

First-Year Student Housing Application Guide

PHASE I: STEP-BY-STEP PROCESS

- STEP 1** Log in to housing.kennesaw.edu with your NetID and password
- STEP 2** Click on “Application” at the top, left menu
- STEP 3** Select “Academic Year 2019/2020”
- STEP 4** Review your Emergency Contact information and add a Missing Persons contact
- STEP 5** Review and accept all Residential Policies/Terms and Conditions
- STEP 6** Review the Living-Learning Communities (LLC) and indicate your interest. If yes, go to Step 7. If no, go to Step 9.
- STEP 7** Select at least one, and up to three, LLC preferences
- STEP 8** Answer two questions about your LLC interest
- STEP 9** Build your Roommate Profile
- STEP 10** Complete the Meningitis Statement
- STEP 11** If you are underage, submit a proxy. Your proxy must sign before you can pay the application fee. If your are over 18, scroll to the bottom and sign using your KSU ID.
- STEP 12** Pay the application fee

STEPS 2 AND 3

The screenshot shows the 'Term Selector' page with a navigation bar at the top containing 'Application', 'Accounts', 'Personal Info', 'Inventory', and 'Log Out'. Below the navigation bar, there is a table of academic years with 'APPLY' buttons. The 'Academic Year 2019/2020' row is highlighted with a red border.

Academic Year	Start/End Dates	Action
Academic Year 2018/2019	(08/11/2018 - 07/26/2019)	APPLY
Academic Year 2018/2019 - Returning	(08/11/2018 - 07/26/2019)	APPLY
Academic Year 2019/2020	(08/16/2019 - 07/27/2020)	APPLY

STEP 7

The screenshot shows the 'LLC Preferences' page with a progress indicator at the top. Below the progress indicator, there is a table of preferences. The 'Leadership (Freshman & Upperclassman)' preference is selected in the dropdown menu.

Order	Preference	Delete
1	Honors (Freshman & Upperclassman)	DELETE
2	Leadership (Freshman & Upperclassman)	OK CANCEL

Below the table, there is a message: "You can add 1 more preferences for this application. Please select at least 1 preferences." and a "SAVE & CONTINUE" button.

STEP 12

The screenshot shows the 'Application Fee Information (\$375)' page with a progress indicator at the top. Below the progress indicator, there is a message: "In order to complete Phase 1 of the 2019-2020 Application you need to pay your application fees. For a New Student the fee is \$375. This fee is non-refundable upon payment and is not a deposit. The fee is comprised of a \$200 Application Processing fee, a \$100 Residence Life fee and a \$75 Cleaning Fee." and a "SAVE & CONTINUE" button.

APPLICATION PHASE 1 COMPLETE

PHASES II AND III DATES:

Phase II: April 5 - Students may begin selecting roommates based on profiles.

Phase III: April 29 - Room selection begins based on time ticket.



QUESTIONS?

Visit the Talon One Service Center

Call (470) 578-8663 (T-ONE)

Email talonone@kennesaw.edu | ksuhousing.kennesaw.edu