

STEP 1

[Go to Home | SCU Housing Portal](#)

STEP 2

Click "Login"

IMPORTANT NOTE

STUDENTS ARE REQUIRED TO FILL OUT THEIR OWN APPLICATION! If you are not the student, please make sure your student completes their application.

Welcome to the SCU Housing Portal.

If this is your first time accessing the new SCU Housing Portal, you will need to complete the "First Time Password Set"

If you're a regular on our portal, please proceed to the Login page and enter your email and password.

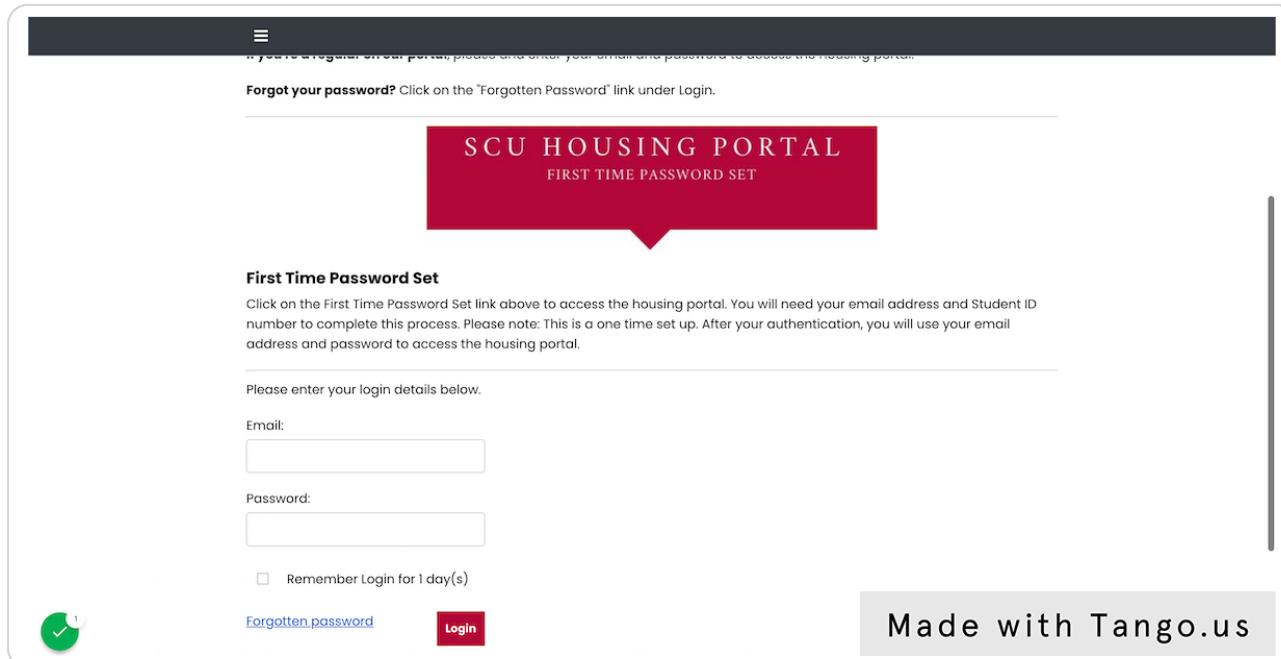
Forgot your password? Click on the "Forgotten Password" link under Login.

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STEP 3

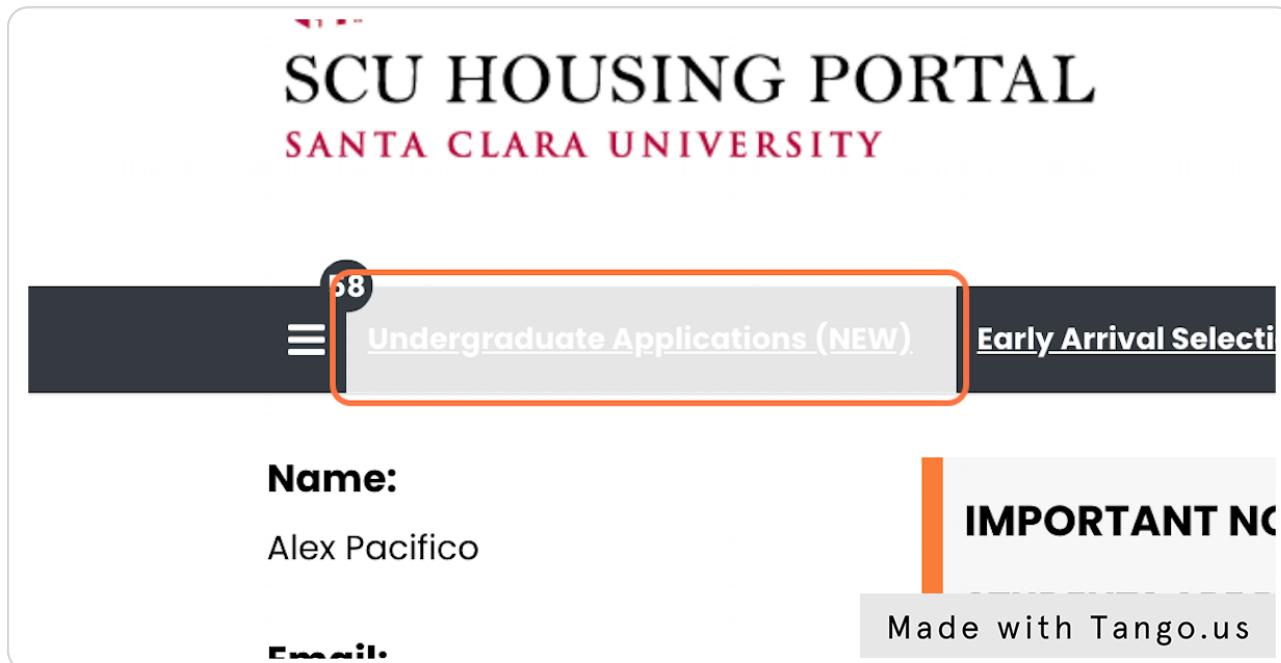
Fill in your SCU email and Housing Portal Password and click "Login"



The screenshot shows the SCU Housing Portal's 'First Time Password Set' page. At the top, there is a dark header with a 'Forgot your password?' link. Below it is a red banner with the text 'SCU HOUSING PORTAL' and 'FIRST TIME PASSWORD SET'. The main content area has a heading 'First Time Password Set' with a sub-instruction: 'Click on the First Time Password Set link above to access the housing portal. You will need your email address and Student ID number to complete this process. Please note: This is a one time set up. After your authentication, you will use your email address and password to access the housing portal.' Below this, there are fields for 'Email:' and 'Password:', both with placeholder text. There is also a checkbox for 'Remember Login for 1 day(s)'. At the bottom, there are 'Forgotten password' and 'Login' buttons, and a 'Made with Tango.us' watermark.

STEP 4

Click on Undergraduate Applications (NEW)



The screenshot shows the SCU Housing Portal's main dashboard. The top features the 'SCU HOUSING PORTAL' logo with 'SANTA CLARA UNIVERSITY' below it. A navigation bar on the left includes a '68' notification badge, a menu icon, and a 'Undergraduate Applications (NEW)' button, which is highlighted with an orange border. To the right of the dashboard, there is an 'Early Arrival Selecti...' button. Below the dashboard, there is a 'Name:' field containing 'Alex Pacifico' and an 'Email:' field. To the right, there is an 'IMPORTANT NO...' section and a 'Made with Tango.us' watermark.

STEP 5

Click on the drop down menu

The screenshot shows a dropdown menu titled 'Select Next Step'. The menu is currently open, displaying three options: 'Please select next step', '2023-2024 Incoming First Year Housing Application', and '2023-2024 Transfer Student'. The first option is highlighted with a blue background. A red box is drawn around the first option, 'Please select next step', indicating it is the correct choice. The text 'Made with Tango.us' is visible in the bottom right corner of the menu area.

STEP 6

Click on Junior and Senior Application and Click "Next"

The screenshot shows a page titled 'Select Next Step'. Below it is a box containing the text '2023-2024 Junior & Senior Housing Application'. Below this box is a red button with the word 'Next' in white. A blue box is drawn around the 'Next' button, indicating it is the correct choice. The text 'Made with Tango.us' is visible in the bottom right corner of the page area. At the bottom of the page, the Santa Clara University logo is displayed, along with the text '500 El Camino' and 'Made with Tango.us'.

STEP 7

Fully read about the Junior & Senior Application before proceeding

2023-2024 Junior & Senior Housing Application

The on-campus housing application for 2023-2024 Juniors & Seniors is completed via your eCampus account by selecting "Manage Housing" in the additional resources section. Therefore, in order to submit a Housing Application, you'll need your eCampus login and password.

Of course, you'll also need access to the internet; we have found that Google Chrome and Mozilla Firefox are the optimal web browsers to use when completing the housing application.

A \$500 pre-payment deposit; deposits can ONLY be paid using a debit or credit card. Obtaining a waiver for the pre-payment deposit is not available.

Before beginning a housing application, you should confirm if you will apply as an individual or if you will apply with a group of other students.

If you apply as a member of a group, one member of the group will need to create a Group Profile. All other members of the group will need to connect their application to this Group Profile. Details about creating a Group Profile as well as how to add a Group Profile to your application are available in the video demo. If you apply as an individual you will NOT need to create a profile.

Make sure that you and all the members of your group complete the housing application by 11:59PM March 10th, 2023.



Next

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STEP 8

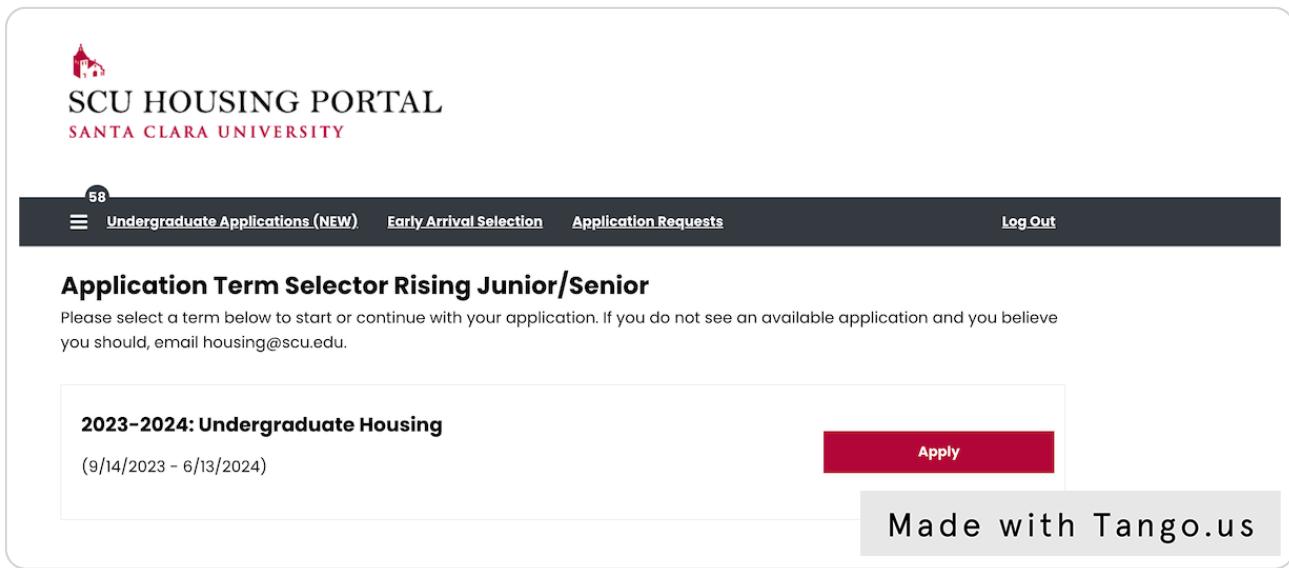
Click on Next

Next

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STEP 9

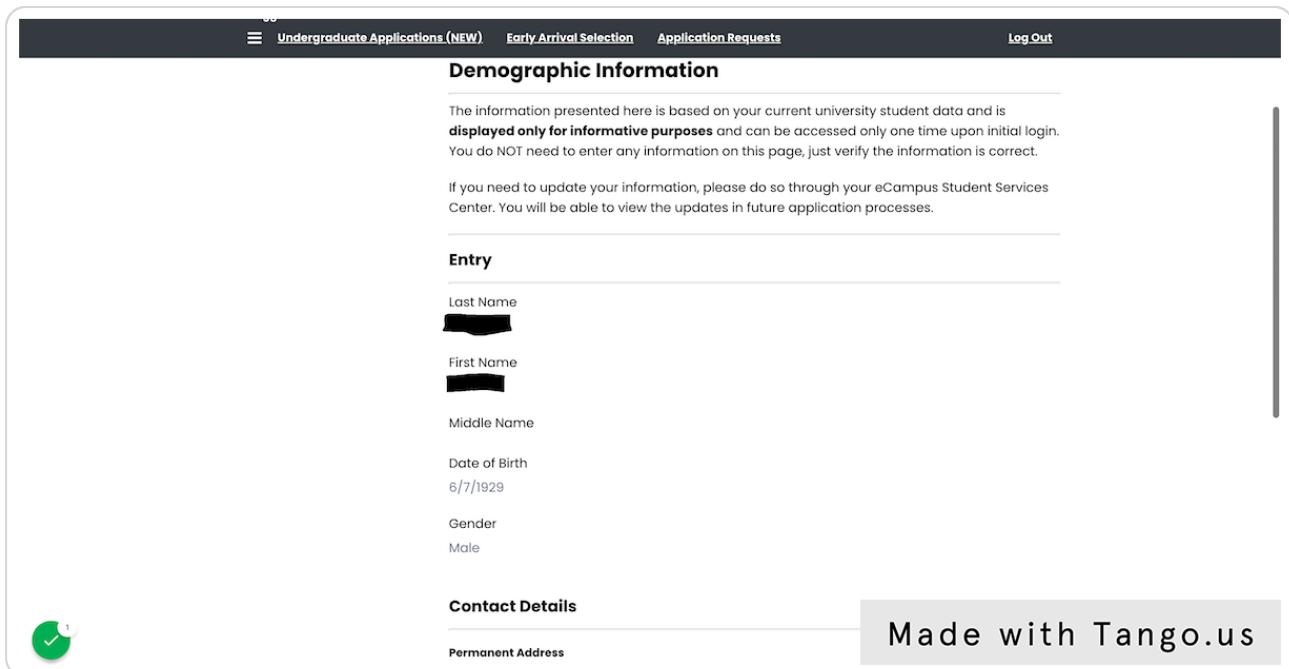
You will see the 2023-2024 Undergraduate Application populate on your screen, then click "Apply"



The screenshot shows the SCU Housing Portal homepage. At the top, there is a logo of a building and the text "SCU HOUSING PORTAL" and "SANTA CLARA UNIVERSITY". Below the logo is a navigation bar with a "58" notification, menu icon, "Undergraduate Applications (NEW)", "Early Arrival Selection", "Application Requests", and "Log Out" buttons. The main content area is titled "Application Term Selector Rising Junior/Senior" and includes a sub-section for "2023-2024: Undergraduate Housing" (9/14/2023 - 6/13/2024). A red "Apply" button is visible. A watermark "Made with Tango.us" is in the bottom right corner.

STEP 10

Under the Demographic Information page, your information will populate automatically from your portal



The screenshot shows the "Demographic Information" page. The top navigation bar is identical to the previous screenshot. The main content area is titled "Demographic Information" and contains a message about the information being based on current university student data and being displayed for informative purposes. It also states that users do not need to enter any information on this page, just verify it is correct. Below this, there is a "Entry" section with fields for Last Name (redacted), First Name (redacted), Middle Name, Date of Birth (6/7/1929), and Gender (Male). At the bottom, there is a "Contact Details" section with a "Permanent Address" field and a "Made with Tango.us" watermark.

STEP 11

Click on Save & Continue



STEP 12

Read through the 2023-2024 Undergraduate Housing Contract

The image shows a screenshot of the Santa Clara University Undergraduate Housing Contract. The title 'Contract E-Sign' is at the top. Below it is a 'GetPdf' viewer showing two pages of the contract. The first page contains the title 'Santa Clara University Undergraduate Housing Contract' and a detailed description of the contract's terms. The second page contains the 'Terms and Conditions of Occupancy' section. At the bottom, there is a note: 'Please e-sign the Santa Clara University Undergraduate Housing Contract below by marking "I Agree" below.' A green circular icon with a checkmark is on the left. A text input field 'Enter Full Name of Parent or Guardian If You Are Under' is at the bottom left. A 'Made with Tango.us' watermark is on the bottom right.

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STEP 13

Once you read through the contract, if you agree check off "I Agree" and "Save and Continue"

Save & Continue

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STEP 14

Fill in the appropriate information including: Years at SCU, Studying Abroad & what quarter your occupancy should begin. Then Click "Save & Continue".

RISING JR/SR General Information

Current and incoming students with housing accommodation requests related to gender identity and expression should contact housing at housing@scu.edu. Placement decisions will be made on a case-by-case basis depending on the needs of the student making the request.

Years at SCU

Including this current academic year, how many years have you studied at SCU?

If studying abroad, which quarter(s) will you be abroad?

Read more information about study abroad and housing [here](#).

2023-2024 Occupancy to Begin

Let us know which quarter you would like to begin your occupancy for the 2023-2024 academic year.

Occupancy Begin

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Save & Continue

STEP 15

If you have any Disability-Related Accommodations please note them here and be sure that you also schedule and meet with OAE. **Please note if you decide to join a group, your OAE Accommodation will not be used as you will go through Room Selection**

Disability-Related Accommodations

The following two boxes are ONLY for students requesting disability-related housing accommodation(s); please leave blank if you do not have a disability-related housing accommodation(s) request.

All students requesting disability-related housing accommodations must register and submit their housing accommodation request to [Office of Accessible Education](#) (OAE) no later than April 1, 2022.

PLEASE NOTE: Due to high numbers of requests, the Housing Office has limited space available; this includes housing for disability-related accommodation(s). The Housing Office makes every effort to provide approved housing accommodation(s); students are strongly encouraged to register with OAE as soon as possible. Failure to request disability-related housing accommodation(s) by April 1, 2022, may result in the inability by the Housing Office to provide the disability-related housing accommodation(s). **Housing accommodations may become void if the selected housing preferences on your housing application contradict the nature of the approved housing accommodation(s) and/or if you apply for housing as part of a group. A group is defined as a student requesting to live with one or more room/suite mates.**

Do you have any disability-related accommodation needs we should know about?

<empty>

Do you have any medical conditions we should know about?

<empty>

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STEP 16

Click on Save & Continue (If you do not have any accommodation needs please leave this blank)

Save & Continue

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STEP 17

Even though you will be going through room selection, we ask that all students complete the compatibility questions so that we have them on file just incase.

Compatibility Questions

This is your Standard Profile. Answer the following questions by selecting the statement which is closest to your preference. If applicable, this information will be used for matching with a potential roommate.

Santa Clara University is a smoke-free, tobacco-free campus. Smoking and other tobacco products are prohibited from use at all time in University Facilities. This includes ALL residential facilities owned and operated by Santa Clara University.

Smoking Preferences

Are you a smoker or are you willing to live with a smoker?

Smoking is not permitted on the SCU campus, including the residence halls.

No

Sleeping Habits

How do you sleep best?

Medium

Do you consider yourself an early bird or night owl?

Medium



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In general, I like to have friends.

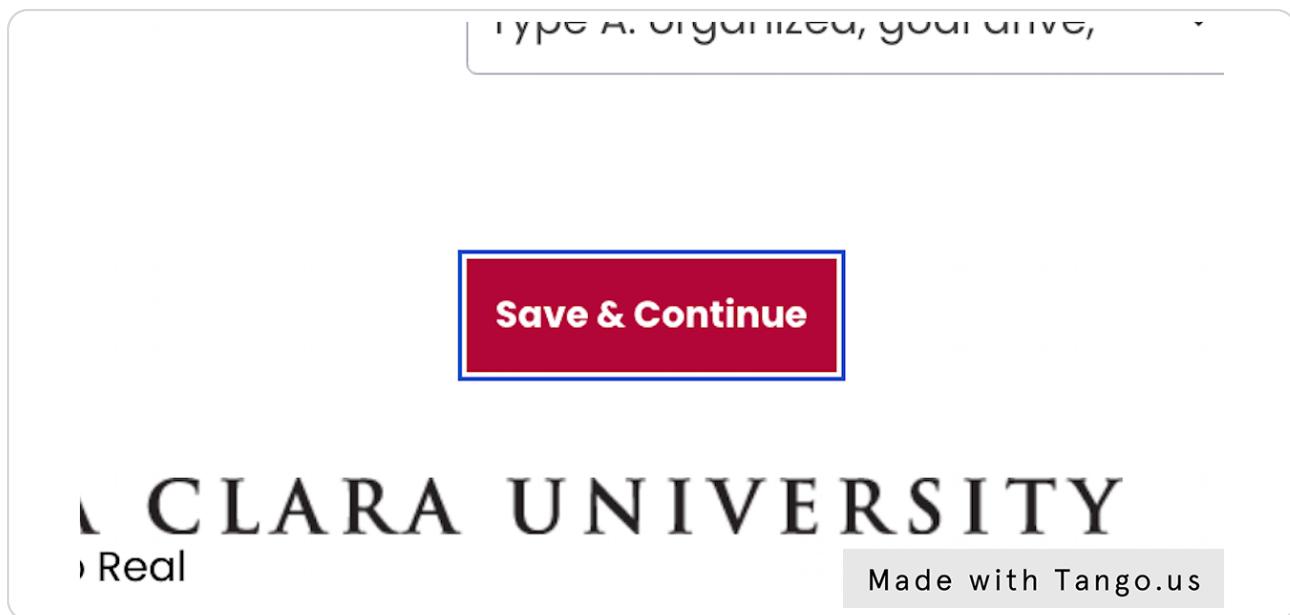
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STEP 18

Click on Save & Continue



Type a. organization, your name,...

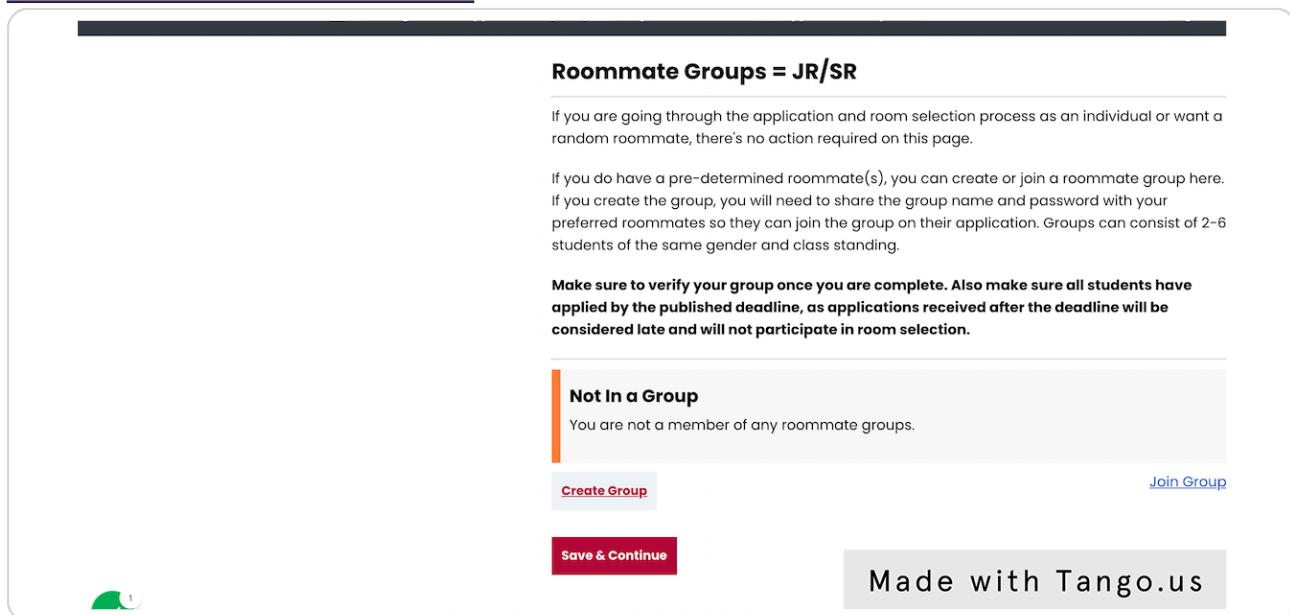
Save & Continue

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STEP 19

If you are creating a group, please be sure you have selected a group leader and they create a group name and login information for all members to use.
Once created all other members select "Join Group". If going in solo, please select "Save and Continue"



Roommate Groups = JR/SR

If you are going through the application and room selection process as an individual or want a random roommate, there's no action required on this page.

If you do have a pre-determined roommate(s), you can create or join a roommate group here. If you create the group, you will need to share the group name and password with your preferred roommates so they can join the group on their application. Groups can consist of 2-6 students of the same gender and class standing.

Make sure to verify your group once you are complete. Also make sure all students have applied by the published deadline, as applications received after the deadline will be considered late and will not participate in room selection.

Not In a Group

You are not a member of any roommate groups.

[Create Group](#) [Join Group](#)

Save & Continue

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STEP 20

If creating a group, you will see the following screen and need to develop the following information. *Please note this will be the same for all group members once created

The screenshot shows a web page titled 'Roommate Group Join'. At the top, there is a navigation bar with a '59' notification, menu icon, 'Undergraduate Applications (NEW)', 'Early Arrival Selection', 'Application Requests', and 'Log Out' buttons. Below the navigation, the page title 'Roommate Group Join' is displayed. It has two input fields: 'Group Name:' containing '<empty>' and 'Password:' also containing '<empty>'. At the bottom, there are 'Go Back' and 'Join Group' buttons. The footer of the page includes the text 'SANTA CLARA UNIVERSITY', '500 El Camino Real', 'Santa Clara, CA 95053', and 'Made with Tango.us'.

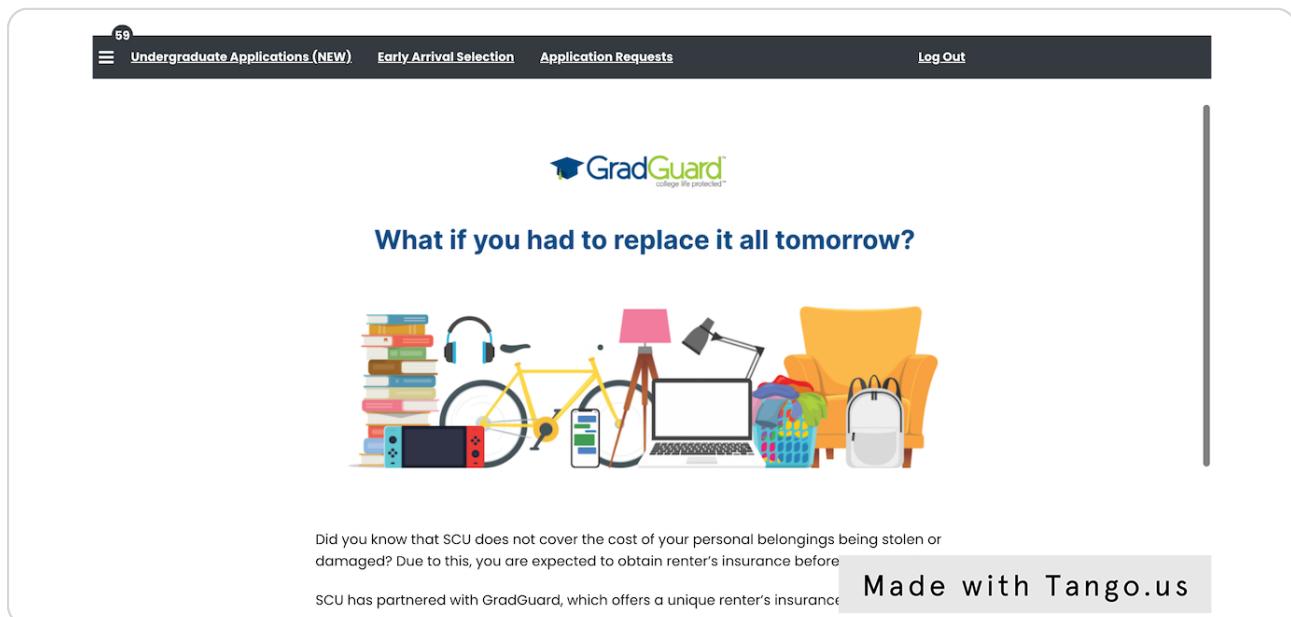
STEP 21

Click on Save & Continue

The screenshot shows a web page with a 'Create Group' button. Below it, a large red button with a blue border contains the text 'Save & Continue'. The footer of the page includes the text 'CLARA UNIVERSITY', '500 El Camino Real', and 'Made with Tango.us'.

STEP 22

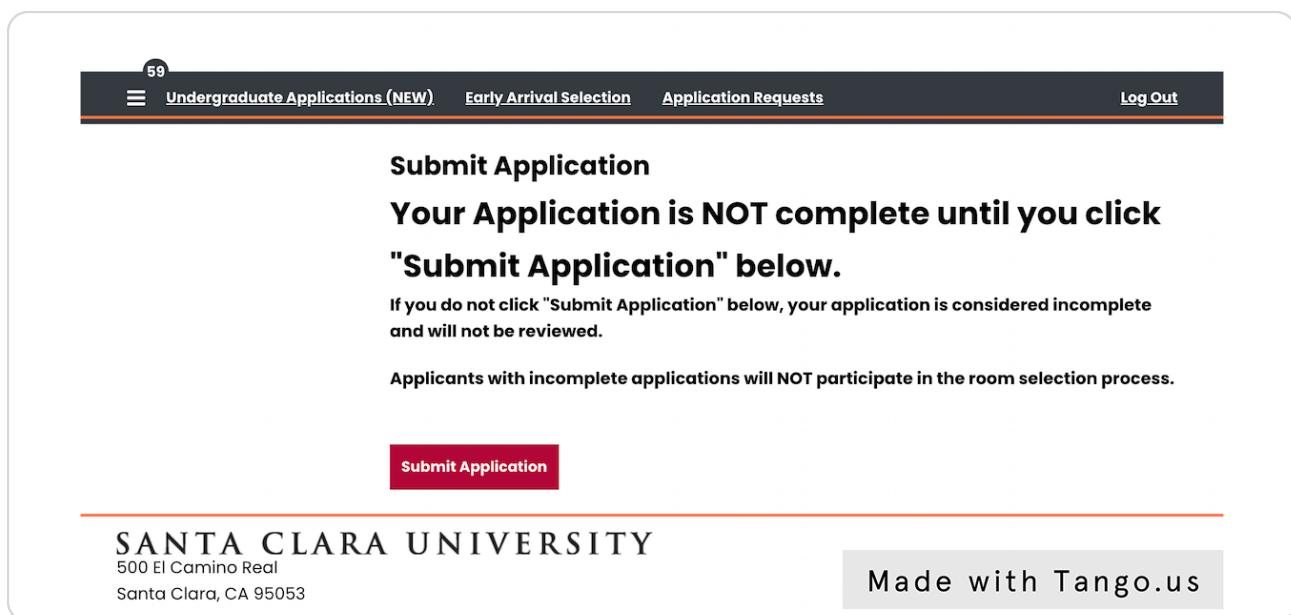
We expect that you enroll in renters insurance through our partners Grad Guard. Please note SCU is not responsible should a natural disaster occur in your building or space. *This will open into another page*



The screenshot shows a portion of the SCU application portal. At the top, there is a navigation bar with a '59' badge, menu icons, and links for 'Undergraduate Applications (NEW)', 'Early Arrival Selection', 'Application Requests', and 'Log Out'. Below the navigation, the 'GradGuard' logo is displayed with the tagline 'college life protected™'. A heading 'What if you had to replace it all tomorrow?' is followed by an illustration of various personal belongings: a stack of books, a bicycle, a lamp, a laptop, a chair, a backpack, and a trash bin. A text box contains the following information: 'Did you know that SCU 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 SCU has partnered with GradGuard, which offers a unique renter's insurance'. A 'Made with Tango.us' watermark is visible on the right.

STEP 23

Once you have finalized all information in your application, click "Submit Application" **Please note your application is not finalized until your submit.**



The screenshot shows a portion of the SCU application portal. At the top, there is a navigation bar with a '59' badge, menu icons, and links for 'Undergraduate Applications (NEW)', 'Early Arrival Selection', 'Application Requests', and 'Log Out'. Below the navigation, the text 'Submit Application' is displayed in bold. A large, bold message reads 'Your Application is NOT complete until you click "Submit Application" below.' Below this message, smaller text states 'If you do not click "Submit Application" below, your application is considered incomplete and will not be reviewed.' and 'Applicants with incomplete applications will NOT participate in the room selection process.' A red 'Submit Application' button is centered at the bottom. A horizontal line separates this from the footer. The footer contains the text 'SANTA CLARA UNIVERSITY' with the address '500 El Camino Real, Santa Clara, CA 95053' and a 'Made with Tango.us' watermark.

STEP 24

Once you click submit, it will give you a brief overview of your application.

Applicants with incomplete application:

Submit Application

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STEP 25

Click on Next, and now your application is COMPLETE! You will now be returned back to the housing portal homepage.

Applications (NEW) Early Arrival Selection Application Requests

Log Out

Application Status

You started your application for 2023-2024: Undergraduate Housing on 2/10/2023, and have signed the contract as of 2/10/2023. You have not paid the deposit. Your application is complete as of 2/10/2023.

Next

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554-4000 | Person: 212

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