Follow the instructions and screenshots below to submit a Roommate Request

1. **In order for an incoming student to request an incoming student, both students must:**
   - Complete Financial Check-In
   - Not have housing

2. **In order for an incoming student to request a current student, the incoming student must:**
   - Complete Financial Check-In
   - Not have housing
   
   **and the returning student must:**
   - Be in a residential degree program and enrolled in residential courses
   - Not have housing

3. **In order for a current student to request a current student, both students must:**
   - Be in a residential degree program and enrolled in residential courses
   - Not have housing

- Log-In to Myhousing through ASIST
- Select appropriate term and click on ‘Select On-Campus Housing’

- Select the ‘Roommate’ icon

- Click on ‘Search for a Roommate’
- In at least one field, type in the appropriate number or name of the requested student.
- Click ‘Search for a Roommate’ once information is entered.

* If more than one result appears, select the desired student and click ‘Add selected student’

* If ‘No matching students were found’, the requested student may not be eligible
- If you receive a blank screen after entering a student’s information, refresh the page by clicking the ‘Roommate’ icon.

- The Roommate Request has been submitted.
- The requested student must now go into the application and click ‘Confirm’
- The Roommate Request has now been confirmed and completed.