

FIRST-YEAR STUDENT HOUSING CONTRACT & ROOMMATE PAIRING GUIDE

.....
2026-2027



OFFICE OF RESIDENCE LIFE

HOW TO COMPLETE YOUR HOUSING CONTRACT AND SUBMIT YOUR DEPOSIT

1. Go to rmu.edu/reslife to get to the Residence Life landing page.



2. Click "[Housing Contract](#)" to access the housing contract for the upcoming academic year.

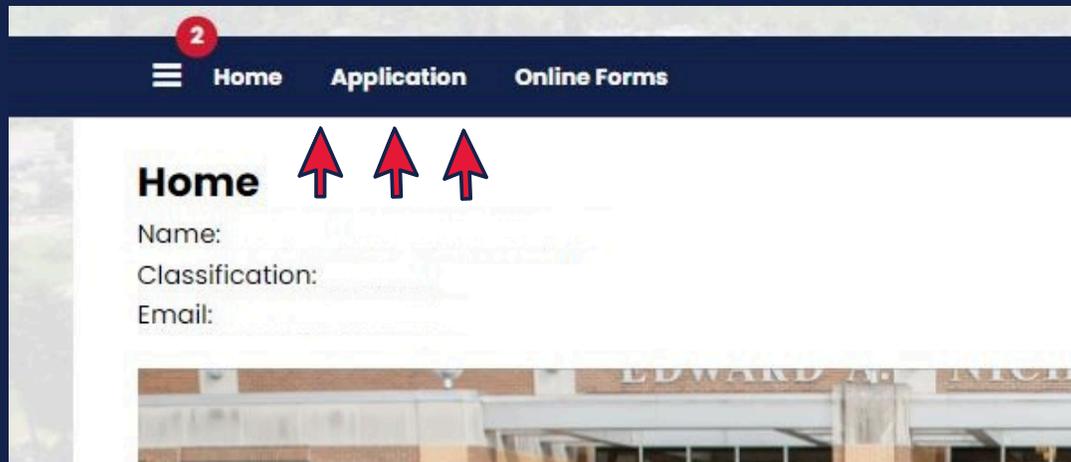
General Housing Information



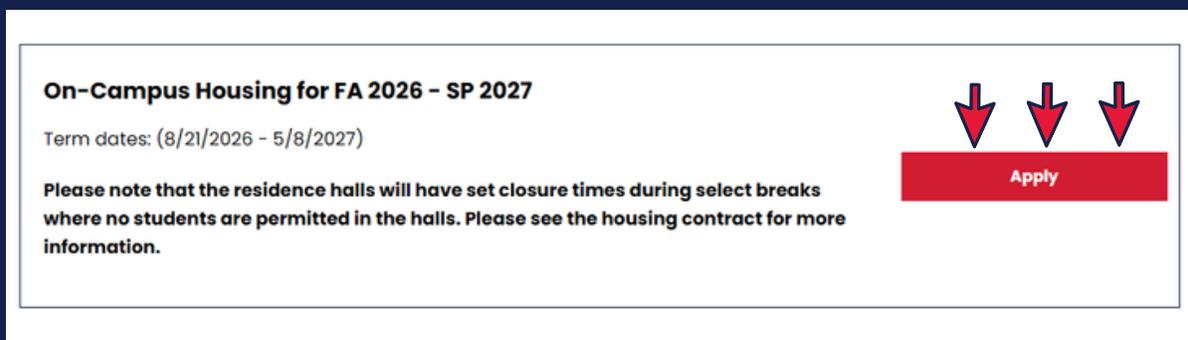
- > [Housing Contract](#) (RMU student academic year and summer housing)
- > [Residence Hall Amenities](#)
- > [Housing Fees](#)
- > [Guide to Residential Living 2025-2026](#)
- > [Residence Life Policies](#)

HOW TO COMPLETE YOUR HOUSING CONTRACT AND SUBMIT YOUR DEPOSIT

3. Log into the portal with your RMU credentials. You will then be redirected to this landing page. Select **"Application"** on the top bar.



4. Click on **the academic year** that you are submitting a housing application for and click **"Apply"**. Follow the application prompts.



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5. Provide your personal information on the **Personal & Contact Details** page.

The screenshot shows a progress bar with eight steps. The first seven steps are marked with green checkmarks, and the eighth step is marked with a red circle. Below the progress bar, the page title is "Personal & Contact Details". The text below the title reads: "Please verify that the following information is correct. If any of your address information is incorrect, please complete a [Change of Address](#)." Below this, the form fields show "Last Name: Student" and "First Name: TestRMU".

6. See highlighted portion for deposit details.

The screenshot shows the "Deposit Payment" page. The page title is "Deposit Payment". Below the title, there is a section for "FOR RETURNING RMU STUDENTS:" with the following instructions:

1. Click the link below to access your student account homepage.
2. At the top of the page, click "Deposits."
3. Select the appropriate semester – this should be the first semester you will be attending RMU during that academic year (for most students, this will be Fall 2026). Click Select.
4. Choose "Housing Deposit – Returning." Click Select. Click Continue.
5. Follow the on-screen instructions to complete your payment.

The online payment page will open in a new window. Once you have completed your payment, please close the payment window to return to this page.

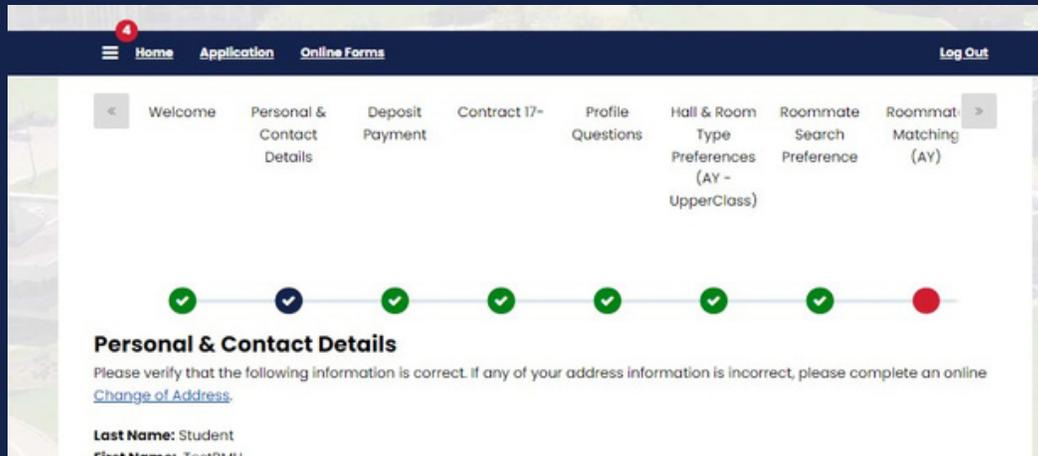
[Pay Online Now](#)

FOR NEW RMU STUDENTS:

All students must pay the \$500 deposit before the housing contract can be completed. This payment can be made through their enrollment portal, Romo's Resources. Failure to pay the \$500 deposit will result in you not receiving a room assignment.

HOW TO COMPLETE YOUR HOUSING CONTRACT AND SUBMIT YOUR DEPOSIT

7. Read through the contract carefully and sign at the bottom indicating your understanding of and agreement to the terms of the contract.



8. Complete the **Profile Questions** to ensure the best possible roommate pairing can be made.

Profile Questions

This is your Standard Profile. Use this page to setup your profile types which will be used for matching with a potential roommate.

How do you prefer your room climate

Cold: I like to use the air conditioning

Open-Windows: I enjoy the fresh air

Warm: I like to turn on the heat

HOW TO COMPLETE YOUR HOUSING CONTRACT AND SUBMIT YOUR DEPOSIT

- Review the Hall and Room Type information. Click **“Save and Continue”** when you’re ready to proceed.



Hall and Room Type Information (AY) - First-Year

First-Year students will be assigned to one of our traditional buildings. You will receive your housing assignment and roommate information in the early summer of 2026. Please keep an eye on your RMU email for additional housing information.

[Traditional Undergraduate Buildings](#) are: Adams, Gallatin, Hamilton, Hancock, Madison, Monroe, Ross, and Washington. A traditional undergraduate hall contain mainly two and three person rooms with a shared floor bathroom. All traditional undergraduate buildings have a similar set-up and style.

Save & Continue

- In order to be placed into a group, you **must** check the **“Include in Search”** box on the Roommate Search Preference page.



Roommate Search Preference

Include in Search

Check this box if you wish to be included in the roommate searching process:

← ← ←

Screen Name

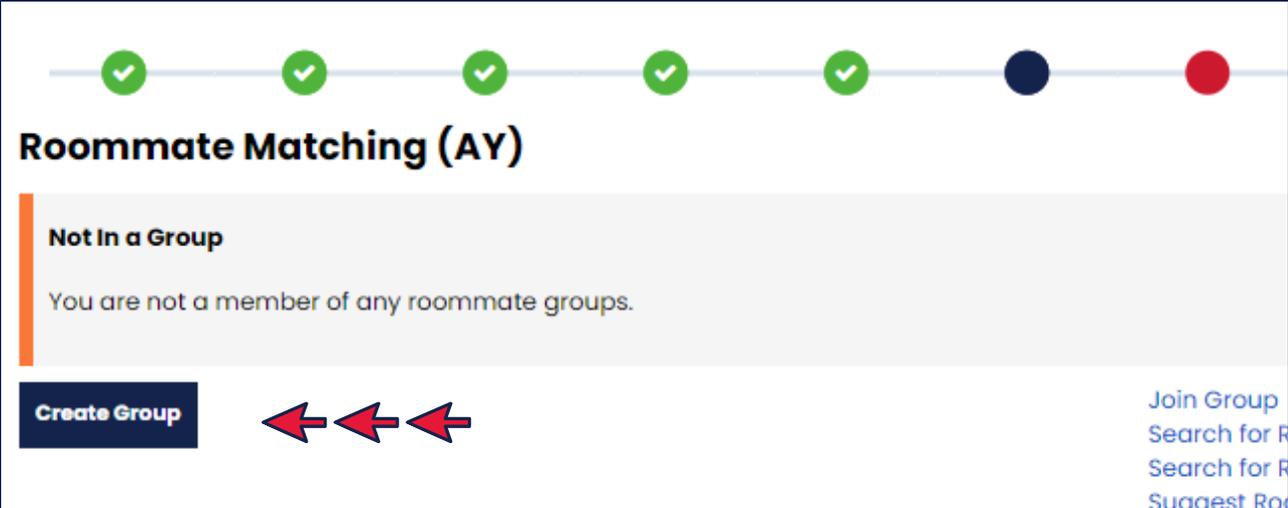
Enter the name you wish potential roommates to see:

ResLife|

HOW TO CREATE A ROOMMATE GROUP

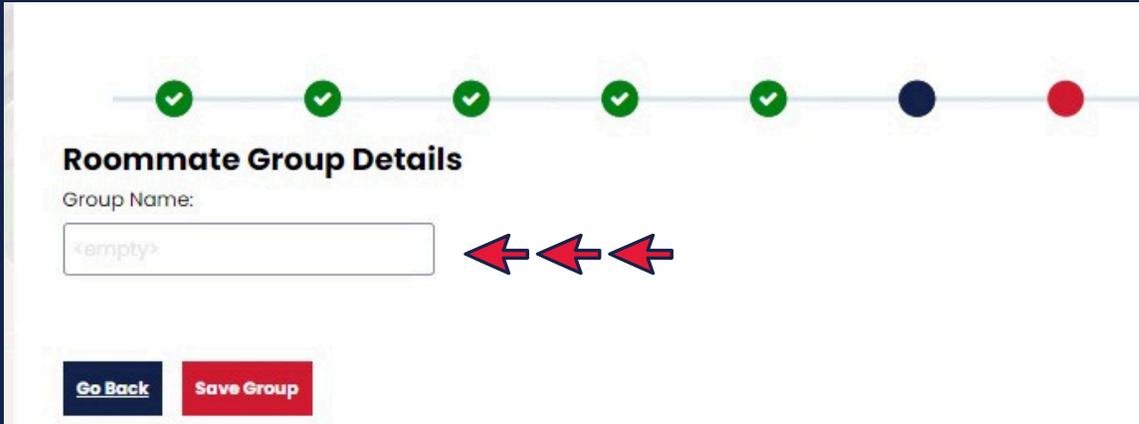
The following steps outline how a group leader can create a housing group. In order to create a roommate group, you must first complete your housing contract and submit your deposit.

1. On the “Roommate Matching” page of the application, selection “Create Group.”



The screenshot shows a progress bar at the top with seven steps. The first five steps are marked with green checkmarks, the sixth with a dark blue circle, and the seventh with a red circle. Below the progress bar, the heading “Roommate Matching (AY)” is displayed. Underneath, a grey box contains the text “Not In a Group” and “You are not a member of any roommate groups.” At the bottom left, a dark blue button labeled “Create Group” is highlighted with three red arrows pointing to it. On the right side, there are links for “Join Group”, “Search for R”, “Search for R”, and “Suggest Ro”.

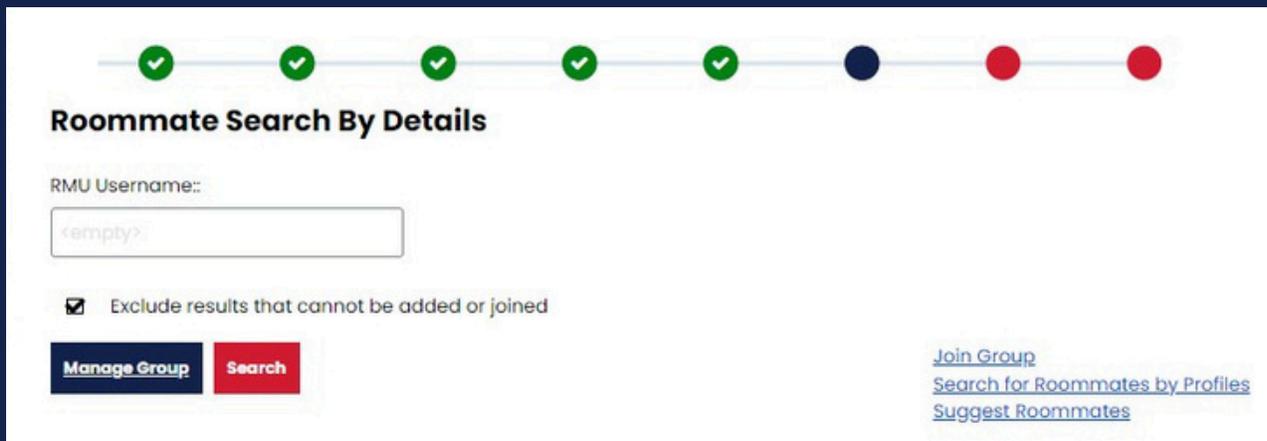
2. Type your group name into the text box and select “Save Group.” Please note, your group name is visible to ORL staff.



The screenshot shows the same progress bar as the previous image. Below it, the heading “Roommate Group Details” is displayed. Underneath, there is a label “Group Name:” followed by a text input box containing the placeholder text “<empty>”. Three red arrows point to the input box. At the bottom left, there are two buttons: “Go Back” (dark blue) and “Save Group” (red), with the “Save Group” button highlighted by the arrows.

HOW TO CREATE A ROOMMATE GROUP

3. Once your group is created, there are two ways for your roommates to be added to the group.
- a) As the group leader, you can add members through the “RMU Username” search bar.



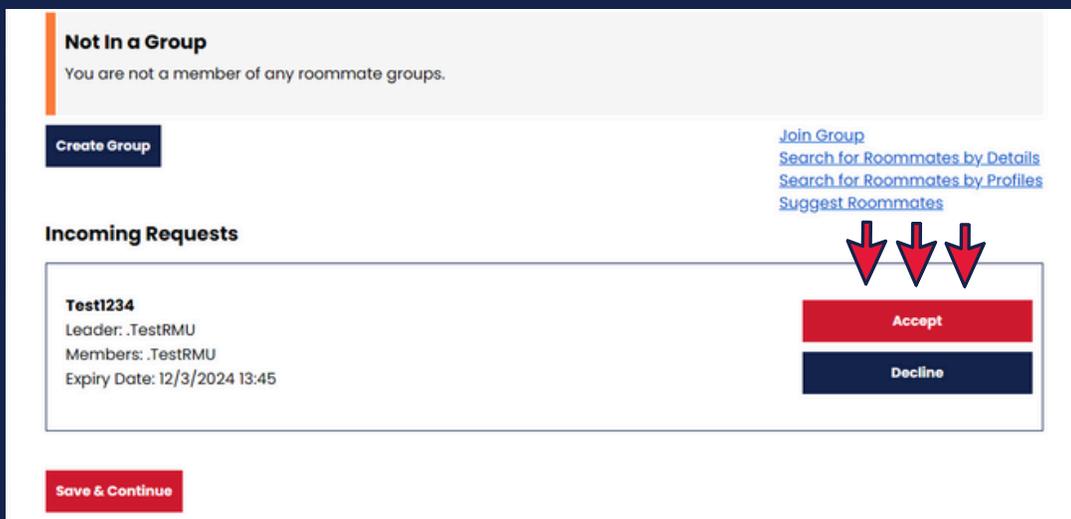
Roommate Search By Details

RMU Username:
<empty>

Exclude results that cannot be added or joined

[Join Group](#)
[Search for Roommates by Profiles](#)
[Suggest Roommates](#)

- i. Once added by the group leader, group members will need to log into the housing portal and accept the group.



Not In a Group
You are not a member of any roommate groups.

[Join Group](#)
[Search for Roommates by Details](#)
[Search for Roommates by Profiles](#)

Incoming Requests

Test1234
Leader: .TestRMU
Members: .TestRMU
Expiry Date: 12/3/2024 13:45

[Accept](#)
[Decline](#)

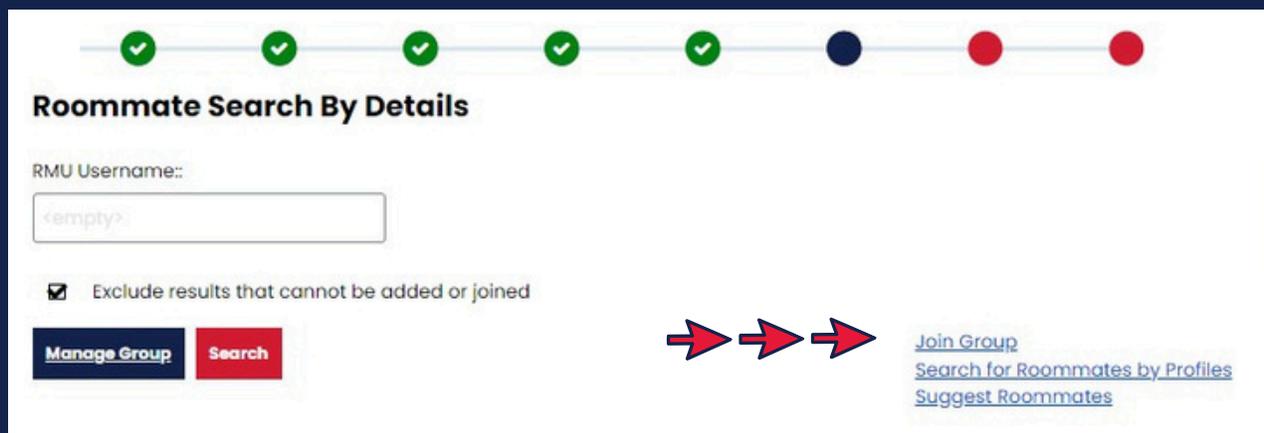
[Save & Continue](#)

HOW TO CREATE A ROOMMATE GROUP

- ii. After all group members accept being added to the group, the group leader must go back and select “**Verify Group.**”



- b) The other option is for group members to join themselves.
i. Under the “**Roommate Matching**” page, select “**Join Group,**” then search for and join your group.



HOW TO CREATE A ROOMMATE GROUP

- ii. Once group members add themselves, the group leader must go back and select “Verify Group.”



Your housing group is not finalized until the group leader verifies the group.