

# Spring 2022 Returning Resident Newsletter

The 2022-2023

## Returning Resident Process is Coming!

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

**SJSU** SAN JOSÉ STATE  
UNIVERSITY



### Step 1 “Application Process” (Monday, February 28<sup>th</sup> through Thursday, March 10<sup>th</sup> )



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). You will need your SJSU ID# and your SJSU ONE account password to log into the Housing portal. The first time you log into this portal, you will need to update your personal details, email address, emergency contact information, meal plan and parking information (if needed), complete your web profile page, sign your license agreement, and pay the initial housing payment. 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. **This step must be completed between the dates of Monday, February 28<sup>th</sup> and Thursday, March 10<sup>th</sup>, at 5pm.**

### Step 2 “Room Renewal” Sign Ups (Due by Friday, March 11<sup>th</sup> )



**New** this year, spaces may be renewed in all buildings. If you would like to keep your current room for next year, you will need to complete the “Room Renewal” sign-up page. This page will come up in the online application once you have completed the application and paid the initial housing payment. If you want to keep your current room, please follow the instructions on the “Room Renewal” page of the application. 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 at this point, and you will need to wait for steps 3 and 4. **To keep your current room, the “Room Renewal” step must be completed by Friday, March 11<sup>th</sup> at 5pm. 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 21, 2022.

### Step 3 “Roommate Group Sign Up” (Tuesday, March 15<sup>th</sup> through Thursday, March 17<sup>th</sup> )



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 15<sup>th</sup> through Thursday, March 17<sup>th</sup>). At this time, you will create your roommate group, and wait to receive your lottery day/time. Lottery notifications will be sent on **Wednesday, April 6<sup>th</sup>** to the email address you entered on the Housing portal. (Carefully review the back of this newsletter for more information on Roommate Groups.)

### Step 4 “Room Selection by Lottery” (Tuesday, April 12<sup>th</sup> through Thursday, April 14<sup>th</sup> )



The last time you will log into the portal, you will be able to select a room for next year by lottery day/time (Unless you have already renewed your current space). At this time, if you are part of a roommate group, your group leader must log to the portal to select a space for everyone in the group. If you are not part of a roommate group, you will log into the portal yourself to select a space. If you miss your lottery day/time, you may log into the portal and complete your room selection any time after your lottery day/time up until Thursday, April 14<sup>th</sup> at 5pm. **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 only available for CVA or CVB. If you would like to select a room in CV2, CVC, Joe West, or Washburn for next year, please contact the Housing office at uhs-frontdesk@sjsu.edu. You will need to fill out a form to select one of these spaces. CV2, CVC, Joe West, and Washburn all **require mandatory full meal plans.**

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



Info Session details  
on the next page!

# Additional Information

## Roommate Groups

### “Roommate Group Sign Up” Days

Tuesday, March 15<sup>th</sup> through Thursday, March 17<sup>th</sup>



1. First, your group must decide who will be the group leader.
2. The group leader will then log into the Housing Portal and create the group on the Roommate Group page of the application.
3. When creating the group, the group leader will be asked to name the group and assign a group password.
4. Once the group is created, 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. After this is done, it will be displayed on the Roommate group page, along with the students in the group. **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.
5. Your roommate group is now complete and ready for your group leader to select spaces during the lottery process.
6. Roommate groups do not get preferred times to select rooms. Lottery days/times are randomly assigned. Everyone in the same roommate group will receive the same lottery date/time or wait list status. If your group is waitlisted you will no longer be assigned as a group, but will be assigned as individuals.

## COVID-19 Compliance

To participate in the Returning Resident Process, all residents must be compliant with all COVID-19 requirements by February 25, 2022. This includes having signed the COVID-19 Addendum, completed the attestation and verification process, and fully participated in the mandatory COVID-19 testing. Failure to complete all will result in your not being eligible to participate in the Returning Resident Process.

## 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!

All Information Sessions will be held as Zoom sessions.  
Check your email and the UHS website for more information!

Tuesday, February 8th, 5:30pm  
Thursday, February 17th, 5:30pm  
Thursday, February 24th, 5:30pm

# Additional Information

## International House

Have you considered living in on-campus housing at the [International House](#)? The International House is open to U.S. and international students. Any SJSU student can apply! For more information about the International House and their application process, click [here](#).

Should you accept a space at the International House and want to cancel your space with University Housing Services, upon receipt of your cancellation request and verification of your assignment at the International House, your contract with University Housing Services will be canceled and you will receive a credit for the initial payment and any additional housing charges paid to University Housing Services.

## Wait List

Due to the limited number of spaces available, not all participants who complete the application and pay the \$600 initial payment prior to Thursday, March 10th at 5pm, will receive a lottery day/time. Those who do not receive a lottery day/time will be notified and placed on the waitlist (unless you opted out of the waitlist on the Housing application).

Anyone who does not want to be placed on the waitlist will have an opportunity to indicate this when they are completing the online application. Anyone on the waitlist will remain on the list until we have a space available, or they may request to cancel. Wait list 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.

## Remember These Dates!

- \* **Monday, February 28th through Thursday, March 10th at 5pm**--Complete online application and make initial housing payment, AND Room Renewal sign up
- \* **Saturday, March 19th AND Saturday, April 16th**--Final Spring 2022 Housing Installment Payment Plan payments are due. Keep in mind that if you are currently enrolled, or plan on enrolling in the Spring 2022 Housing Installment Payment Plan, you must be current with all spring payments to be eligible to participate in the Returning Resident Process and no payment extensions may be granted. Residents must also be compliant with the mandatory COVID-19 testing requirement, and be in good conduct standing, to be eligible to participate in the Returning Resident Process.
- \* **Thursday, March 10th at 5pm**--Last day to submit completed application and pay the initial housing payment by 5pm
- \* **Friday, March 11th at 5pm**--Last day to Renew Your Current Room
- \* **Tuesday, March 15th through Wednesday, March 17th**--Create Roommate Groups
- \* **Wednesday, April 6th**--Lottery day/time notification
- \* **Tuesday, April 12th through Thursday, April 14th**--Online Room Selection by lottery days/times

Have Questions? Contact University Housing Services

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](mailto:uhs-frontdesk@sjsu.edu), and we will respond as soon as possible.