

Summer 2019 Student Housing Application Guide

STEP-BY-STEP PROCESS

STEP 1 Log in to the Housing Portal and click on “**Summer Application**” along the top menu.

STEP 2 Click “**Apply**” for the Summer 2019 semester to start the application. Then click “**Save and Continue**” on the Welcome - Summer page.

STEP 3 Review your Emergency Contact information and add a Missing Persons contact

STEP 4 Review and accept all Residential Policies/Terms and Conditions

STEP 5 Build your Roommate Profile

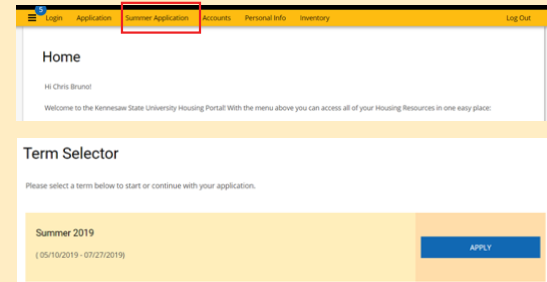
STEP 6 Complete the Meningitis Statement

STEP 7 Select either the 10-week or 8-week Summer Session and your top two room preferences

STEP 8 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.

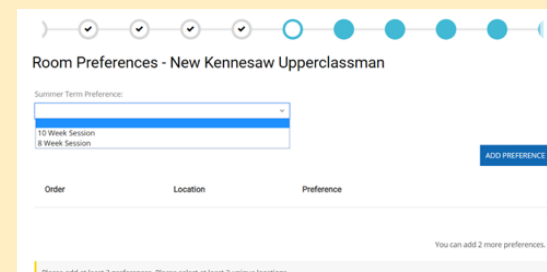
STEP 9 If you need to pay an application fee, you will be directed to pay your fee. If you do not, your application is complete. Students who have paid the application fee for 2018-19 or 2019-20 will not need to pay any additional application fees for summer housing.

STEPS 1 AND 2



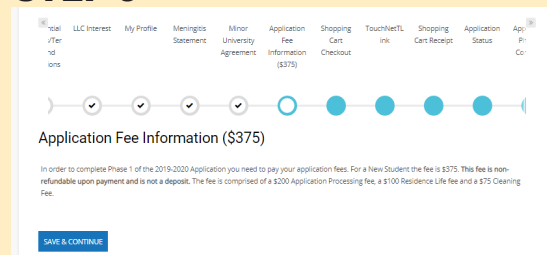
The screenshot shows the top navigation bar with 'Summer Application' highlighted in red. Below the navigation bar is a 'Home' section with a welcome message. The 'Term Selector' section prompts the user to select a term, with 'Summer 2019' (05/10/2019 - 07/27/2019) selected and an 'APPLY' button to the right.

STEP 7



The screenshot shows a progress bar at the top with the current step highlighted. The main heading is 'Room Preferences - New Kennesaw Upperclassman'. There is a 'Summer Terms Preference' dropdown menu with '10 Week Session' and '8 Week Session' options. An 'ADD PREFERENCE' button is on the right. Below the dropdown is a table with columns for 'Order', 'Location', and 'Preference'. A note at the bottom says 'You can add 2 more preferences.' and 'Please add at least 2 preferences. Please select at least 2 unique locations.'

STEP 9



The screenshot shows a progress bar with the current step highlighted. The heading is 'Application Fee Information (\$375)'. Below the heading is a paragraph of text: '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.' A 'SAVE & CONTINUE' button is at the bottom.



QUESTIONS?

Visit the Talon One Service Center
Call (470) 578-8663 (T-ONE)

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