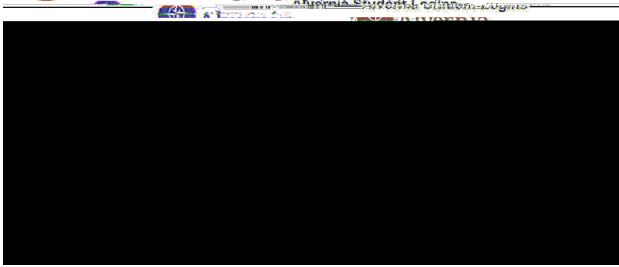


## I want to live on campus for the 2023-24 academic year!

- Step by step instructions to complete the online Housing Application.

Before you continue, you must first ensure you have accessed your Alvernia email and reset your password. If you have not yet done that, go to the Login page for Office 365.

- Use the login information that you have been provided by Admissions on the Alvernia Student Logins Sheet. You will be prompted to re-set your password upon first login.



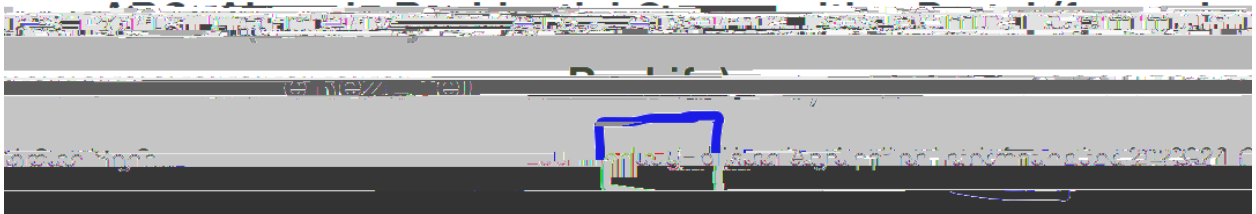
Once you have assured that your Alvernia email is ready, proceed as follows:

Pay your \$250 Housing Deposit either online by [logging into Mee](#)

- If paying by check or money order, please mail to: Alvernia University ATTN: Office of Student Financial Services 400 St. Bernardine Street Reading, PA 19607. Also, include a note that specifies what the money is to be applied to such as student ID and na2Tn ( a)-15 ieCy2

2. Log in to [ARC](#) which can be found on the login page of the Alvernia Website.

- To log in you will need to use the [4&6@alvernia.edu](#) ([last123456@alvernia.edu](#)) and same password used for checking email. If you have issues logging in, please contact the Service





10. Once you have checked both boxes, please click "submit application"

Please review your application details before proceeding.

Your application overview



[You may reference this link for more detailed information.](#)

Now that I have completed my housing application, on my homepage I have the ability to complete a roommate group (if I know who I'd like to live with), and/or create a roommate profile so I can search for potential roommates:



### How to Create a Roommate Group

1. Complete your application.
2. Click on the words "Roommate Group" on the left side of the screen.
3. Name your group (something that is appropriate please).

4. You can only select students who have a completed housing application in ARC, so make sure that your friends have completed their application.
5. Enter your friends Alvernia email address, [Firstname.Lastname@alvernia.edu](mailto:Firstname.Lastname@alvernia.edu). (You can only add people that you are permitted to live with for example first year's can only live with other first-years.)
6. Tell your friends to login to their ARC page and accept the group that you have created.

### **No Roommate Group/Looking For Someone to Live With?**

1. Complete your housing application.
2. Click on "My roommate profile" on the left-hand side of the screen, or you can find this under "recommended actions."
3. Follow the instructions to turn on your profile and share some information about yourself. Enter as little or as much information that you are comfortable with.
4. Decide how you want to share the information.



5. Share how you would like others to contact you \*please note you determine what contact information you disclose, AU does not provide that for students.

If you get stuck at any point or have any questions, please contact ORL via email [reslife@alvernia.edu](mailto:reslife@alvernia.edu).

## When Will I Find Out My Housing Assignment?

All assignments will be sent out via Alvernia email by mid-July for those wh2 403.4ts9 (h)10.1 (o)-9.6 (.6 (s)-4.3)-4 (s)s8ud.