Contracting for International Students

Please print these instructions for easy reference during the application process.

In order to access the housing signup page, please follow these steps:

1. Open your browser to the Housing web page: 
   [http://www.uwgb.edu/housing/on-campus/application.asp](http://www.uwgb.edu/housing/on-campus/application.asp)

2. Click on the “International Student Housing Online Contracting” link

3. This will open a new page where you will need to enter your credentials. Enter your username and password. Then click on the Login button.
4. You will now be able to complete the housing application. Choose the Application Period for which you would like to apply at the bottom of the screen.

5. Next you will be asked to verify the application period you have selected. Be sure to carefully check the contract term dates. Click the Next Step button to continue.
6. Next, you will be able to indicate any room or roommate preferences you may have.

Housing and Residence Life

7. Add any room preferences by clicking the green plus sign in that section and selecting from the choices given. You may select up to 5 room preferences. Preferences are filled in the order listed.

8. Use the icons at the left of the table to make changes to your room preferences. Use the red x to delete a preference. Use the pencil to edit a preference. Use the arrows to move items up or down in the list.
9. Answer the roommate questions by choosing the appropriate radio buttons.

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Preference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Prefer living with a nonsmoker</td>
<td>Yes □, No □, No Pref □</td>
</tr>
<tr>
<td>2</td>
<td>Prefer going to bed early</td>
<td>Yes □, No □, No Pref □</td>
</tr>
<tr>
<td>3</td>
<td>Prefer getting up early</td>
<td>Yes □, No □, No Pref □</td>
</tr>
<tr>
<td>4</td>
<td>Prefer keeping room orderly/tidy</td>
<td>Yes □, No □, No Pref □</td>
</tr>
<tr>
<td>5</td>
<td>Prefer studying in silence</td>
<td>Yes □, No □, No Pref □</td>
</tr>
<tr>
<td>6</td>
<td>Prefer studying during the day</td>
<td>Yes □, No □, No Pref □</td>
</tr>
</tbody>
</table>

10. You may add a named Roommate preference. To do so, click the green plus sign in that section. You must know the student’s 9-digit campus id.

11. Enter the Campus Id and click the Search button.

[Example: Campus ID: 999999999]
12. If the person is found, click the Select button to add them to your preferences.

13. Click the Next Step button to continue.

14. In the next step, Contracting, you will be accepting the terms of a legally binding contract for housing at UW-Green Bay. Be sure you understand the terms of the contract before completing this step. If you have any questions, please contact the Housing & Residence Life office by email at housing@uwgb.edu or by phone at 920-465-2040.

15. Be sure to check each required assertion to indicate your acceptance of the terms and enter your Campus ID in the text box. You must click the “I Agree” button to electronically sign the contract. You can download or email a copy of the contract to yourself by clicking the appropriate link.

16. If you are under the age of 18, you will need to provide an email address for your parent or guardian. If you are over 18 years of age, the co-signature box will not appear.
17. A pop up dialog box will confirm your desire to accept the contract. Click the OK button.
18. Congratulations – you’ve completed your housing contract. Click the Finish button to return to the Landing Page.

19. Close all windows and log off the remote desktop system.

20. You will receive an email confirmation in your UW-Green Bay email account.

21. If you have any questions, please contact the Office of Residence Life:

   UW-Green Bay Housing & Residence Life
   Residence Life Community Center
   2420 Nicolet Drive
   Green Bay, WI 54311-7001
   Phone: (920) 465-2040
   Email: housing@uwgb.edu