2018-2019 Transfer Application and Self-Selection Walkthrough

Step 1: Navigate to your Student Web account, [https://studentweb.housing.umich.edu](https://studentweb.housing.umich.edu), and click on the “Housing Application” link to begin the application.
Step 2: Welcome! Read through the steps and click “Continue” when you’re ready to proceed.
Step 3: Transfer students choose their own room. However, some circumstances may require communication with staff. Read the sections on this page carefully to see if they apply to you. Note that some accommodation need requests require documentation or other action on your part.
Step 4: If you would like to live with another newly admitted transfer student, enter that student’s 8-digit UMID.
Step 5: Answer the two yes/no questions relating to criminal history activity.
Step 6: Submit your application and move on to self-selection by clicking “I Agree”

To change an answer on your application before selecting “I Agree”, use the navigation bar near the top of the window. Once you submit your application, a change request should be sent to housing@umich.edu.
Step 7: Your application has now been submitted.

To proceed with selecting your room, please click on the “My Home” link
Step 8: To begin the room selection process, click the “Select a Room” link.
Step 9: When you are ready to begin searching for a room, select “Yes” from the “I am ready to proceed” drop down menu.
Step 10: All available rooms will be displayed here. Once you find a room you like, click the link associated with the room to select it.
Step 11: Confirm the room you selected by clicking “Confirm Selection”

Note: Once you click “Confirm Selection” you will not be permitted to go back into the system to add roommates or view other room options.
Step 12a: Once you confirm your selection a link to your contract will appear. Click on the “Meal Plan Selection and Housing Contract” link next to the black key icon.
Step 12b: Alternatively, you can also link to your contract from the homepage. Look for and click on the “Meal Plan Selection and Housing Contract” link next to the black key icon.
Step 13: Choose the meal plan that works best for you. Once you have decided on a meal plan, click the large gray button to the left of the meal plan you’d like to choose.
Step 14: Click “Yes” to confirm your meal plan selection. If you’d like to choose a different meal plan, click “No”
Step 15: Once you select a meal plan, a copy of your contract will be presented. Please read through the terms carefully and click “Next” when you are ready to sign the contract.
Step 16: Electronically sign your University Housing contract by clicking “I agree”.

If you are not ready to sign, click “I Do Not Agree”
Step 17: Your contract has been successfully submitted!

If you’re under 18, please go back to your home page to print your contract and have it signed by your parent or guardian. Once signed, please return it to our office via email, fax or US mail.
Step 18: You have now completed the housing process for the 2018-2019 academic year. You are able to view your room and contract information on your Student Web homepage.