Spring 2025 Returning Resident Newsletter

The 2025-2026

Returning Resident Process is Coming!

Planning to Live With Us Again? Here's How to Sign Up!

Secure Your Fall 2025-2026 Housing by Following the Steps
Below Between February 17, 2025 and April 17, 2025.

Review the Housing Application!

The Returning Resident Housing application will be open to VIEW ONLY from February 17th through February 21st for you to review, start your application, and ask questions. **All residents who plan to participate in the Returning Resident Process are <u>strongly encouraged</u> to review the application and contact us with any questions.** You will not be able to submit the initial payment or finish the application by clicking **"submit"** until the application Process starts, **Monday, February 24th through Thursday, March 6th.**

Step 1 **"Application Process" (Monday, February 24th, 10am through Thursday, March 6th, 5pm)**
****Applications will be processed and given a room
selection day/time based on application completion date.****

To participate in the Returning Resident Process, you must complete the application process in multiple sessions on the Housing Portal (accessible from the Housing website).

1. You will need your SJSU ID# and your SJSU ONE account password to log into the Housing portal.

2. Please be sure to select the correct application: Traditional Halls, Apartments, Spartan Village on the Paseo (SVP) or I-House. You may only select one application.

3. The first time you log into this portal, you will need to update your personal details, email address, emergency contact information, meal plan (mandatory for Traditional Halls, Spartan Village on the Paseo and I-House) and parking information (if needed), and complete your web profile page.

4. You will also need to select a room gender preference, not a personal gender preference. Room gender preferences include male, female, and open housing. (Please review the section below on Room gender preferences for more information about open housing.)

5. Please make sure that you complete all pages of the online application by clicking on the "save and continue" button at the bottom of each page.

6. To complete your housing application you must sign your license agreement, and submit the initial housing payment.

7. **Your housing application must be completed between the dates of Monday, February 24th at 10am and Thursday, March 6th at 5pm to continue participating in the Returning Resident Process.**

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SJSU **SAN JOSÉ STATE UNIVERSITY**

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****Applications will be processed and you will be given a
room selection day/time based on application completion date.****

Your application completion date is the date that you have completed all of the following:

1. Complete the Online Application found at the Housing Application Portal
2. Pay the $300 initial payment
3. Click the submit button on the last page of the application

All three steps must be completed in order to be eligible to receive a room selection day/time.

Step 2 "Room Renewal" Sign Ups (Tuesday, March 11th through Thursday, March 13th)

Spaces may be renewed in all buildings. If you would like to keep your current room for next year, complete the steps on the "Room Renewal" sign-up page. This page will be available between March 11th—13th.

1. **If you want to keep your current room,** please follow the instructions on the "Room Renewal" page of the application. To keep your current room, the "Room Renewal" step must be completed by Thursday, March 13th at 11:59pm.

2. **If you do NOT want to keep your current room**, and prefer to choose a different room, please ignore this page and log out of the application. Your application is complete and you will need to wait for steps 3 and 4.

PLEASE NOTE: Not all rooms are eligible to retain. If you are not eligible to retain your room, a notification will be sent to you by February 14, 2025.

Step 3 "Roommate Group Sign Up" (Tuesday, March 18th through Thursday, March 20th)

If you would like to live in a different space next year with roommates, skip "Room Renewal" Step 2 and log back into the portal during the "Roommate Group Sign Up" days (Tuesday, March 18th through Thursday, March 20th).

At this time, you will create your roommate group, and wait to receive your room selection day/time. Room selection notifications will be sent on Monday, April 7th to the email address you entered on the Housing portal.

Roommate groups will be assigned to select housing spaces, based on the earliest application completion date in the roommate group. (Carefully review the Roommate Groups section of this newsletter for more information.)

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SJSU SAN JOSÉ STATE UNIVERSITY
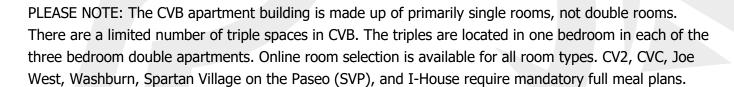
Step 4 **"Room Selection by Application Completion Date" (Tuesday, April 15th through Thursday, April 17th)**

If you did not select to renew your current space, you will be able to select a room for next year by room selection day/time. You will be notified no later than April 7th.

1. If you are part of a roommate group, your group leader must log into the portal to select a space for everyone in the group.

2. If you are not part of a roommate group, you will log into the portal individually to select a space, on your designated day/time.

3. Based on available spaces, not all residents who complete an application will get a room selection day/time. If you do not receive a room selection day/time, you will be placed on our Returning Resident Wait list and notified.

PLEASE NOTE: The CVB apartment building is made up of primarily single rooms, not double rooms. There are a limited number of triple spaces in CVB. The triples are located in one bedroom in each of the three bedroom double apartments. Online room selection is available for all room types. CV2, CVC, Joe West, Washburn, Spartan Village on the Paseo (SVP), and I-House require mandatory full meal plans.

If you have completed Step 1. (completed the application and submitted the initial housing payment) and received a room selection date/time and you do not select a room space, your application will be canceled and you will be charged a $100 license processing fee.

Room Gender Preferences/Open Housing

Every resident must select a room gender preference, not a personal gender preference, when completing the Housing application. Room gender preferences are either male, female, or open housing, and will designate what type of room you would like to live in. In order to live with roommates, all roommates must select the same room gender preference.

Gender inclusive housing and co-ed housing will be offered as open housing rooms. Open housing spaces will be available in CVB, Joe West 12th floor (Rainbow Village) and CVC. If you are interested in signing up for these spaces, you must select the open housing room option when completing the housing application.

Open housing spaces are intended to provide safe, affirming, and inclusive community living options for residents who may be transgender, questioning, transitioning gender or gender non-binary, or open to having a transgender, questioning, transitioning gender or gender non-binary roommate. These spaces are not specified by gender, and will be available only to those students who indicate they would like a gender inclusive or co-ed room space.

Roommate Groups

"Roommate Group Sign Up" Days, Tuesday, March 18th through Thursday, March 20th

Each roommate group must select a "Group Leader." The Group Leader will be responsible for creating the roommate group, adding members to the group and selecting room spaces for all members of their roommate group. Each Roommate Group Leader must complete the following steps to successfully select spaces for all members in their group:

1. Your roommate group must select a group leader.

2. The group leader will log into the Housing Portal and create the group on the Roommate Group page of the application including selecting a name and password for the group

3. The group leader will collect all group members' individual SJSU emails and add people to the group using their SJSU email from the Housing portal. **ONLY current residents may participate in Roommate Groups. All applicants must be current residents.** After this step is completed, your Roommate Group Name will be displayed on the Roommate group page, along with the students in the group.

4. **Roommate groups will be assigned room selection times based on the earliest application completion date in the roommate group.** Everyone in the same roommate group will receive the same room selection date/time.

PLEASE NOTE: You may only add group members to your group if they have completed the housing application process and completed Step 1 of the Returning Resident Process. In addition, added group members may not renew their current space.

Your roommate group is now complete and ready for your group leader to select spaces during the room selection process.

Co-ed roommate groups are permitted to live in Open Housing room spaces only.

Waitlist

Due to the limited number of spaces available, not all participants who complete the application and pay the $300 initial payment prior to Thursday, March 6th at 5pm, will receive a room selection day/time. Those who do not receive a room selection day/time will be notified and placed on the waitlist.

If you do not want to be placed on the waitlist, you will have an opportunity to select the opt out option when you are completing the online application. Those on the waitlist will remain on the list until we have a space available, or you may request to cancel. Waitlist participants may cancel without penalty and receive a full refund of the initial payment. Cancellations must be received in writing, prior to a space being assigned. Payments will be refunded 4 to 6 weeks after receiving the request to cancel. While there is no way to tell when spaces will become available, University Housing Services expects to house all Returning Residents who are placed on the waitlist.

Enrollment Status/Good Standing

To participate in the Returning Resident Process, all residents must be enrolled and in good conduct and payment standing. Residents with a past due balance will not be eligible to participate in the Returning Resident Process.

Information Session Dates & Times!

Check your email and the UHS website for more information!
Zoom links will be sent via email.

Thursday, February 6th, 5:30pm—On Zoom
Wednesday, February 12th, 5:30pm—On Zoom
Wednesday, February 19th, 5:30pm—In Person, CVB RAC

Remember These Dates!

- Monday, February 24th at 10am through Thursday, March 6th at 5pm--Complete online application and make initial housing payment (Step 1)

- Thursday, March 6th at 5pm--Last day to submit completed application and pay the initial housing payment by 5pm

- Thursday, March 11th through Thursday, March 13th—Renew Your Current Room Sign Up (Step 2)

- Tuesday, March 18th AND Tuesday, April 15th--Final Spring 2025 Housing Installment Payment Plan payments are due. Keep in mind that if you are currently enrolled, or plan on enrolling in the Spring 2025 Housing Installment Payment Plan, you must be current with all of your spring payments to be eligible to participate in the Returning Resident Process. No payment extensions will be granted.

- Tuesday, March 18th through Thursday, March 20th--Create Roommate Groups (Step 3)

- Monday, April 7th--Room Selection day/time notification for Roommate Groups

- Tuesday, April 15th through Thursday, April 17th- Online Room Selection (Step 4)

Have Questions?

Contact University Housing Services or attend an Info Session!

If you have any questions as you complete the process, feel free to contact our office at (408) 795-5600 during regular business hours of Monday through Friday, 8:00am to 5:00pm.

You may also email us at: uhs-frontdesk@sjsu.edu, or use the chat feature on our website

at: https://www.sjsu.edu/housing and we will respond as soon as possible.