

## 5 Steps to Applying for Housing at SJSU for Students

Once you have applied to SJSU, you may apply to live in on-campus housing. All admitted first time freshmen who graduate from a high school located in a city outside a 30-mile radius of SJSU will be required to live on campus for their first year. For more information on the live-on requirement please visit: <https://www.sjsu.edu/housing/apply-for-housing/license-materials/index.php>.

Do not wait to submit your online housing application, \$50 non-refundable application fee, and initial housing payment. Housing fills quickly, we urge you to adhere to the deadlines as stated in the Annual Housing License Agreement.

1. Go to the University Housing Services web site at: <https://www.sjsu.edu/housing/> Click on "Housing Application Portal" under Quick Links located on the right hand column.
  - Review the 2021-2022 Student Annual License Agreement Booklet
  - Review the 2021-2022 Housing Rates
2. Log in to the StarRez Housing Application Portal using your SJSU ID# and MySJSU password, and follow all steps of the online housing application. You may provide additional information such as emergency contacts or alternative email addresses; however, we will always use your primary details that are provided to the campus and maintained in MySJSU.
3. Licensees under 18 years of age at the time of submitting an online housing application must submit an electronically signed copy of the License Agreement with the signature of a parent/guardian or legally responsible person for the Licensee. Be sure to have the email address of a parent/guardian or legally responsible person and advise them to electronically sign immediately so you may complete the additional steps in the online housing application.
4. Prior to completing the online housing application, you will be redirected to a secure payment website, CASHNet, and must remit a \$50 non-refundable application fee and the initial housing payment. It is extremely important to return back to the housing application after submitting your payments; if you do not return and click on the "save & continue" button on the Confirmation page, your online housing application will not be considered complete.
5. If you are not able to make your initial housing payment online, you may mail the initial housing payment to:

University Housing Services  
Attn: Housing Cashier  
One Washington Square  
San Jose, CA 95192-0133

- Checks should be made payable to SJSU Housing. Please include your name and SJSU ID# on the face of the check.
- The initial housing payment may also be made in person at the cashier window in the Housing Office located on the 2<sup>nd</sup> floor of Campus Village Building B during business hours, Monday - Friday 9:00 a.m. to 4:30 p.m.

If your on-campus housing application is complete (all forms electronically submitted online, paid the \$50 non-refundable application fee and the initial housing payment) and you have been accepted to live on campus at SJSU, you will be assigned a bedspace based on the number of applicants and availabilities. Your assignment letter will be sent to you via e-mail starting mid-July.

Residents will be billed each semester. Residents may elect to enroll in the Housing Installment Payment Plan (IPP) to pay their housing fees in installments by logging into their MySJSU account and following the provided instructions.

[https://www.sjsu.edu/bursar/docs/steps/enroll\\_housing\\_only.pdf](https://www.sjsu.edu/bursar/docs/steps/enroll_housing_only.pdf)

\* Tuition and Housing have separate installment plans, and you may choose the plan that best serves your needs. If you have a tuition fee deferral, you can sign up for the housing only installment. You may also select both (which will break up both tuition and housing into installment plans), or just choose one or the other. Residents will need to enroll in the Housing Installment Payment Plan each semester. Residents who elect to enroll in the Housing Installment Payment Plan (IPP) to pay their fees in installments will be charged an additional non-refundable fee of \$35.00 for this plan each semester.

Please refer to the Bursar's website for updated information at: <https://www.sjsu.edu/bursar/payment-refunds/installment-payment-plan.php>

**Please Note:** Agreements reached between prospective residents and University Housing Services do not indicate a guarantee of admission or enrollment to San Jose State University. This is a reminder that your offer of admission to the university is contingent upon meeting all deadlines included on your official letter of admission and is pending final verification of your official/final documents.