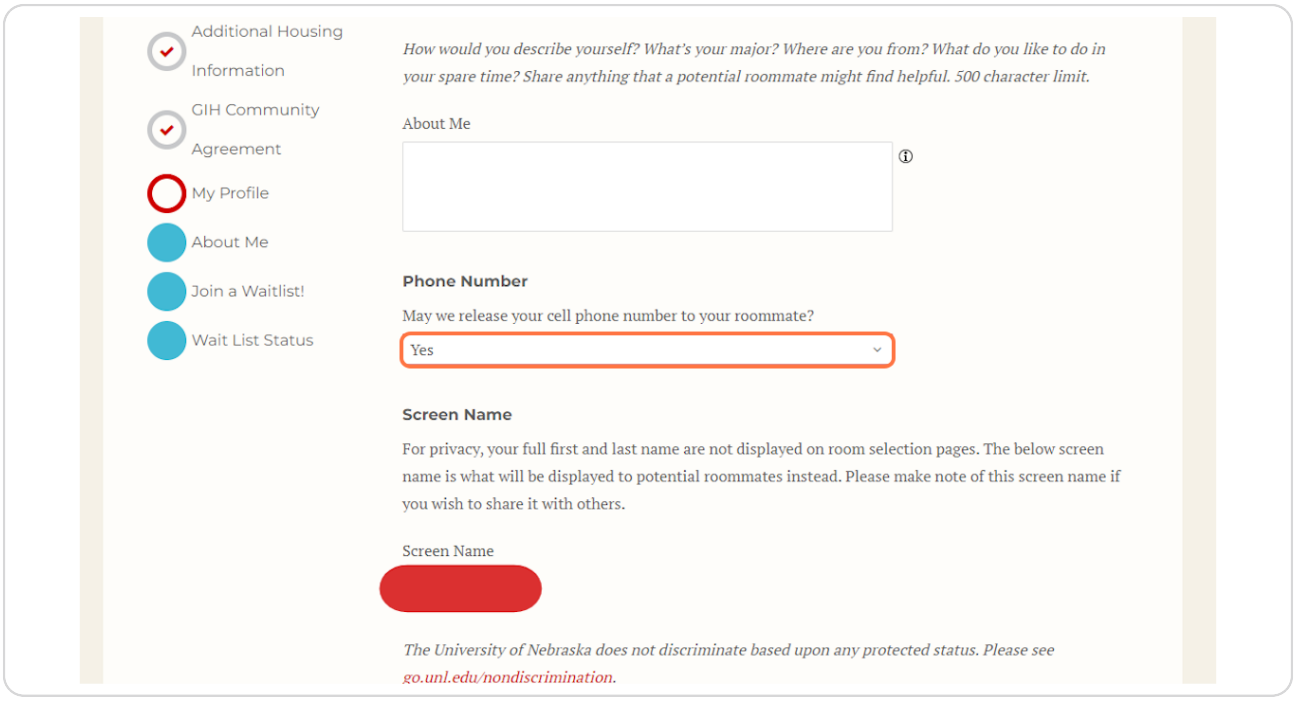
Please Note: The roommate finder will not be open for the Spring 2026 semester. University Housing will attempt to make the best possible roommate matches with the space that is available.



STEP 15

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.



STEP 16

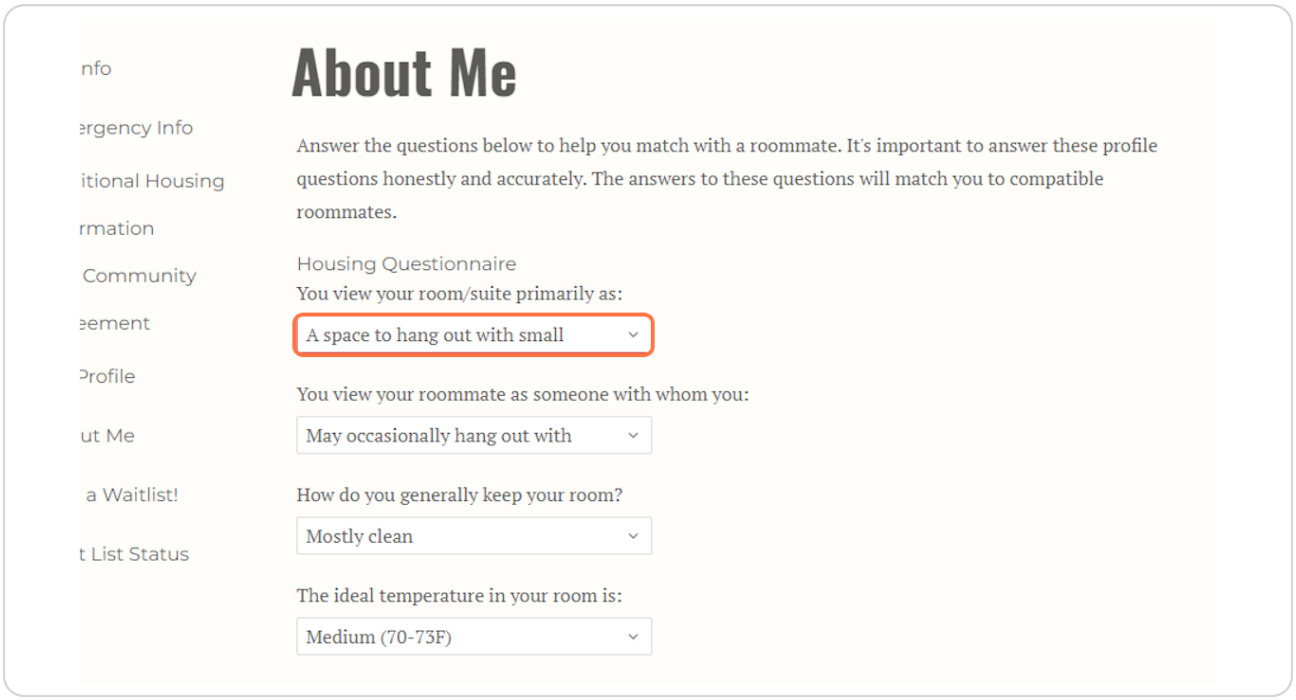
Click Save & Continue

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

STEP 17

Fill Out the Roommate Matching Questionnaire

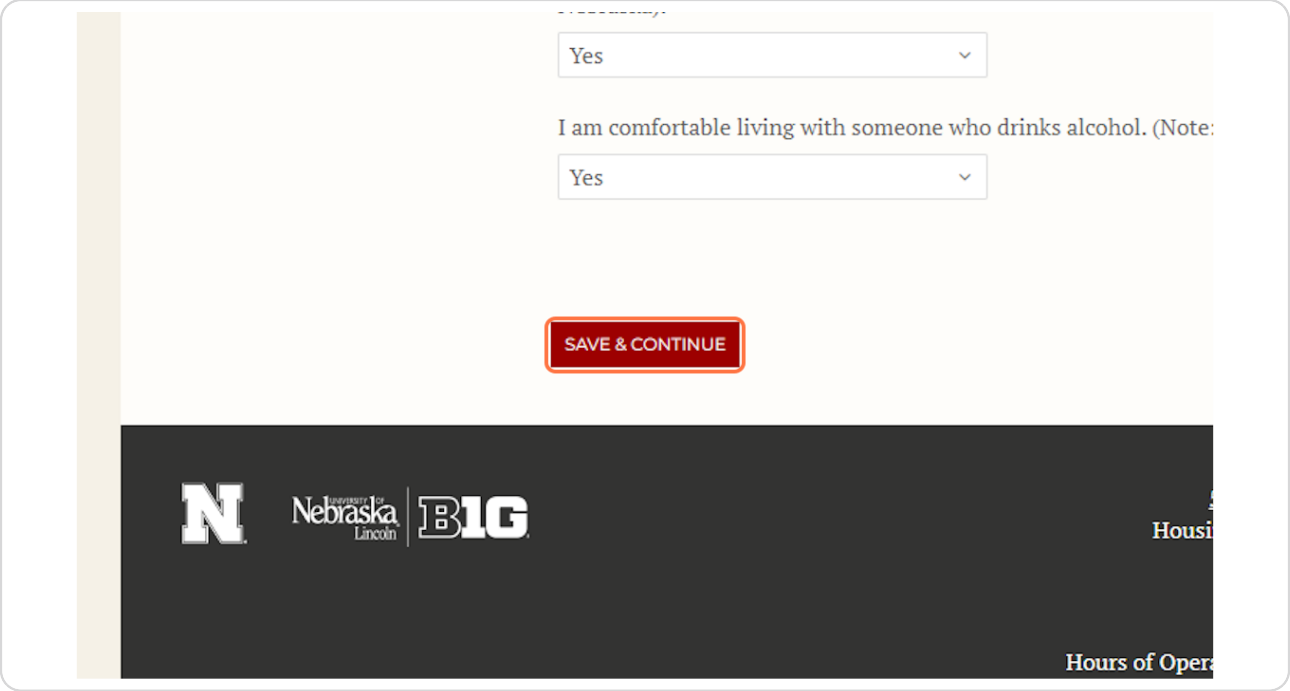
These questions about your lifestyle and preferences for your room and roommates will help us to match you with the roommates that will be a good fit for you.
You must answer all of the questions.



STEP 18

Click on Save & Continue

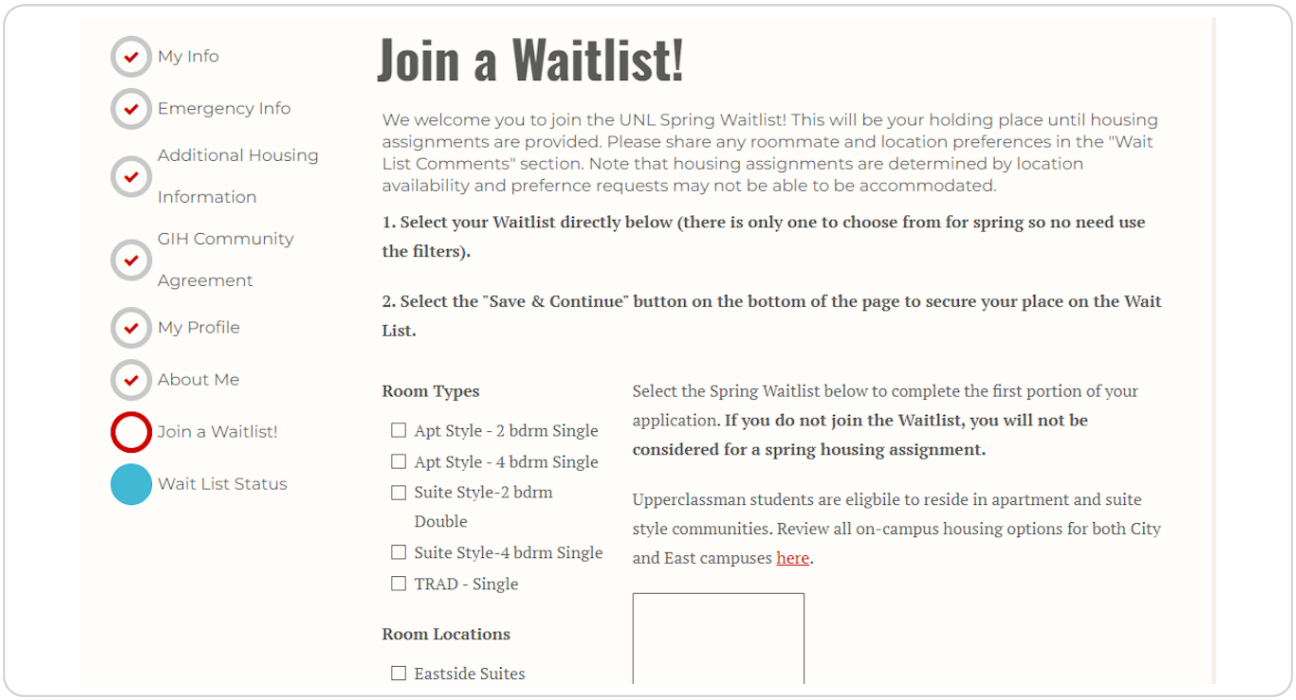
After completing all of the roommate matching questionnaire, click Save & Continue to move to the next page.



STEP 19

Join the Spring Waitlist

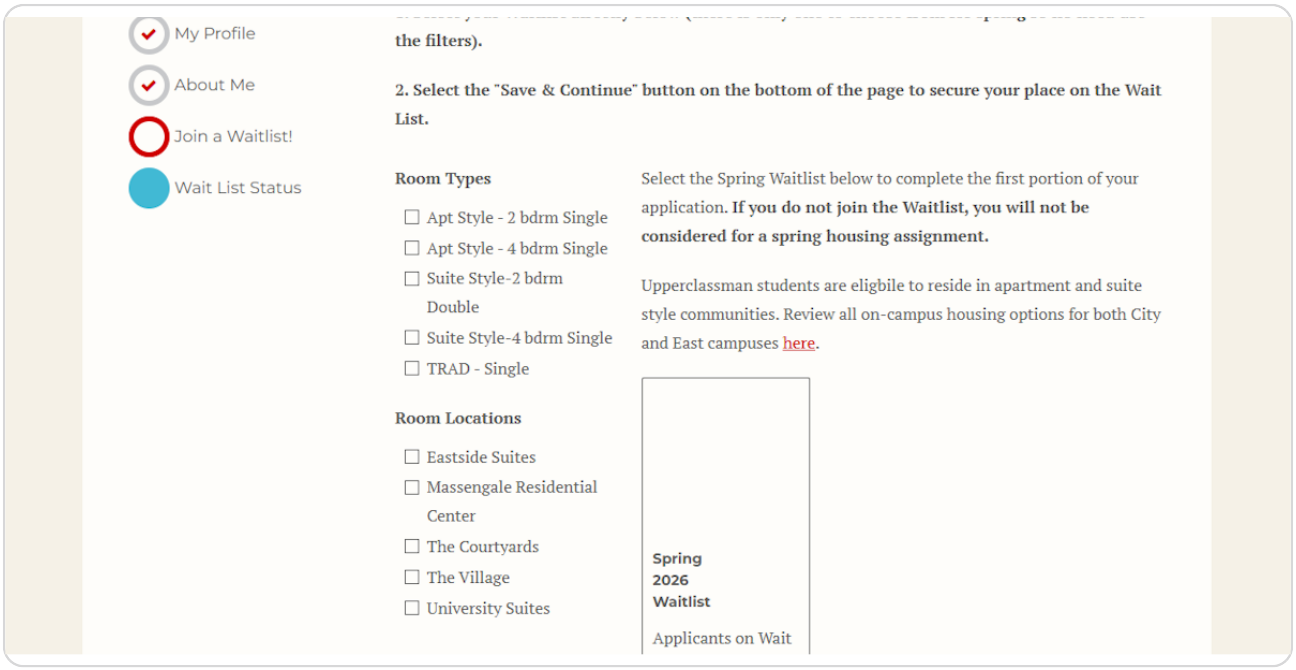
At this point in the application, you will add yourself to the Spring 2026 Housing Waitlist. Please ignore the room type and room location filters. Any selections you make using those filters will not be visible to University Housing Staff.



STEP 20

Click on Select Wait List

There is only one waitlist for Spring housing. It is called "2026 Spring Waitlist".
Click "Select Wait List" and then scroll to the bottom of the page.

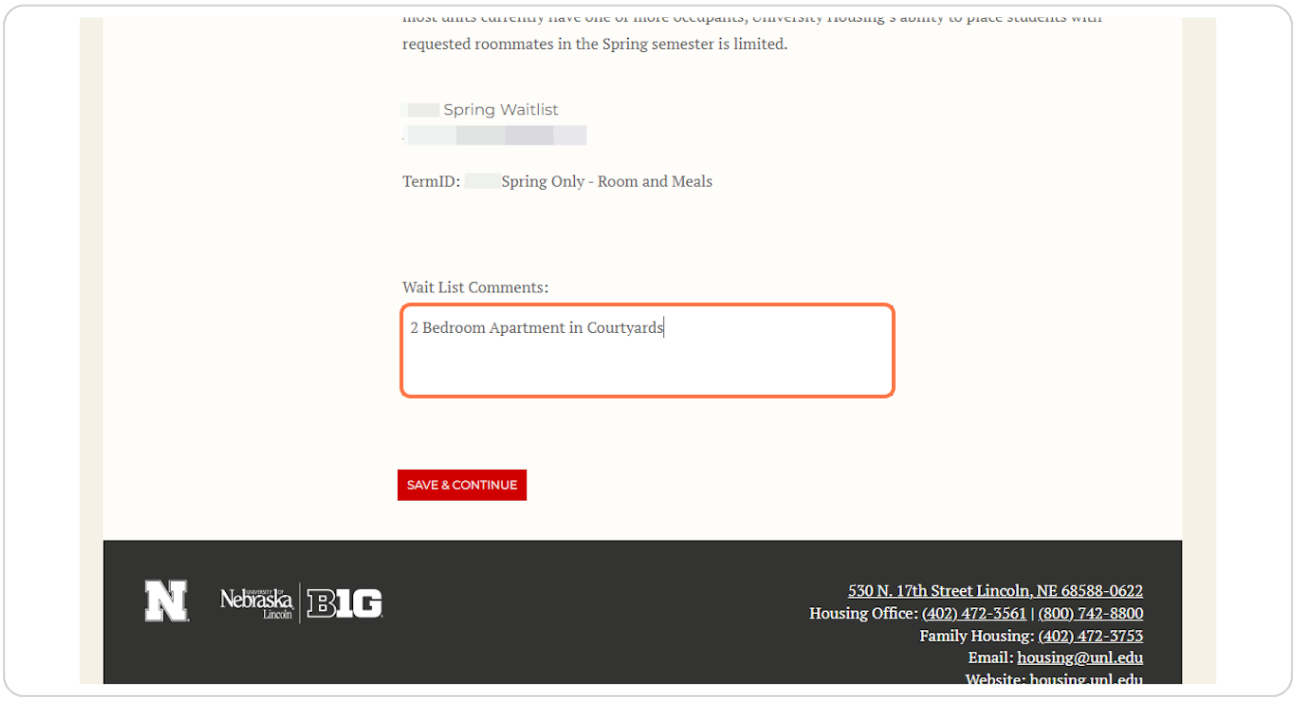


STEP 21

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.

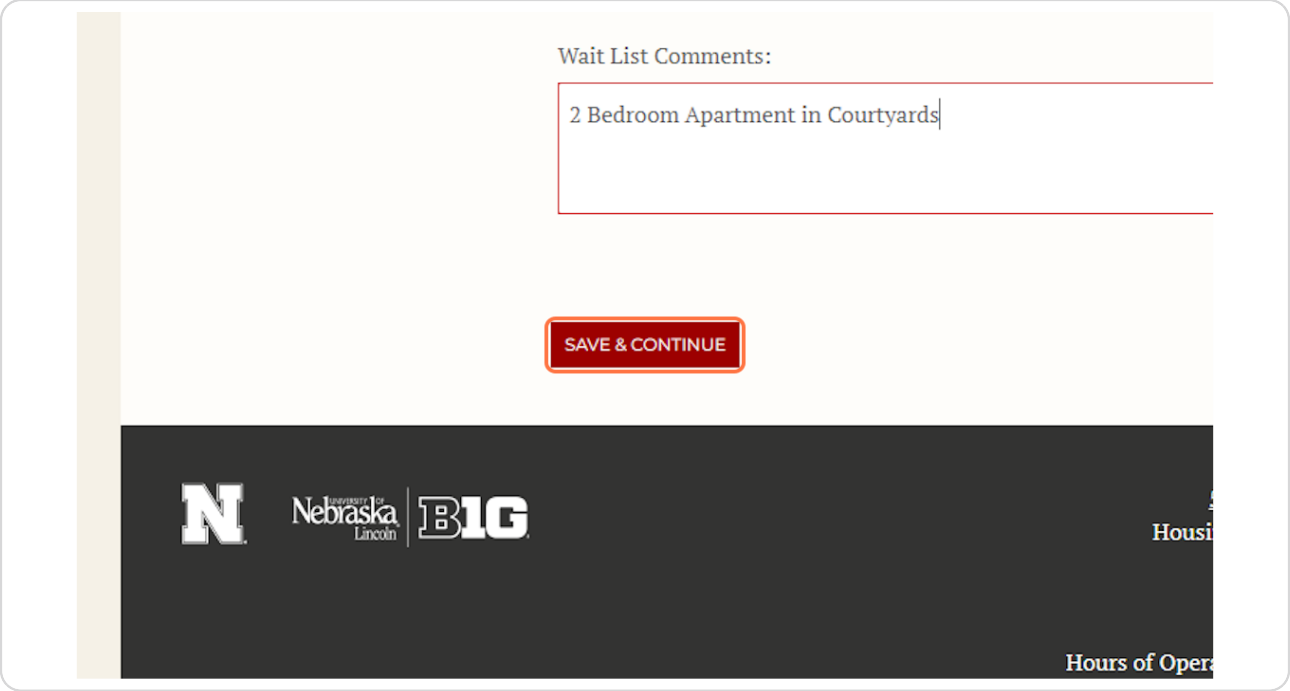
Please note that availability in on-campus housing for Spring is limited. University Housing will attempt to meet students' preferences for buildings, room types, and roommates, but there may not be availability to meet every student's request.
Our first priority is providing you with a safe and comfortable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



STEP 22

Click on Save & Continue

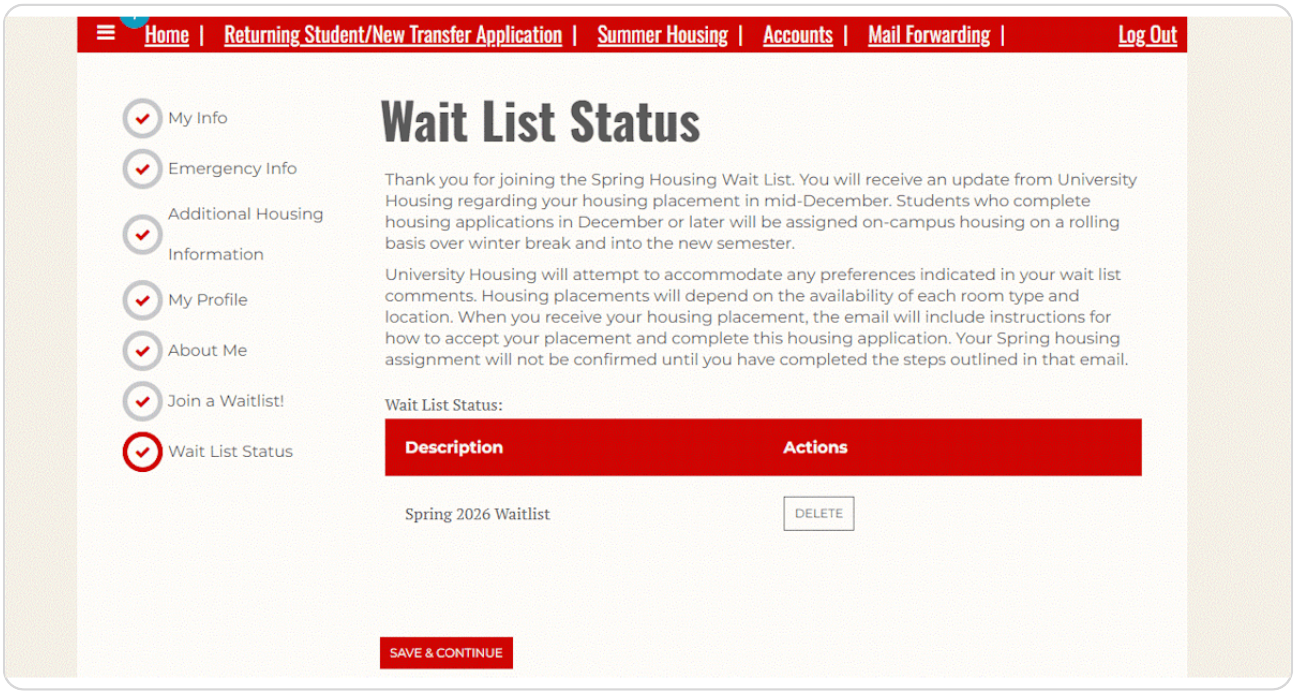
After clicking "Select Wait List" and adding any comments regarding your housing preferences, click Save & Continue to move to the next page.



STEP 23

You Have Joined the Waitlist!

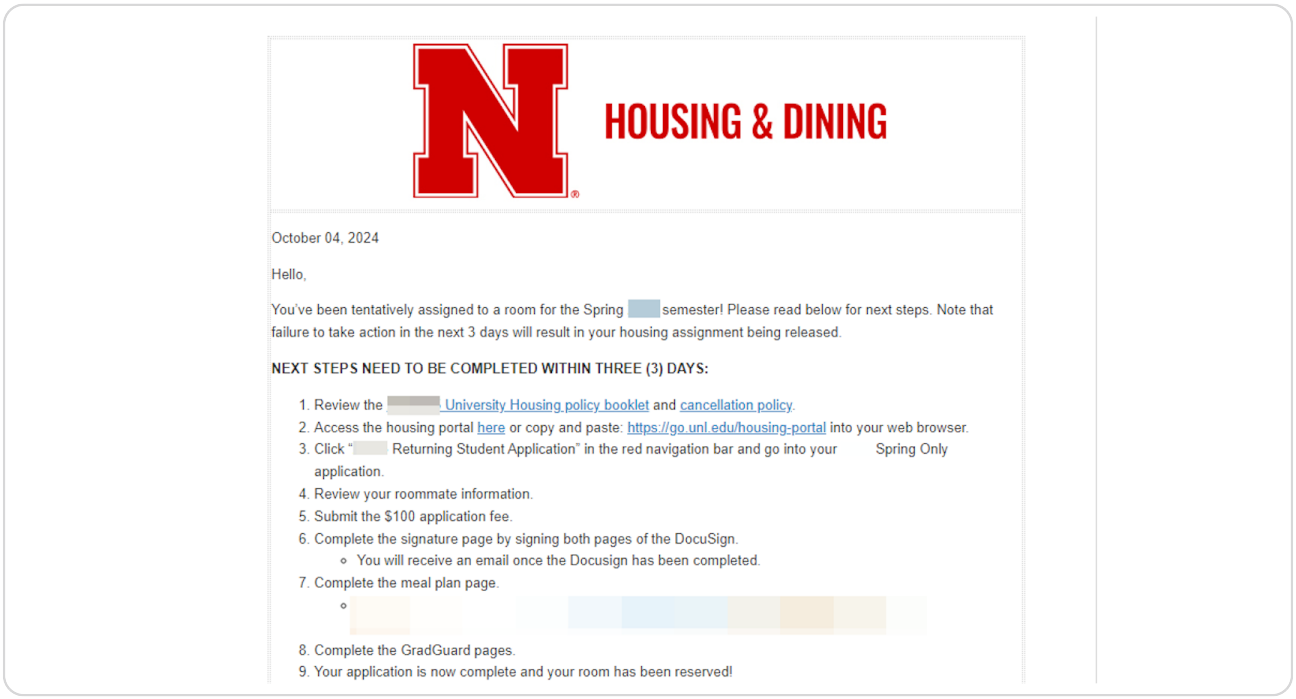
On this page, you should see a green notification bar that says, "You have been successfully added to waitlist: 2026 Spring Waitlist".
You will also receive a confirmation email to your Huskers email address that you have been added to the waitlist.



STEP 24

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 2026.
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 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.

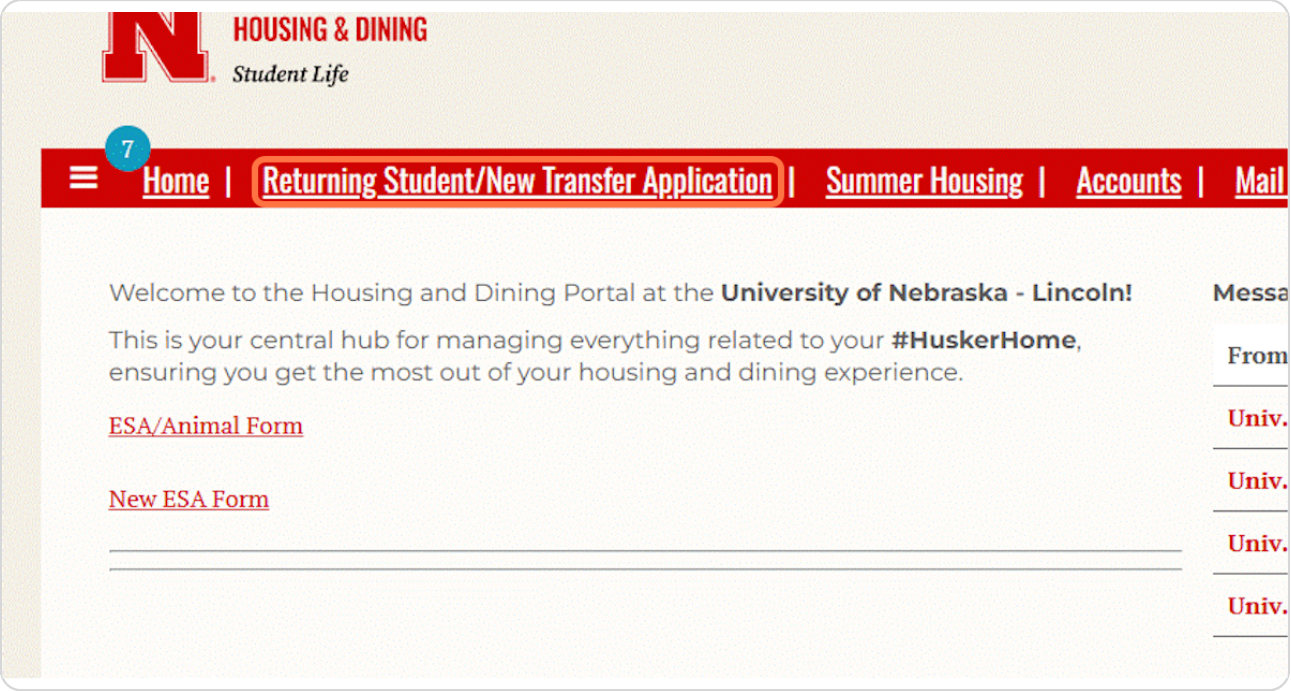
NEXT STEPS NEED TO BE COMPLETED WITHIN THREE (3) DAYS:

1. Review the 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 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.
    -
8. Complete the GradGuard pages.
9. Your application is now complete and your room has been reserved!

STEP 25

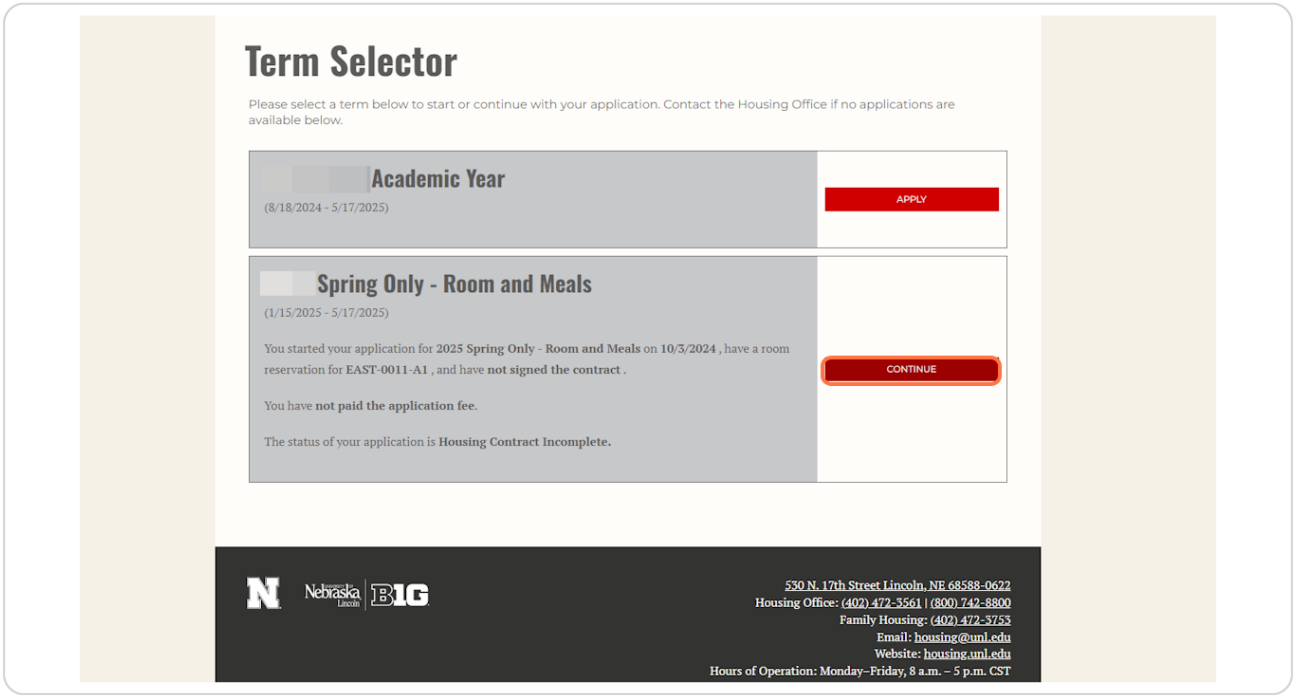
Click on Returning Student Application

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



STEP 26

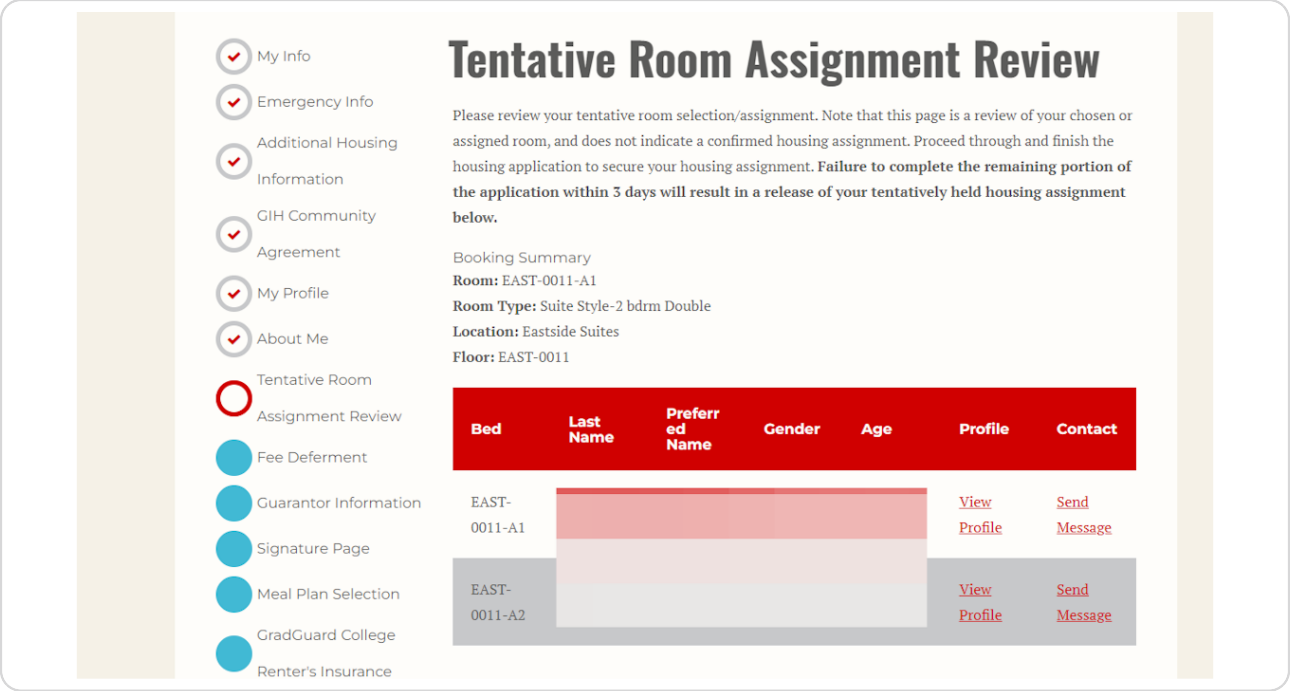
Click on Continue for 2026 Spring Only – Room and Meals



STEP 27

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.

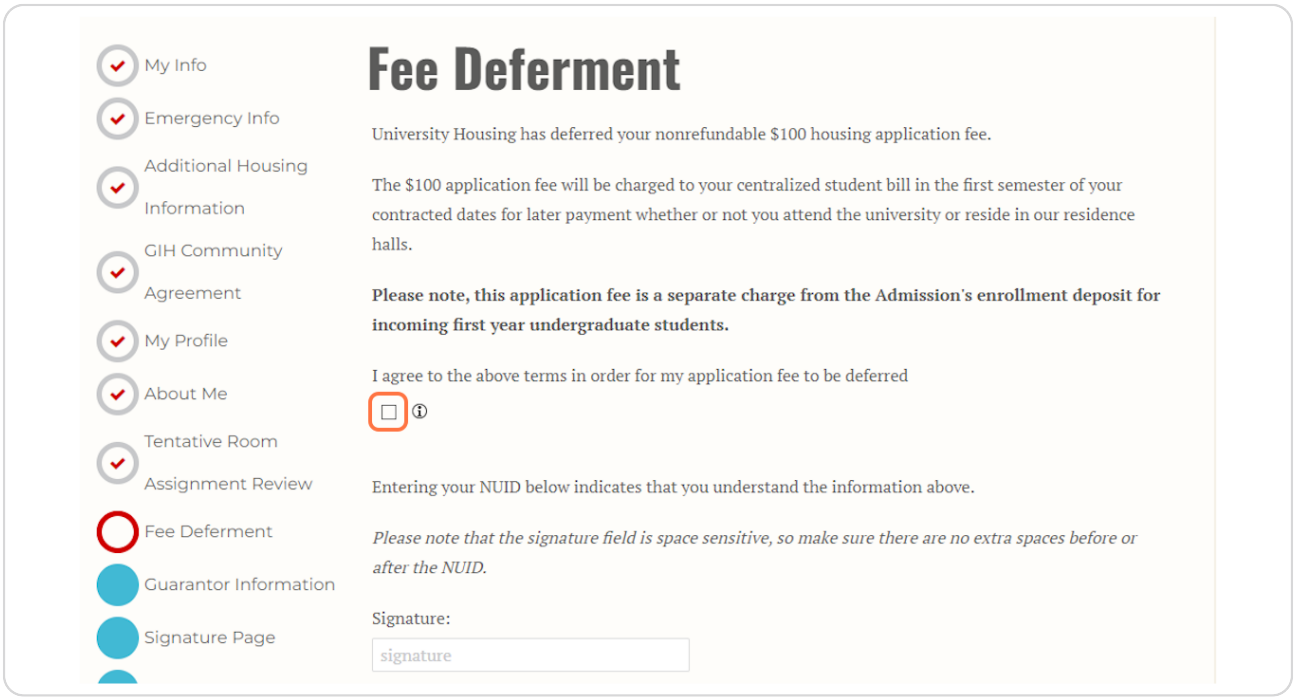


STEP 28

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.

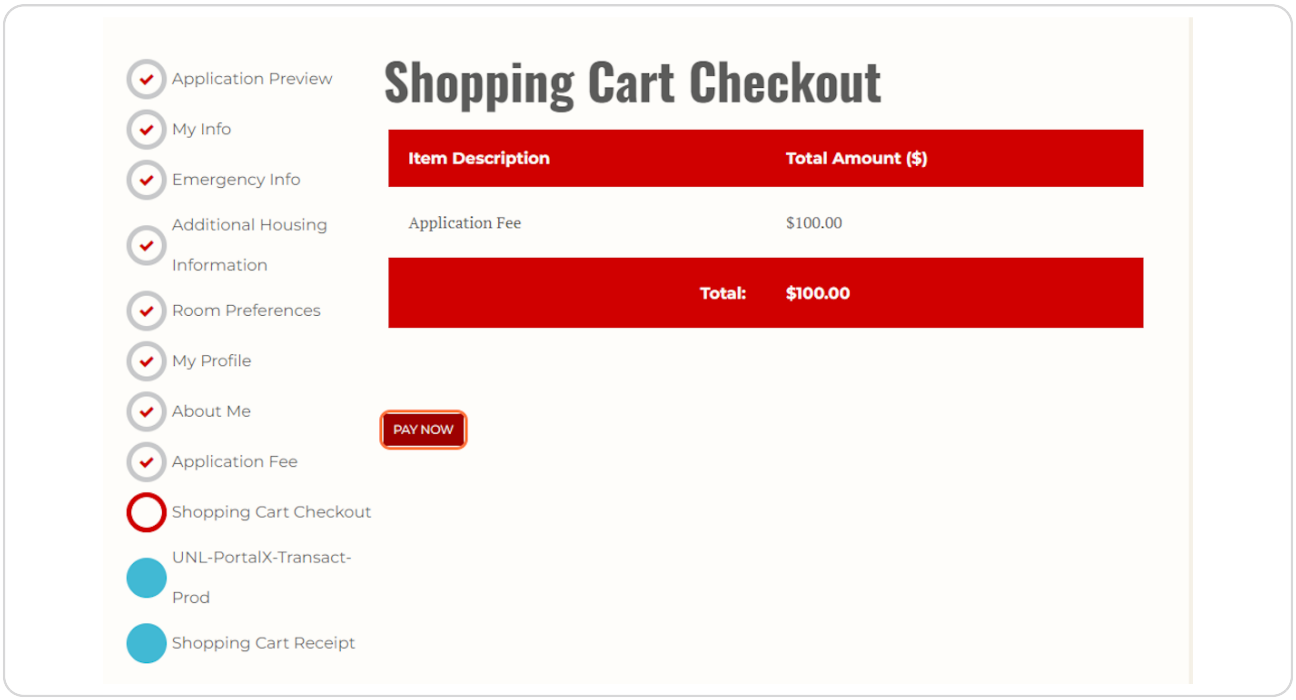
All other students will skip this page and move to the step below.



STEP 29

Pay the Housing Application Fee

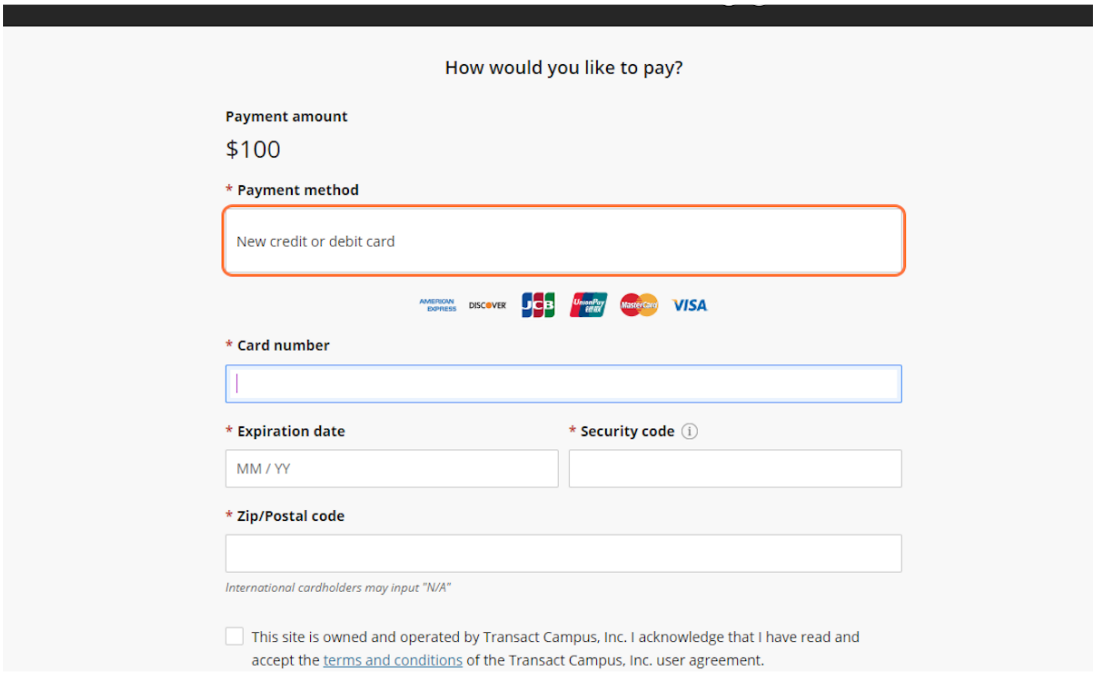
If your application fee is not deferred, you will reach the "Shopping Cart Checkout" page where you will see the $100.00 application fee.
Click Pay Now to navigate to the CashNet website and pay the fee.



STEP 30

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.

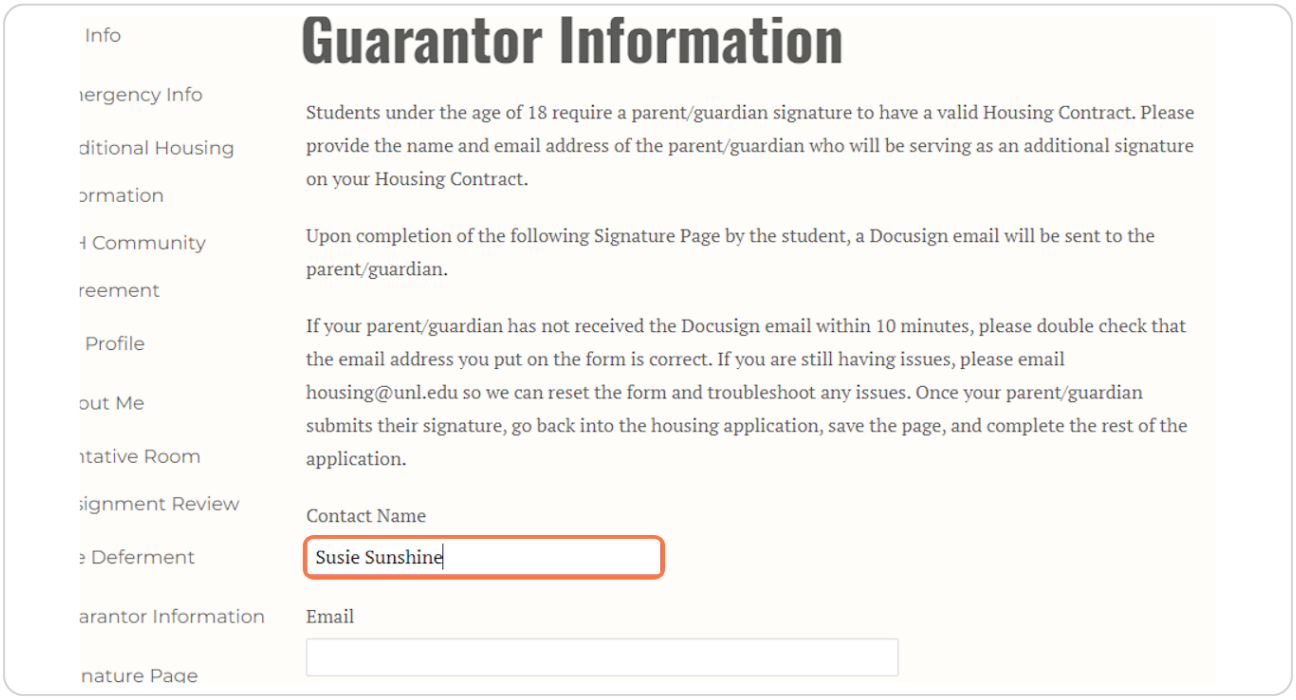


STEP 31

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.

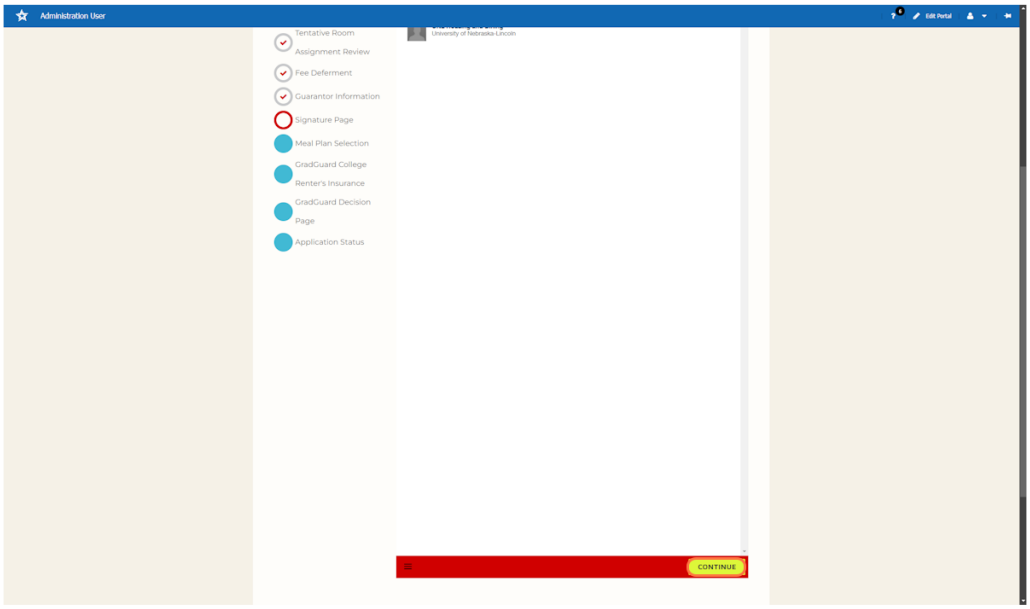
If you are 18 years or older, you will automatically move to the next page.



STEP 32

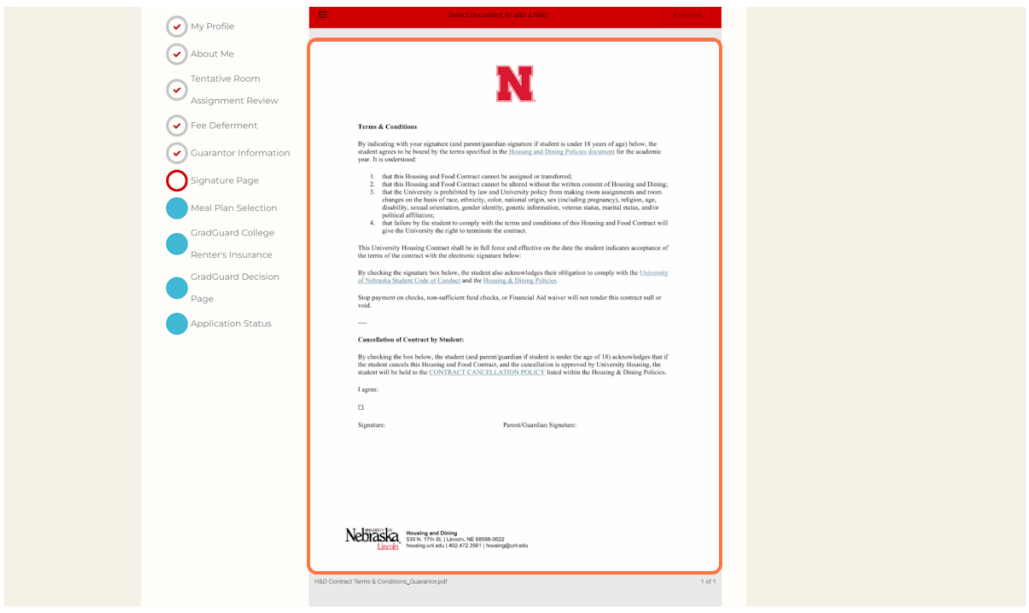
Sign the Housing & Dining Contract

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.



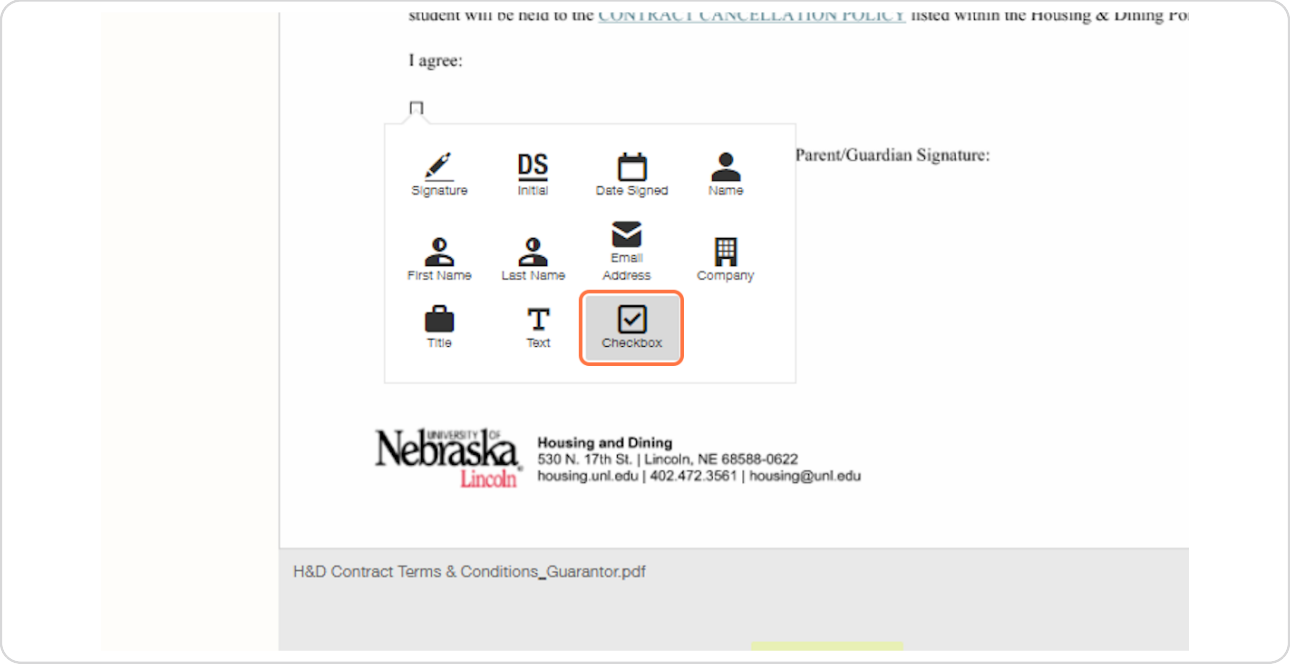
STEP 33

Review the Housing Contract.



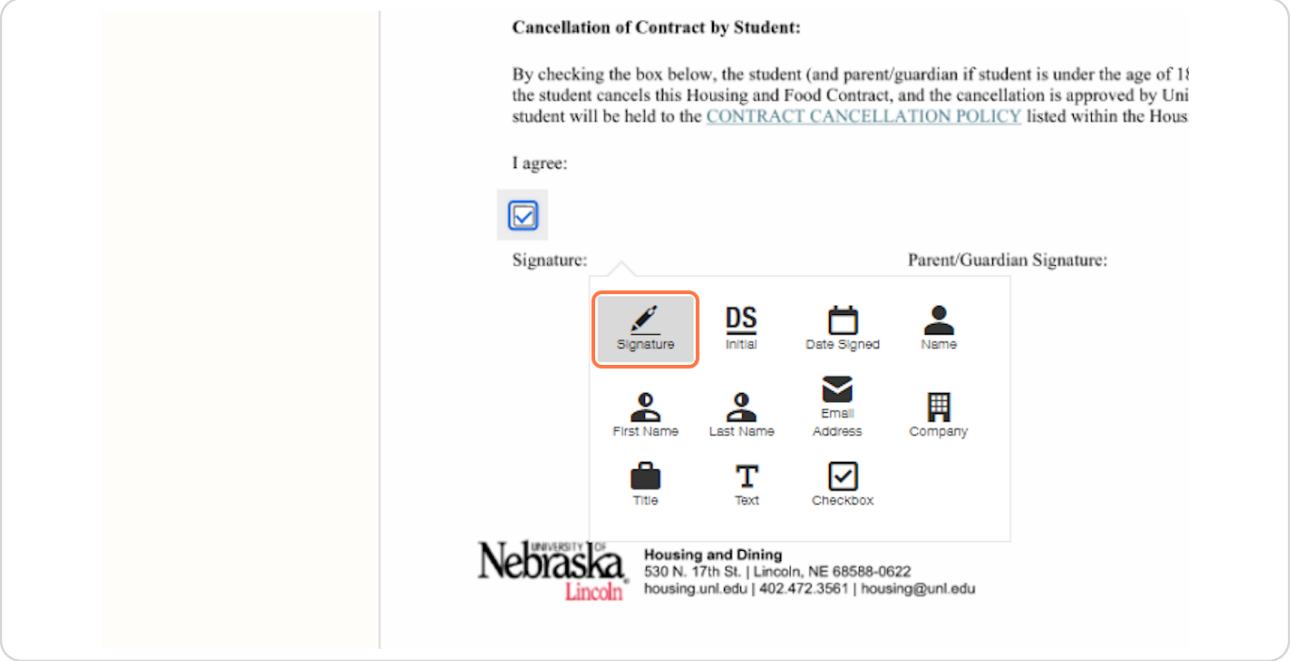
STEP 34

Click on the Checkbox to Agree to the Cancellation Policy



STEP 35

Add Your Signature



STEP 36

Click on FINISH

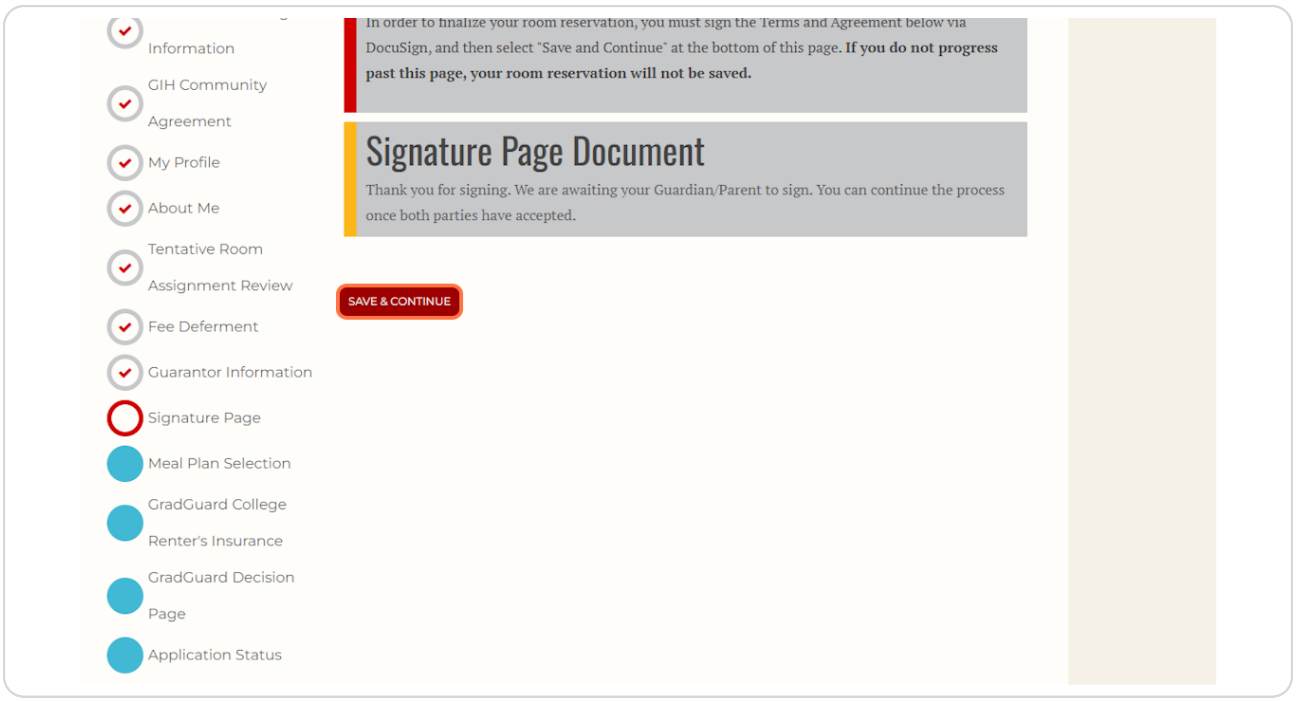
STEP 37

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.

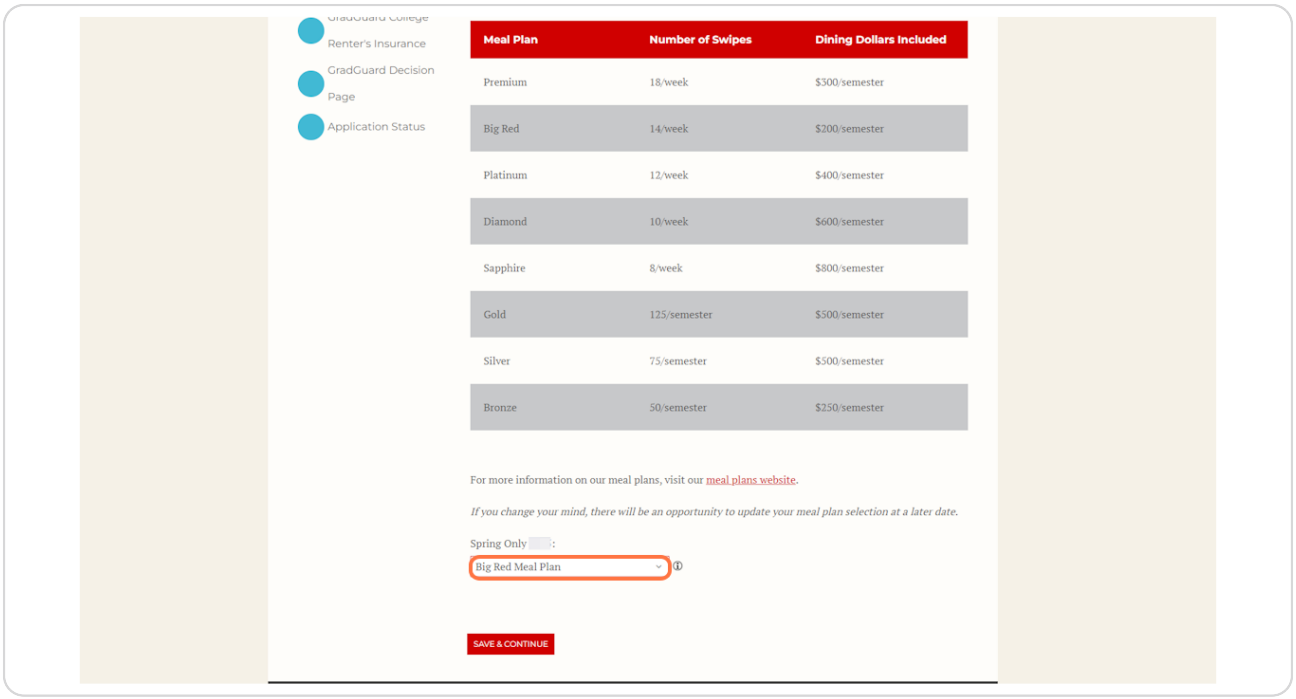
If you have any issues with the DocuSign, please reach out to Housing by emailing housing@unl.edu or calling 402-472-3561.



STEP 38

Review Meal Plan Options and Select a Meal Plan

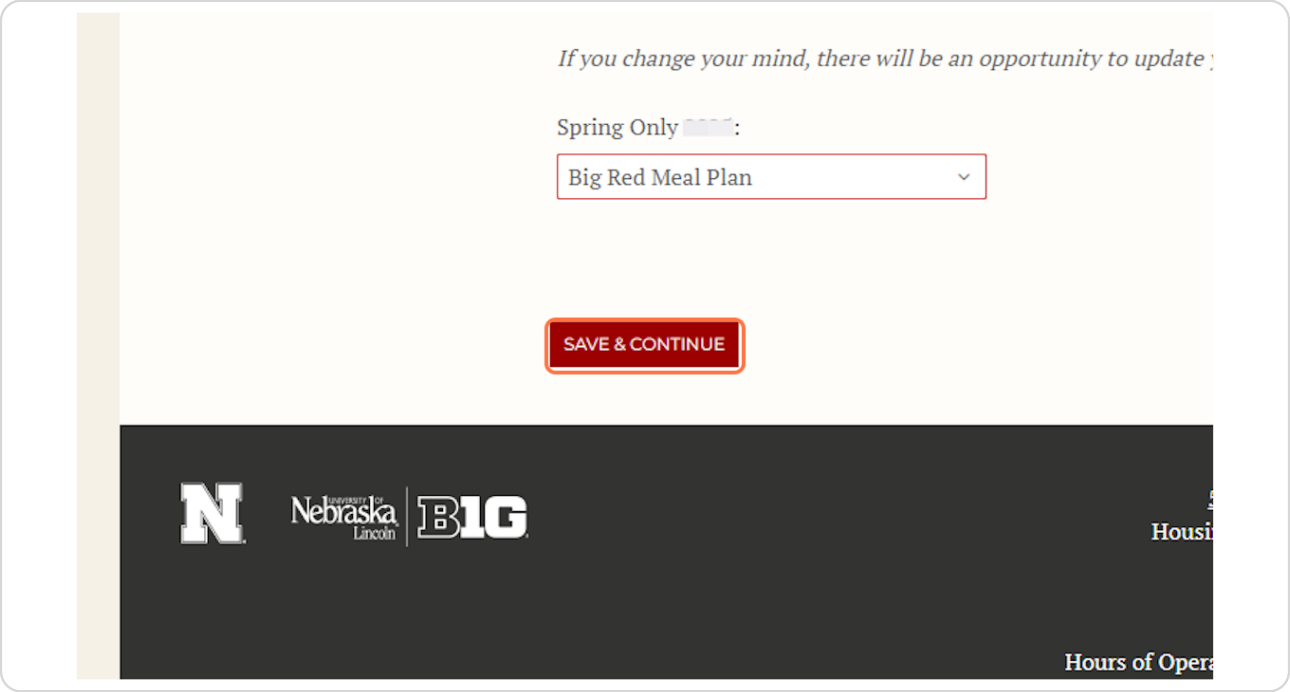
Students in Suite-Style and Traditional housing are required to have a meal plan.
If you have been placed in Apartment-Style housing, then you will also have the option to select "No Meal Plan".
Review the meal plan website, decide which meal plan you would like, and then select it from the drop down.



STEP 39

Click on Save & Continue

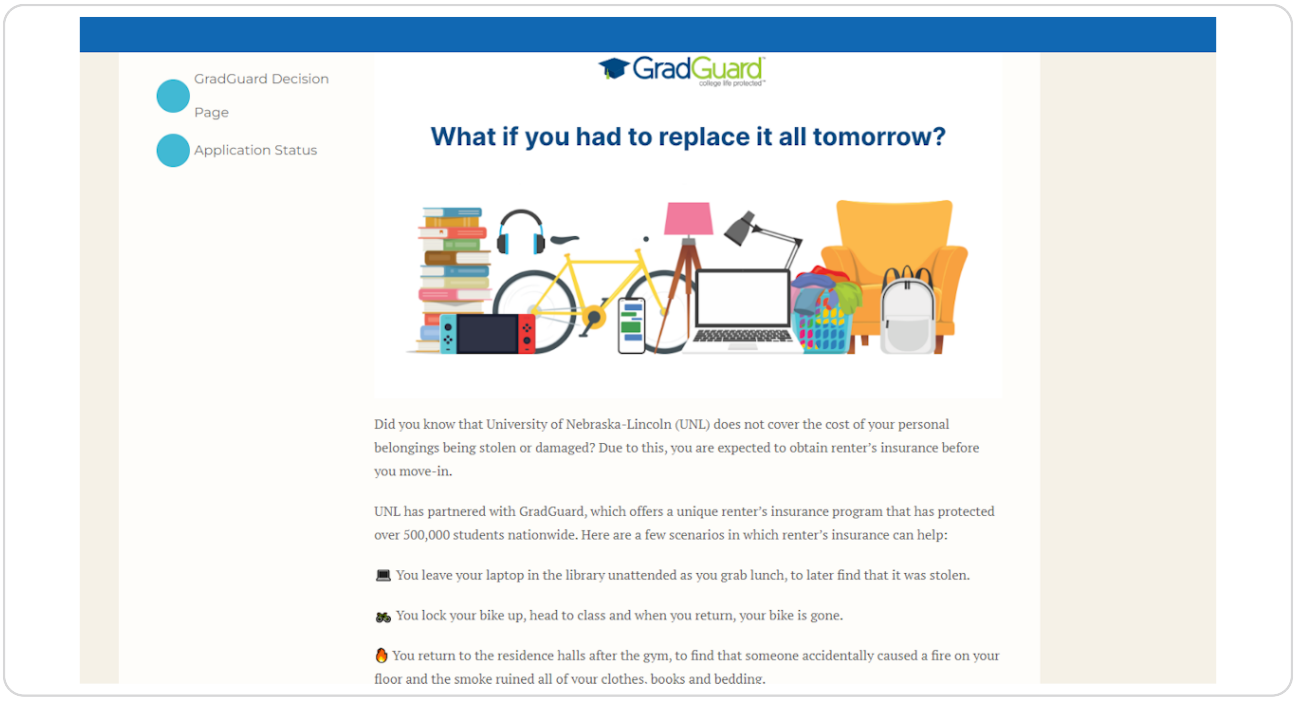
After selecting your meal plan, click Save & Continue to move to the next page.



STEP 40

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.

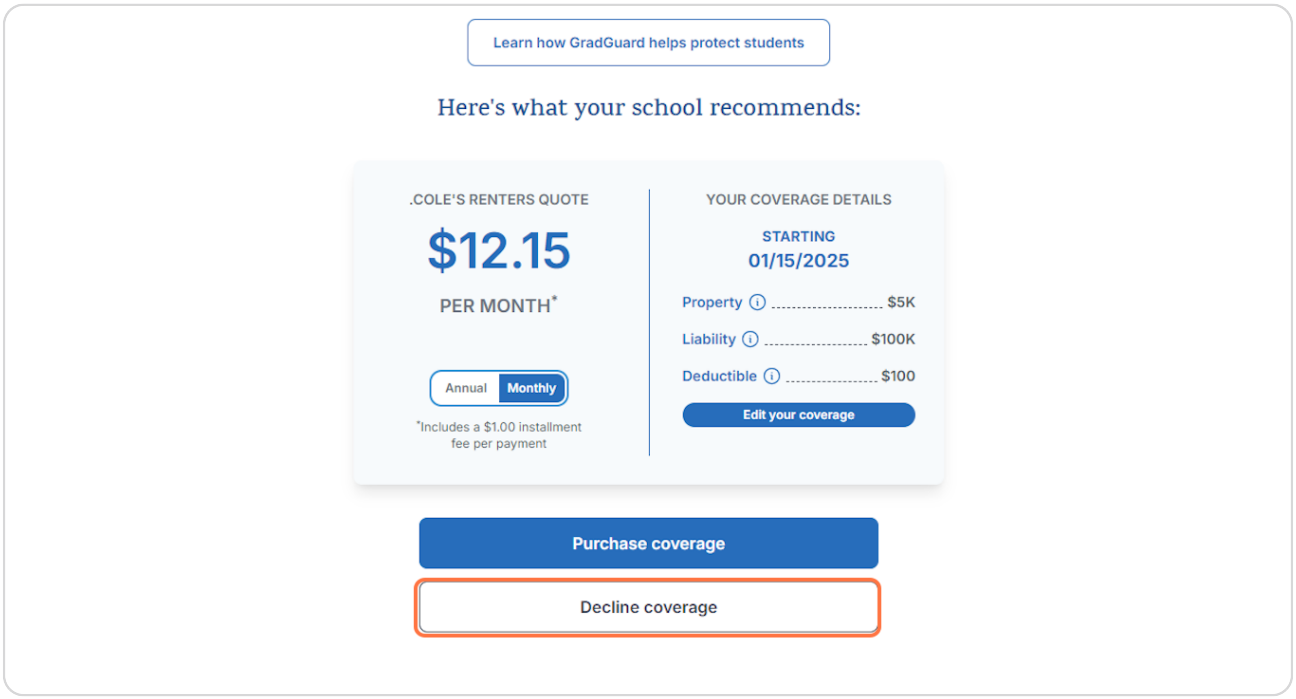


GradGuard – College Life Protected

STEP 41

Select Whether to Purchase or Decline Renters Insurance

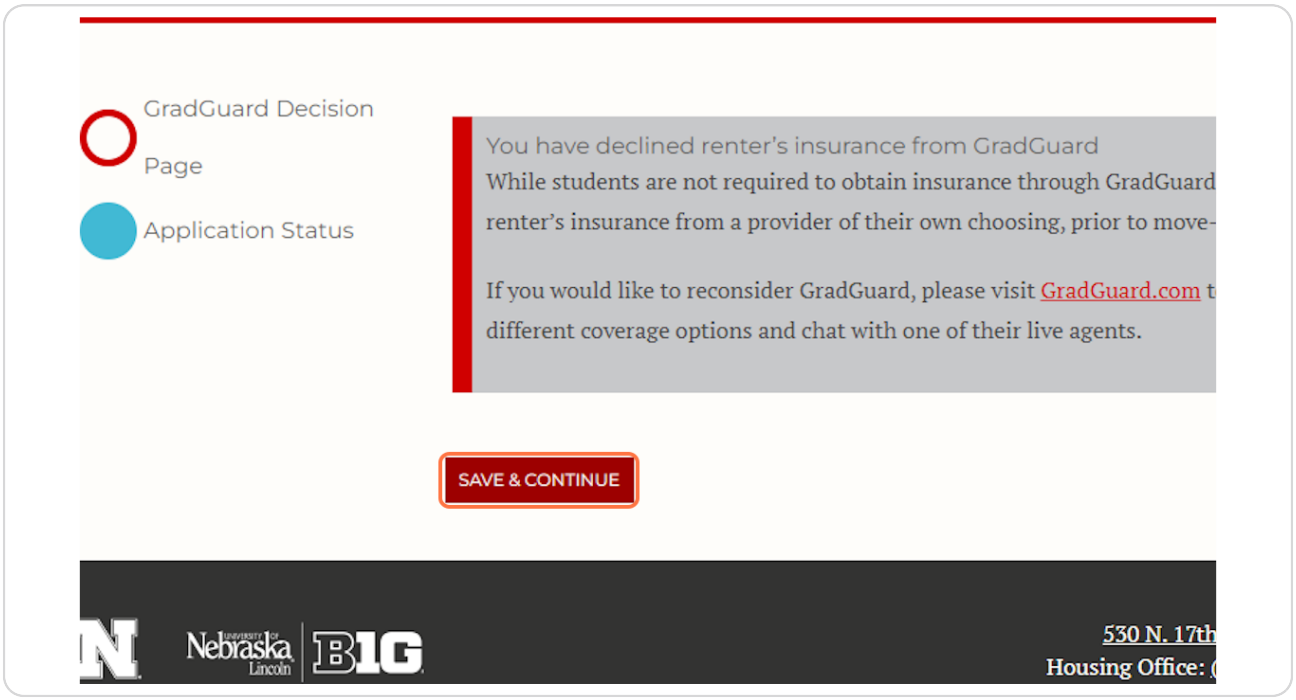
GradGuard will provide you with a quote for renters insurance, and you will have the option to purchase or decline it.
After you have followed all of the steps on the GradGuard website, you will navigate back to your housing application in the housing portal.



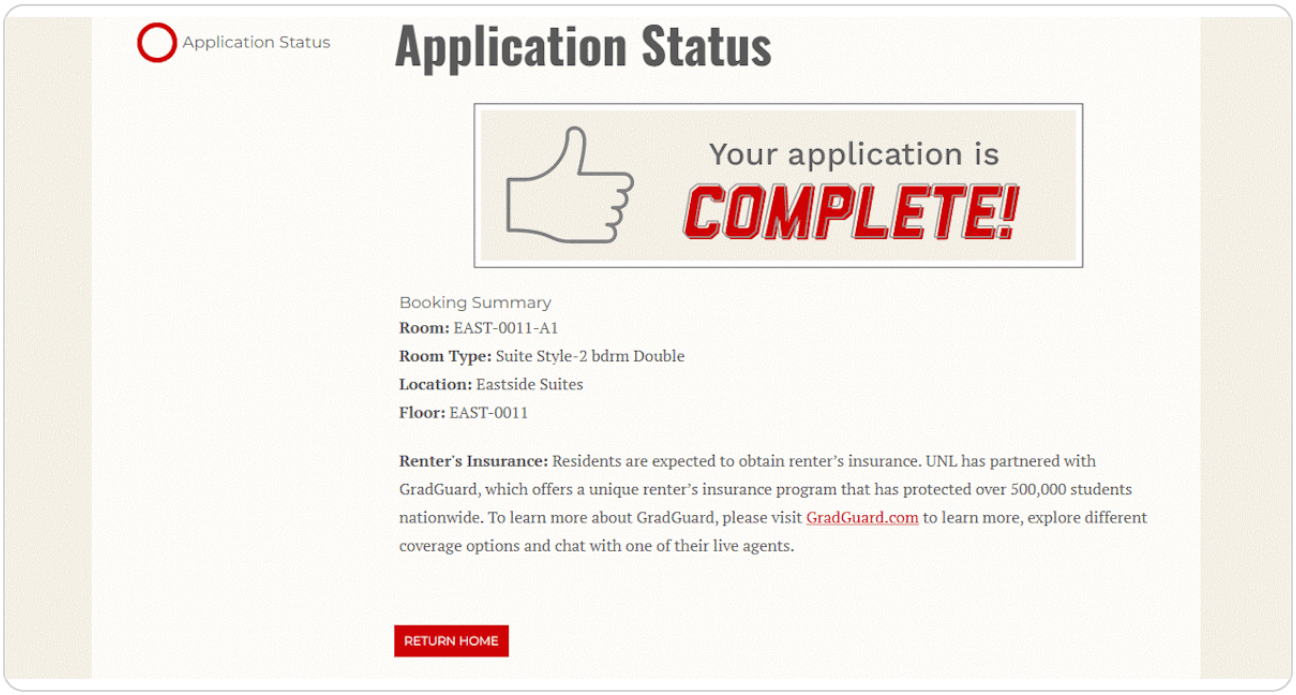
STEP 42

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.



STEP 43

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 2026 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.