ONLINE UNDERGRADUATE HOUSING CONTRACT PROCESS

Frequently Asked Questions

IMPORTANT NOTE: In order to accept your on-campus housing offer, you must complete all three steps below prior to your designated 4:30 p.m.* deadline. Each of the three steps of the contract process must be COMPLETED in the order listed:

(1) Complete the Personal Information Form
(2) Submit the contract
(3) Pay the reservation fee*

* If paying in person, please note that the Central Cashier window service hours are 10:00 a.m. to 1:00 pm., and 2:00 p.m. to 4:00 p.m., Monday through Friday.

If you fail to complete all three steps of the contract process prior to your designated 4:30 p.m. deadline, you will forfeit your on-campus housing offer.

Frequently Asked Questions (click on your question below)

1. Why does the Student Housing Gateway say that I am not eligible to apply for housing?
2. I submitted my Personal Information Form. Am I finished?
3. My son or daughter sent my electronic contract to the wrong e-mail address.
4. How do I print a copy of the contract for my records?
5. How do I make the payment?
6. How do I know if I’m done?
7. Why can’t I see the housing offer on the Student Housing Gateway?
8. I’ve tried everything and I still can’t submit the housing contract.
1. **Why does the Student Housing Gateway say that I am not eligible to apply for housing?**

   You are no longer eligible to apply for housing because you have been sent a housing offer. When you first log-in at [http://my.housing.uci.edu/gateway](http://my.housing.uci.edu/gateway), the Student Housing Gateway should appear like the screenshot below. Click on ‘2017-18 Residence Hall Personal Information Form’ to submit your Personal Information Form.

   ![Screenshot](image1)

2. **I submitted my Personal Information Form. Am I finished?**

   **No.** Once you have successfully completed the Personal Information Form, the Student Housing Gateway should appear like the screenshot below. Click on ‘2017-18 Residence Halls Contract’ to submit your housing contract.

   ![Screenshot](image2)
3. **My son or daughter sent my electronic contract to the wrong e-mail address.**

   As the guarantor (of a student under age 18), if you wish to receive the electronic contract at an alternate e-mail address, instruct your son or daughter to log back in at [http://my.housing.uci.edu/gateway](http://my.housing.uci.edu/gateway), click on ‘2017-18 Residence Halls Contract’, and enter the alternate e-mail address.

4. **How do I print a copy of the contract for my records?**

   Review the terms of the contract and print a copy for your records before you hit ‘Submit’. Once you hit ‘Submit’, you will not be able to go back to print a copy of the contract. Sample contracts are viewable at: [http://housing.uci.edu/apply/Contracts.html](http://housing.uci.edu/apply/Contracts.html).

5. **How do I make the payment?**

   Once your contract is successfully submitted, the Student Housing Gateway should appear like the screenshot below. Note how the status wording changed from “Offered – Incomplete” to “Received – Not Paid”. Click on the link to submit your payment.

   If paying in person, please note that Central Cashier window service hours are 10:00 a.m. to 1:00 p.m., and 2:00 p.m. to 4:00 p.m., Monday through Friday.

---

**Apply for Housing**

You are not eligible to apply for housing at this time.

**Review/Accept a Housing Offer**

2017-2018 Residence Hall Personal Information Form

Status: **COMPLETE**

2017-2018 Residence Halls Contract

Status: **RECEIVED – NOT PAID**

[Click Here To Submit Payment](#)

- Your completed contract and reservation fee must be received by 4:30 PM, May 10, 2017 or you will forfeit your housing offer.
- Online Undergraduate Housing Contract Process [Frequently Asked Questions](#)
6. **How do I know if I’m done?**

Once your payment is successfully submitted, the Student Housing Gateway should appear like the screenshot below. Note how the status wording changed from: “Received – Not Paid” to “Complete – Payment Received”. You have now completed the contract process.

![Gateway Screenshot](image)

7. **Why can’t I see the housing offer on the Student Housing Gateway?**

Once the contract deadline has passed, your housing offer will no longer be available on the Student Housing Gateway.

8. **I’ve tried everything and I still can’t submit the housing contract.**

If you are still experiencing difficulty with successfully submitting your housing contract, please contact Student Housing at (949) 824-6811 during our regular business hours of 8:00 a.m. and 5:00 p.m. (PST), Monday through Friday.