How to complete the Housing & Roommate Questionnaire in Residence

YOU MUST COMPLETE THIS STEP BEFORE SETTING UP ROOMMATE GROUPS OR SELECTING A ROOM

Completing the initial application will keep information on file in case Residential Life has to assist with future room / roommate assignments. This can also be viewed by other residents who may be searching for potential roommate. This process will only take a couple of minutes and you can then form your roommate groups for online Room Draw!

1) Click the Residence link in the email you received from reslife@carleton.edu and enter the user name provided in the email; you will then be prompted to choose a password. You will need to use this username and password for future steps, so don’t forget it!

2) You will see this screen:

   ![Click here to proceed to the next step]

   This is your roommate code, you’ll share it with people you’d like to room with

   You will not currently have a room/roommates because this is a new system

   Make sure to pay attention here for important announcements from Residential Life

3) Click “Get Started” under applications to begin the “Housing & Roommate Questionnaire.”

4) You will see this screen, which is used to verify the college’s information. Please fill in any missing areas and click “next”.

   ![Click here to proceed to the next step]

   Student Contact Phone Number:

   Campus Year:
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5) You will see this screen. Questions with a red asterisk are required. These questions will be used in any circumstance of Residential Life working to assign roommates or housing. Other students will also be able to search for roommates using this information. Click next to proceed once you have answered all questions.

6) You will see this screen. Review the attached terms and conditions document by clicking the link and downloading the information.

7) Once read, click “agree” and next to be brought to a review portion of the form.

8) If all the information is correct, click submit! Thank you for completing the Housing & Roommate Questionnaire.