Housing Application Checklist

Returning to your application to choose same space or update your roommate group will not affect your completion time, as long as you do not resign your housing license.

Roommate Group:

- ☐ Verify your roommate group by clicking **"Accept"** on the *Roommate Group* page.
- ☐ If you want to leave your group, click **"Leave this Group"** on the *Roommate Group* page.
    - ☐ If you are the group leader and need to remove someone, click **"Remove Roommate."**
- ☐ To join a group, click **"Join Group."**
- ☐ To change the group leader, click **"Make Leader"** on the *Roommate Group* page.

Classification:

- ☐ Make sure your classification is accurate. It's based on your **academic standing**, **current residence**, and **admitted term**. To see your classification, look under the QR code in your MyHousing Portal.
    - ☐ All Campus = Rising Upper-Class Residents
    - ☐ Main Campus = Rising Sophomore Residents

- ☐ If your classification is incorrect or you're unsure, email: **student_housing@csumb.edu**

Application Completion:

- ☐ Sign the **Housing & Dining License Agreement** and click **Submit** on the final page of the application.
- ☐ You can update some details (like roommate groups), but your **submission time stays the same**.

$200 Application Fee:

- ☐ Confirm you have paid the **$200 application fee**.
- ☐ If you accidentally paid twice, contact **Student Receivables**.

Same Space:

- ☐ If you currently live in **East Campus** or a **Family Unit** and plan to stay next year, we **strongly recommend selecting Same Space**