



RESIDENTIAL LIFE

UNIVERSITY OF SAINT JOSEPH

Housing Application Instructions

All students who are planning to live on campus must complete a Housing application on eRezLife. See below for instructions on how to log in and apply today!

1. Log into usj.erezlife.com using your USJ username and password.
2. On left hand menu, click [Housing Overview](#). A page will pop-up showing available applications. Click for the session that you wish to apply.
3. If you haven't completed your [Housing Profile](#), complete this information and hit "[Save](#)". Your application will then be started.
4. Complete all questions on the application form. *It is important to answer honestly as this is what helps us match you with a roommate or determine placement!*
5. Click "[Continue to: Confirm Application](#)" to go to next page.
6. Review your application and the Housing Contract. Agree to the terms and submit. You will receive a confirmation email.

Complete your Housing Application by the deadline to ensure your space in the residence halls! All communication will be sent to your USJ Email!

Office of Residential Life

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Create a Roommate Group

Once you know who you plan to live with for the academic year, you should select or create a roommate group on eRezLife. See below for instructions to pair with your desired roommate.

1. Log into usj.erezlife.com using your USJ username & password.
2. Select **Roommate Group** on the left hand side.
3. Click "**Create new roommate group**" and enter a Group Name.
4. Add desired roommate(s) by searching their **USJ email address**. Only fellow incoming students who have also completed their application will be able to be added to your group.
5. Once saved, student requested will be an email. Student **MUST** accept the request and have this group marked as "**My Choice**" for roommate group to be considered complete.

We do our best to accommodate roommate requests but cannot always guarantee them.

Looking for a roommate? Try RoomeeZ

If you are looking for a roommate, RoomeeZ can be used to search and find other USJ students who have similar preferences. See next page for information on how to search for potential roommates!



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Search RoomeeZ

All students have the opportunity to search for a roommate on eRezLife. The instructions below provide instructions on how to log in and search for a roommate today!

1. Log into usj.erezlife.com using your USJ username & password.
2. Select "**My Roommate Profile**" on the left hand side.
3. At the top of the page click "**turn on my profile**" to be searchable.
4. Complete your Roommate Profile with information you want to share.
5. At the bottom of the page, determine who you want to share info with.

All applicants - anyone searching RoomeeZ can see your info.

My contacts - shares the information with approved people.

Private - information will not be shared with anyone.

6. Select **Roommate Search** to find potential roommates!

If you find a potential roommate you would like to request or get to know better, take the following steps:

Send a contact request—once you send a contact request, the other applicant will receive an email to log in to approve the contact request.

Block a user—this prevents the user from seeing your name in a roommate search.

Add to roommate group— To select someone as a roommate, you can add them to a roommate group. They will need to accept the group request.

No Roommate? No Problem!

If you do not have a requested roommate or can't find a potential match on Roomeez, you will be administratively assigned with a roommate based on your compatability questions from your housing application!