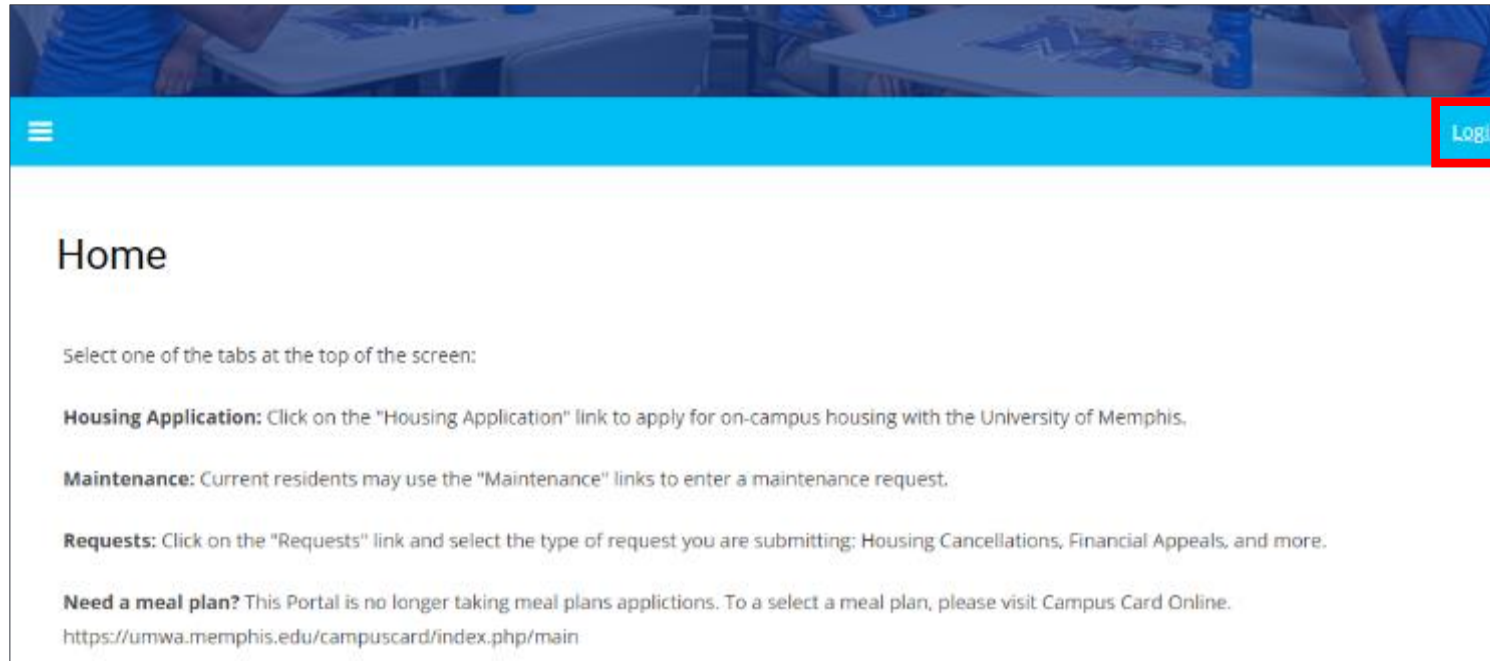


HOW TO APPLY

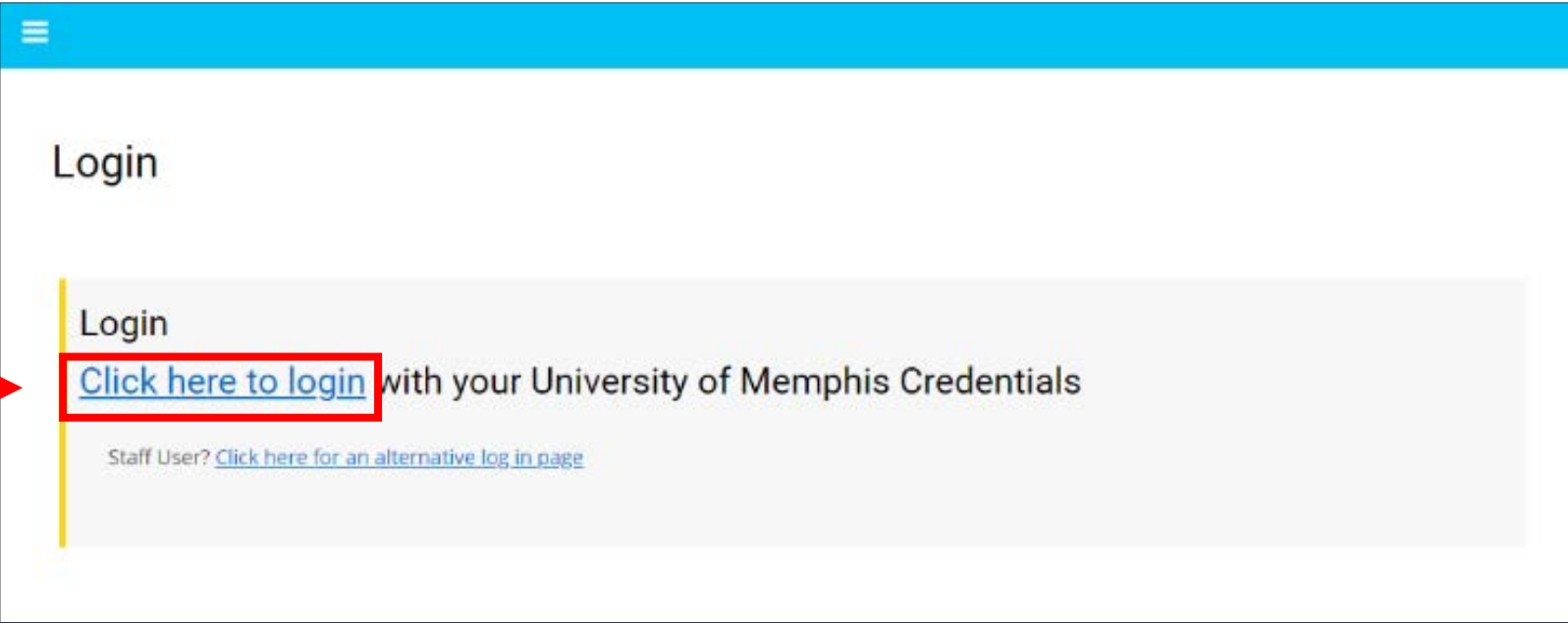


#TigersLiveHere

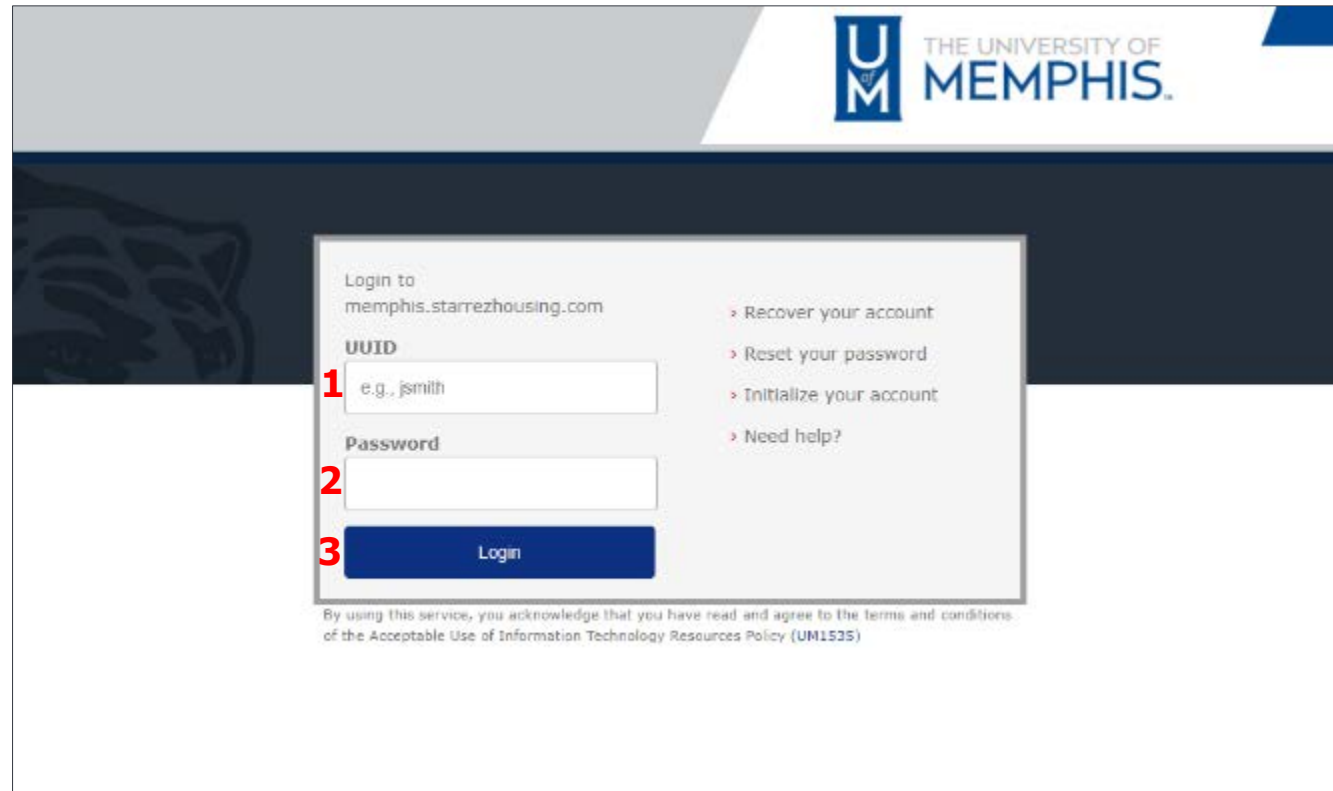


Your Housing Portal homepage should look like this. Click "Login" on the top right of the page to be taken to the login screen.

Follow the instructions
to log in to the Housing
Portal.



1. Enter your UUID
(University username).
2. Enter your password.
3. Select "Login" to
continue to the portal.



The screenshot shows the login page for the University of Memphis. At the top right is the University of Memphis logo. The main content area is a light gray box with a dark blue header. Inside the box, the text "Login to memphis.starrezhousing.com" is displayed. Below this are two input fields: "UUID" and "Password". The "UUID" field contains the text "e.g., jsmith". To the right of the input fields are four links: "Recover your account", "Reset your password", "Initialize your account", and "Need help?". Below the input fields is a blue "Login" button. At the bottom of the box, there is a small disclaimer: "By using this service, you acknowledge that you have read and agree to the terms and conditions of the Acceptable Use of Information Technology Resources Policy (UM1535)".

U
M
THE UNIVERSITY OF
MEMPHIS

Login to
memphis.starrezhousing.com

UUID
1 e.g., jsmith

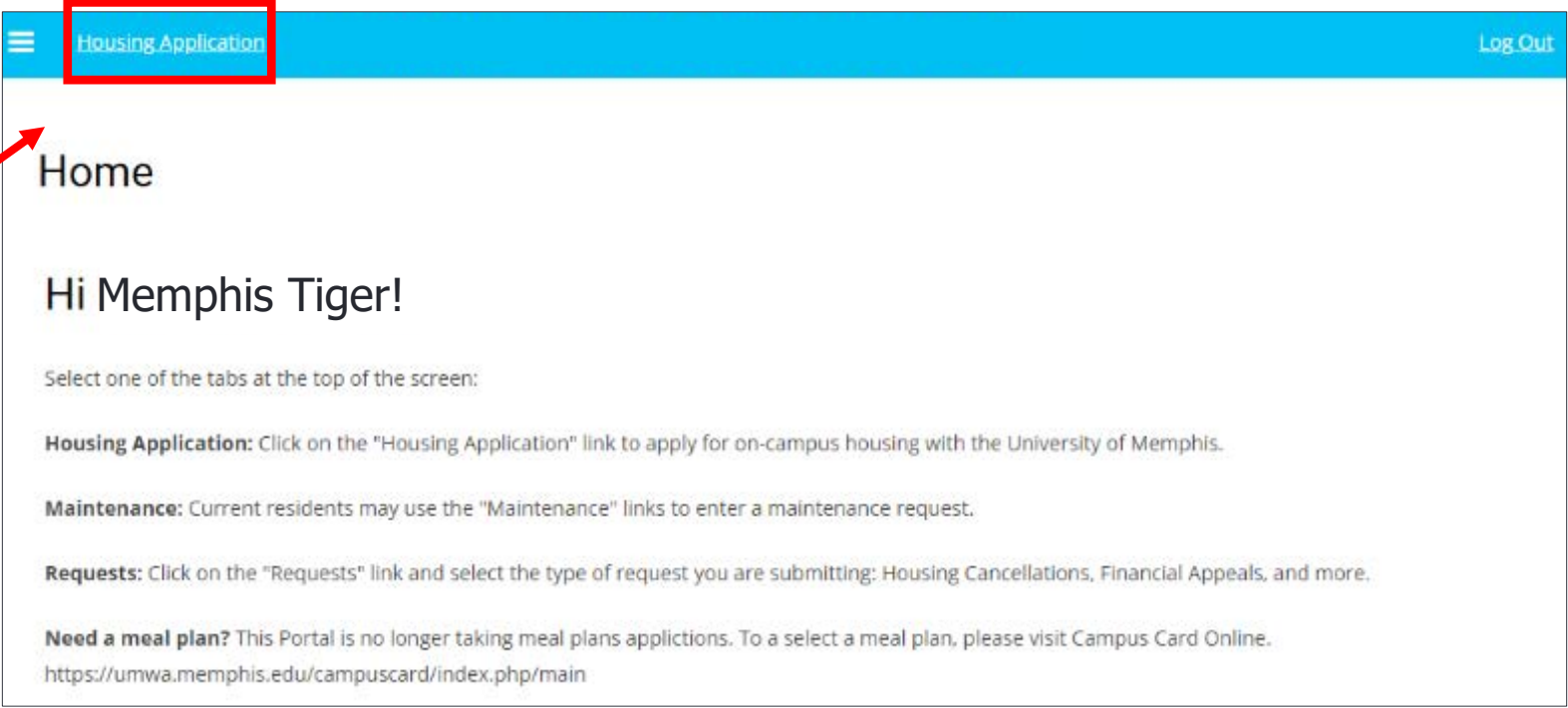
Password
2

3 Login

> Recover your account
> Reset your password
> Initialize your account
> Need help?

By using this service, you acknowledge that you have read and agree to the terms and conditions of the Acceptable Use of Information Technology Resources Policy (UM1535)

Once logged in, your homepage should now look like this. Click "Housing Application" in the top left of the page to continue.



1. Read the information on the screen.
2. Use the "Type of Housing" dropdown menu to select the kind of housing you are looking for.
3. Select "Continue" to proceed.

The screenshot shows the 'Housing Application' portal with a blue header bar containing a menu icon, the title 'Housing Application', and a 'Log Out' link. Below the header is a progress bar with four steps: 'Welcome to the Housing Application Portal' (current), 'App Fee', 'Checkout', and 'Receipt'. The main heading is 'Welcome to the Housing Application Portal'. Below this, a numbered instruction '1' asks the user to select a housing type. A bulleted list provides details for five options: Regular Student Housing, Graduate Housing, Student Family Housing, Lambuth Campus Housing, and International Graduate Apps. Below the list, a 'Type of Housing' dropdown menu is open, showing the same five options. A red arrow points to 'Graduate Housing (GSFH)', which is highlighted with a red box. At the bottom left, a blue 'CONTINUE' button is visible, with a red arrow pointing to it from the instruction '3'.

1 Before you get started on the housing application, please select what kind of housing you are looking for.

- Regular Student Housing : housing in residence halls and shared apartments on main campus in Memphis, TN
- Graduate Housing : individual housing for graduate students on the Park Avenue campus (part of Graduate & Student Family Housing) in Memphis, TN
- Student Family Housing : housing for married students and/or students with children on the Park Avenue Campus (part of Graduate & Student Family Housing) in Memphis, TN
- Lambuth Campus Housing : housing in Carney-Johnston residence hall on the Lambuth campus in Jackson, TN
- International Graduate Apps : housing for eligible students in the Yugo apartments near main campus in Memphis, TN


Type of Housing

Regular Student Housing
Lambuth Campus Housing
Graduate Housing (GSFH)
Family Housing (GSFH)
International Graduate Housing

3 CONTINUE

International Graduate students may select "Graduate Housing (GSFH)" or "International Graduate Housing." Select "International Graduate Housing" for Yugo applications.

Graduate Housing - GSFH

 [Housing Application](#) [Log Out](#)

Term Selector (Graduate & Student Family Housing)

Please select the correct term below to start or continue your application.

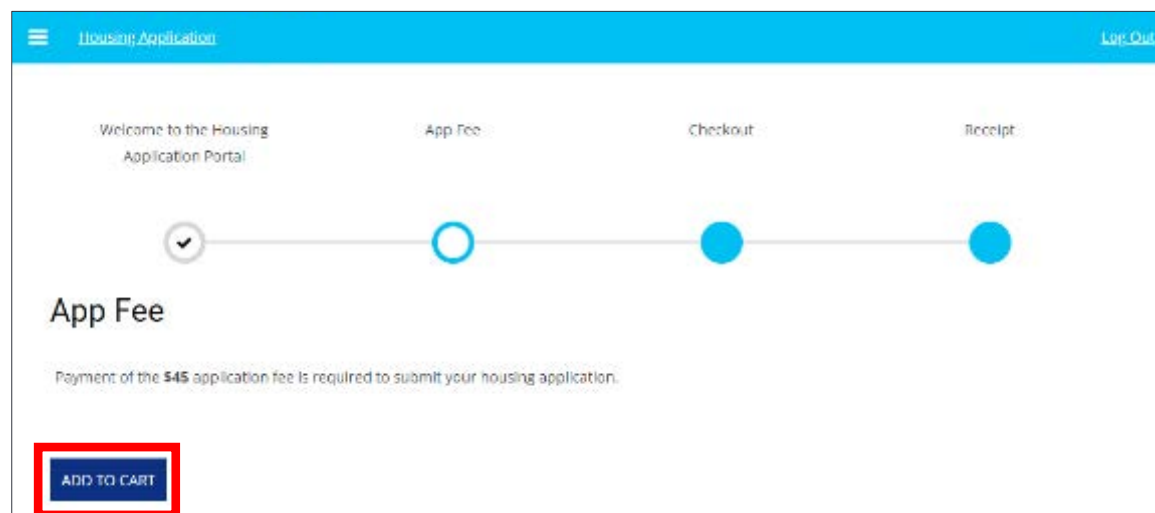
Note: Graduate Student Family Housing terms are now year-long contracts from June 1 through May 31 of the following year.

GSFH AY June 2024 - May 2025
(6/1/2024 - 5/31/2025)

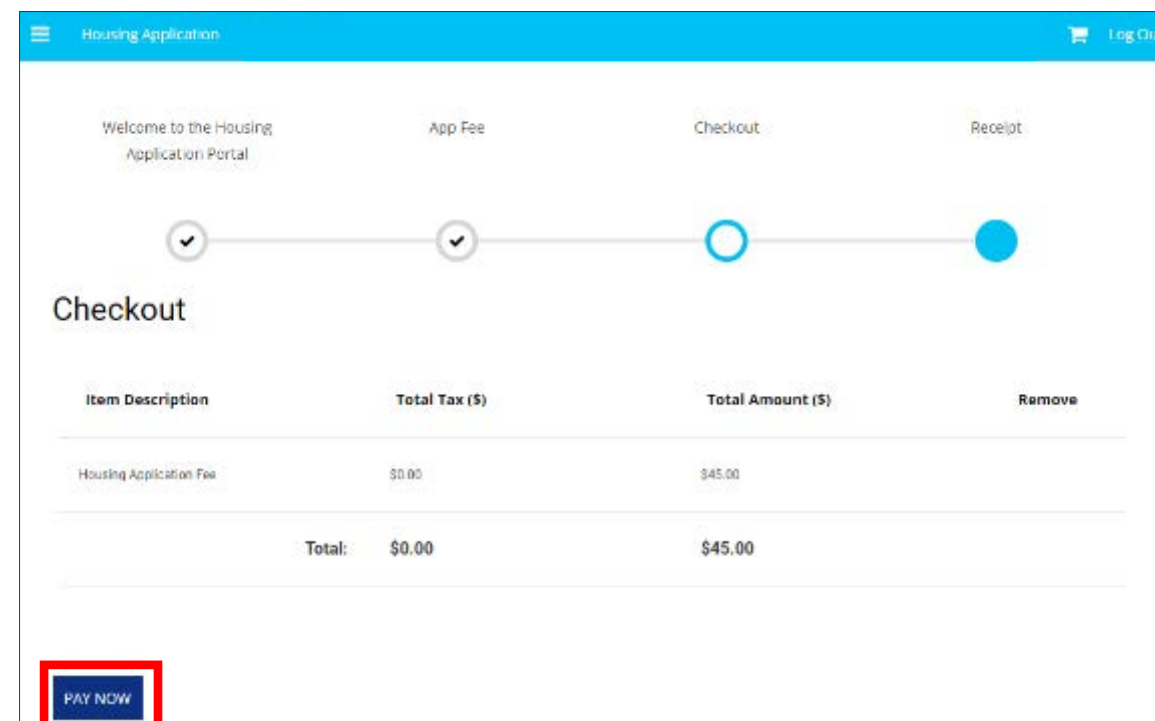
APPLY

Select "Apply" to continue.

Graduate Housing - GSFH




1. The GSFH application requires payment of a \$45 application fee. Select "Add to Cart" to continue to payment.



2. Select "Pay Now" to be taken to the Touchnet payment site.

Graduate Housing - GSFH









Payment

Payment Information

* Indicates required information

Total: \$45.00

Payment Method:



Account Information

* Indicates required information

Credit Card Type:

Account Number:

Expiration Date:

Security Code:

[View Example](#)

Name on Card:

Billing Information

* Indicates required information

Street Address 1:

Street Address 2:

City:

State:

Zip Code:

Country:

Contact Information

* Indicates required information


Email:

Day Phone:

Night Phone:

Mobile Phone:

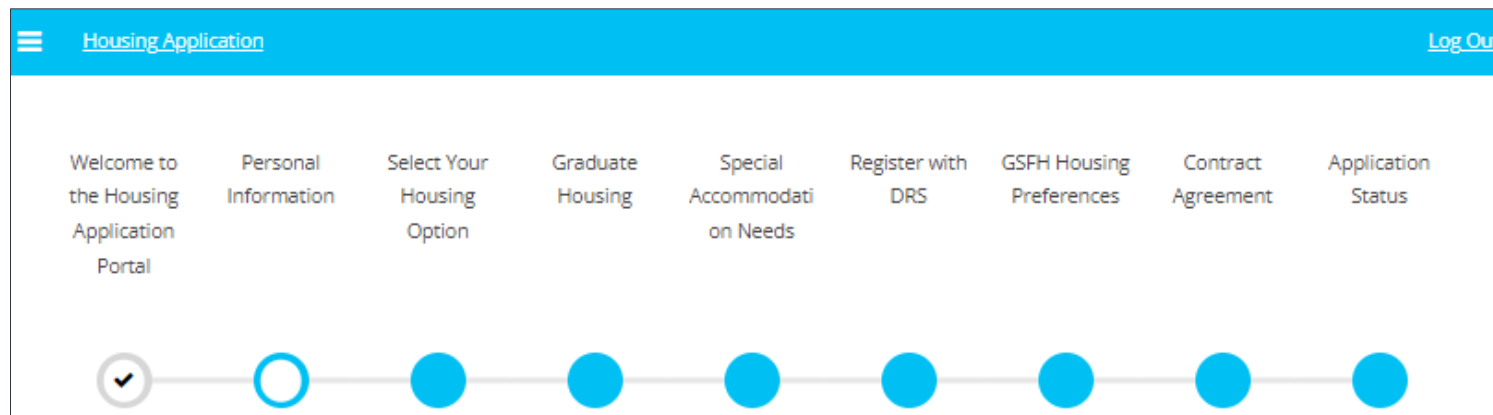
Return Policy Agreement

 By clicking Continue, I agree to the above Return Policy.

Enter your payment details and select "Continue" to complete payment.

Graduate Housing - GSFH

Application Checklist:



- ☐ Personal Information
- ☐ Select Your Housing Option
- ☐ Graduate Housing
- ☐ Special Accommodation Needs
- ☐ Register with DRS
- ☐ GSFH Housing Preferences
- ☐ Contract Agreement
- ☐ Application Status

Graduate Housing - GSFH

❑ Personal Information:

Basic Personal Information

First Name

Preferred Name

Middle Name

Last Name

Gender

Gender Designation

Personal Pronoun

Email

Fill in your Personal Information and select "Save & Continue" to proceed to the next application step.

Permanent Address Information

Street

Street 2

City

State

Zip Code

Country
(Please Select Country)

Emergency/Missing Contact

The Department of Education requires that, in addition to registering an emergency contact, students residing identify confidentially an individual to be contacted by the University of Memphis in the event the student is a hour.

The contact information provided will be accessible only to authorized campus officials and law enforcement, person investigation.

If a student has identified such an individual, the University of Memphis will notify that individual no later than be missing.

Contact Name

Relationship

Phone Mobile Cell

Phone

Phone

Email

Street

Street 2

City

State Province

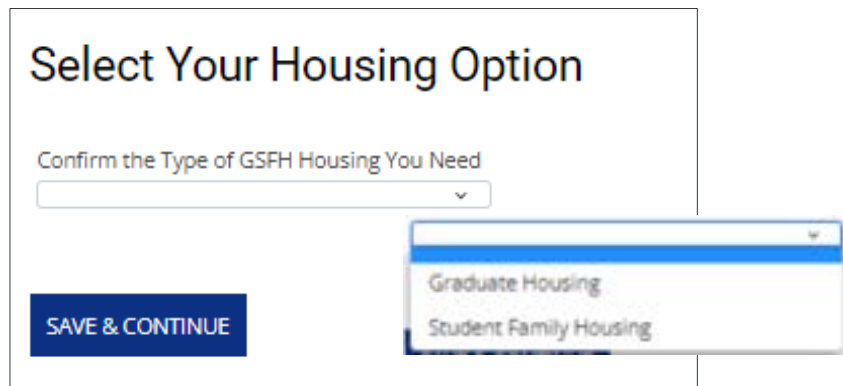
Zip Postcode

Comments

SAVE & CONTINUE

Graduate Housing - GSFH

❑ Select Your Housing Option:



Select Your Housing Option

Confirm the Type of GSFH Housing You Need

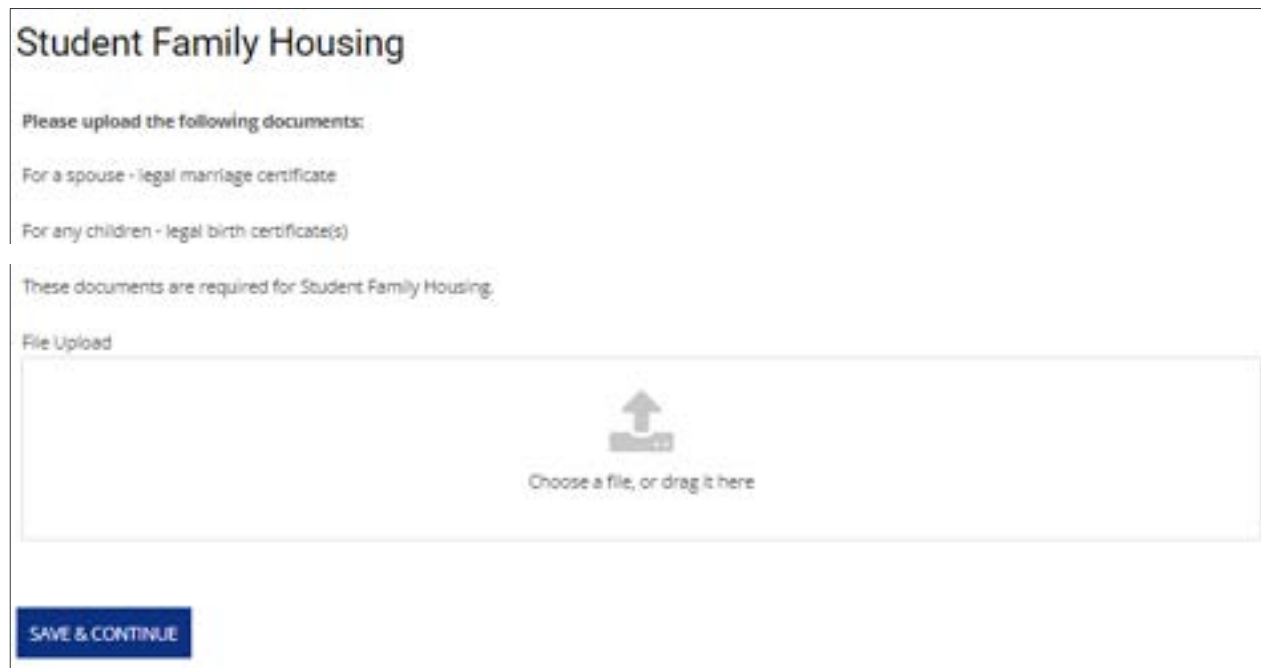
Graduate Housing

Student Family Housing

SAVE & CONTINUE

Select your housing option from the dropdown menu. If you have a spouse or children who will live with you, then you will select "Student Family Housing." If you will only require housing for yourself, select "Graduate Housing."

Note: For spouses, you will need to upload your legal marriage certificate. For children, you will need to upload their legal birth certificate(s)



Student Family Housing

Please upload the following documents:

For a spouse - legal marriage certificate

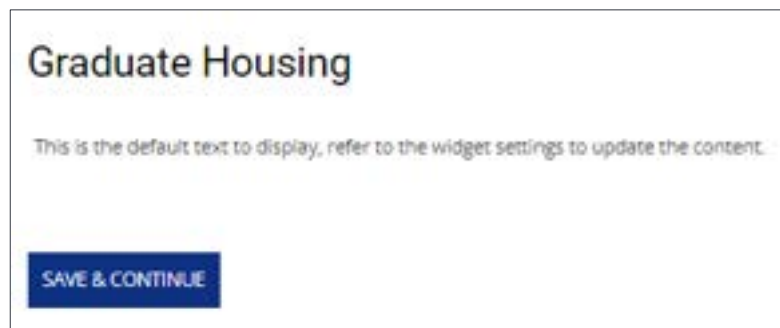
For any children - legal birth certificate(s)

These documents are required for Student Family Housing.

File Upload

Choose a file, or drag it here

SAVE & CONTINUE



Graduate Housing

This is the default text to display, refer to the widget settings to update the content.

SAVE & CONTINUE

Select "Save & Continue" to proceed to the next application step.

Graduate Housing - GSFH

❑ Special Accommodation Needs:

Special Accommodation Needs

If you require special housing accommodations related to a disability or other health concern, please register your need with DRS.

It is your responsibility to contact and register your need with DRS.

If DRS approves your accommodation request, they will contact our office to help secure accommodations, if possible.

Do you have a need for accommodation through DRS?

Select Yes or No

 ⓘ

SAVE & CONTINUE

Register with DRS

To register with DRS, please follow this link: <https://www.memphis.edu/drs/disabilitysvcs/getstarted.php>

Once there, you will click into their "Accessible Information Management System" to begin your registration. Please pay careful attention to the details provided on the DRS website regarding documentation, meetings, forms, and guidelines.

For more information, contact:

Disability Resources for Students

drs@memphis.edu

901-678-2880

<https://www.memphis.edu/drs/>

I have registered:

☒

SAVE & CONTINUE

If you do not have an accommodation need, select "No" and then "Save & Continue" to proceed to the next application step.

If you do have accommodation needs, select "Yes" and then "Save & Continue" to proceed to the next steps. You will then be prompted to register your need with Disability Resources for Students (DRS). Check the box to acknowledge that you have registered. Then select "Save & Continue" to proceed to the next application step.

Graduate Housing - GSFH

❑ GSFH Housing Preferences

GSFH Housing Preferences

Please select your room preferences, with 1st being most important. Housing preferences are considered, but not guaranteed. If your selected preferences are unavailable, your assignment process may be delayed.

You may only select housing preferences for Living Learning Communities if you are applying to be a member of that Living Learning Community. Go to <https://www.memphis.edu/reslife/housing101/communities.php> for more information.

More information can be found on our web site at: <http://www.memphis.edu/reslife/apply.php>

You can come back to this page to make changes to your preferences until May 1. After that, you may submit a request for your housing preferences to be changed. Preferences will not be changed if you have already been assigned housing.

Please add at least 1 preferences.

2 **ADD PREFERENCE**

Order	Room Preference	Delete
1	1 ---Please Select---	DELETE

You can add 4 more preferences.

3 **SAVE & CONTINUE**

Room Preference	Delete
---Please Select---	DELETE
---Please Select---	
Phase 1 1 Bedroom Townhouse	
Phase 1 2 Bedroom Flat	
Phase 1 2 Bedroom Townhouse	
Phase 2 Handicapped Accessible	

You can add 4 more preferences.

1. Select your housing preferences from the dropdown menu.
2. To add additional preferences, select "Add Preference." You must add at least 1 preference and may add up to 5 preferences total.
3. Select "Save & Continue" to proceed to the next step.

Graduate Housing - GSFH

❑ Contract Agreement:

Housing Contract Terms

Graduate & Student Family Housing

The University of Memphis operates the residence halls on a contract basis for the full academic year. Your electronic signature acknowledges that this contract is a binding legal agreement. You may not alter this contract in any way without a written agreement from the Director of Housing and Residence Life. You are responsible for reading the terms below carefully and ensuring that all of your questions are answered prior to signing. If you have any doubt about the meaning of any terms or if you need accommodations to access the terms (including any of the embedded urls, please contact the Department of Housing & Residence Life at 901-678-2295 or via email at housing@memphis.edu.

TERMS AND CONDITIONS

1. Definitions

- a. Fully admitted student: An individual who has been accepted as a student at the University and is enrolled for a minimum of six (6) undergraduate or three (3) graduate semester hours (one graduate hour is permissible for applicable graduate programs) prior to checking in. Summer students must be enrolled for at least three (3) undergraduate hours for the session living on campus.
- b. Fall Semester: The period from the official opening day and hour of the residence halls through twenty-four (24) hours following the resident's final examination, or if applicable, the time posted on the day of commencement exercises, or according to the terms of an extended contract.
- c. Guest: An individual who does not have a contract and accompanying housing assignment for a space where they are visiting, residing or occupying.

f. Parent/Guardian as Co-Signor: This contract may be signed electronically by the student if they are 18 years of age or older without a parent/guardian signature. If a student is under 18 years of age, a parent/guardian co-signature is required and the payment obligations of this contract shall be binding on both parties.

g. Effect of Signature: By entering this contract, you certify that you have read all the terms and conditions of this contract, the University Housing Policies and the Student Code of Rights and Responsibilities and agree to be bound by the terms.

h. Applicable Law: This contract shall be governed and construed in accordance with the laws of the State of Tennessee. Any and all monetary claims against the University, its officers, agents, and employees for breach of this contract shall be submitted to the Board of Claims or Claims Commission of the State of Tennessee and shall be limited to those provided for in T.C.A. § 9-8-307.

By typing in the student ID and clicking "I agree" at the bottom of this page, you are signing an Electronic Contract and affirming that you are 18 years of age or older.

Signature, Your Student Number is: U00537701

I AGREE

The entire contract agreement is not pictured above. Please review the entire contract in the housing application, sign by entering your student ID number and then select "I Agree" to proceed to the next step.

Graduate Housing - GSFH

❑ Application Status:

The screenshot shows the 'Application Status' page of the Graduate Housing Application Portal. At the top, a navigation bar includes links: 'Welcome to the Housing Application Portal', 'Personal Information', 'Select Your Housing Option', 'Graduate Housing', 'Special Accommodations Needs', 'Register with DRS', 'GSFH Housing Preferences', 'Contract Agreement', and 'Application Status'. Below this is a progress bar with nine steps. The first eight steps are marked with a checkmark in a grey circle, and the ninth step, 'Application Status', is marked with a blue circle. The main heading 'Application Status' is followed by a paragraph: 'You started your application for GSFH AY June 2024 - May 2025 on 3/19/2024, and have signed the contract as of 3/19/2024. You have not paid the application fee. Your application is complete as of 3/19/2024.' At the bottom, there is a blue banner with the word 'Welcome' in a stylized font and a small graphic of a tiger. On the right side of the banner, there is a link 'Contact Us' with the email 'housing@memphis.edu' and a link 'Visit our website'.

Welcome to the Housing Application Portal

Personal Information

Select Your Housing Option

Graduate Housing

Special Accommodations Needs

Register with DRS

GSFH Housing Preferences

Contract Agreement

Application Status

Application Status

You started your application for GSFH AY June 2024 - May 2025 on 3/19/2024, and have signed the contract as of 3/19/2024. You have not paid the application fee. Your application is complete as of 3/19/2024.

Welcome

Contact Us
housing@memphis.edu
Visit our website

The screenshot shows an email titled 'Thank you for Applying'. The sender is 'Residence Life at U of Memphis <housing@memphis.edu>' and the recipient is 'memphistiger@memphis.edu'. The email body starts with 'Dear Future Tiger,' followed by a paragraph: 'Thank you for your interest in living in The University of Memphis residence halls. Your application for GSFH AY June 2024 - May 2025 has been submitted. A confirmation email to your University of Memphis email address. Application for housing does not guarantee assignments. If you have further questions, please contact us at housing@memphis.edu.' The email ends with 'University of Memphis - Housing and Residence Life'.

Thank you for Applying

Residence Life at U of Memphis <housing@memphis.edu>
To: memphistiger@memphis.edu

Dear Future Tiger,

Thank you for your interest in living in The University of Memphis residence halls. Your application for GSFH AY June 2024 - May 2025 has been submitted. A confirmation email to your University of Memphis email address. Application for housing does not guarantee assignments. If you have further questions, please contact us at housing@memphis.edu.

University of Memphis - Housing and Residence Life

Congratulations!

You have now completed your housing application. Please read the confirmation for more details. You will also receive a confirmation email upon completion.

Helpful Tips

- Housing assignments are on a first come, first served basis—it is important to apply as early as possible.
- We prioritize creating an inclusive environment in which all students feel valued and respected. As such, we refrain from categorizing or assigning students based on ethnicity, nationality, religion, or any other factors and protected classes. Our commitment to diversity and inclusivity underscores our belief in equality and fairness for all individuals.
- If you require housing accommodations related to a disability or other health concern, please contact the Disability Resources for Students (DRS) office and indicate the need within your application. The DRS accommodation must be approved prior to accommodating assignment.
- Roommate Preferences/Matching: Selecting a roommate on your application does not guarantee that you will live with them but will help Housing and Residence Life when making room assignments.
 - If you have specific people that you would like to live with, you can create a Roommate Group within the application. By applying together as a group, you increase the likelihood of your roommate requests being accepted.
 - Both parties must request each other to be assigned to the same room.
- Complete the Roommate Agreements through the RoomPact website when you arrive.
- Review the list of items you can and cannot bring to the residence halls on our website.
- The summer is an exciting time for incoming students. You may be eager to arrive or have many questions.
 - Please allow us time to work through housing assignments and be patient with our office.
 - Email is often the best and fastest way to reach us. Please allow 1-2 business days for response.
- Get involved and participate in your residence hall and campus activities.

Note: If you choose to live off campus, please remember that you should not pay a deposit or sign a lease until you have seen the apartment and where it is located.

Need Additional Assistance?

- General Housing Including Graduate Student and Family Housing
 - Email: housing@memphis.edu
 - Phone: +1.901.678.2295
 - Website: memphis.edu/reslife
- Graduate International Housing or Yugo
 - Email: internationalhousing@memphis.edu
 - Phone: +1.901.678.2295
 - Website: memphis.edu/reslife/international/international.php
 - Graduate International Housing Guide (Helpful for both undergrad and graduate students): memphis.edu/reslife/pdf/internationalhousingguide2023.pdf
- Cancellations or Billing Issues
 - Email: resbusiness@memphis.edu
 - Phone: +1.901.678.2295
- Payment Plans or Billing Questions
 - Phone: +1.901.678.2712
 - Website: <https://www.memphis.edu/usbs/contactus.php>