

# Fall 2025/Winter 2026 Housing Contract Process

**Opens December 2<sup>nd</sup>, 2024  
at 9am EST in Housing  
Portal**

**Questions?**

**[Housing@svsu.edu](mailto:Housing@svsu.edu)**

**989-964-4255**

Step 1: Once in the Housing Portal, you will navigate to the left-hand menu and click on “Housing Contract & Forms” to open up the list of contracts & forms available.



Step 2: Click on “Fall 2025-Winter 2026 Housing Contract” it will be at the bottom of the list.

Step 3: Review the contract language and scroll to read in the entirety. This is a legally binding document with the University, it's important that you understand what you're agreeing to before signing.

Step 4: Once you've reviewed the contract, determine which method you'd like to use for signing your contract.

You can either type your full legal name OR use the signature pad to draw your signature.

Click **Continue**.

Consent - Fall 2025-Winter 2026 Housing Contract

**Authorization**  
Your signature acknowledges that all of the information above is correct to the best of your knowledge and that this information may be released in the event of an emergency. You acknowledge that you have read and understand and agree to all conditions and terms herein contained as part of the Housing Contract materials.  
Signature of Resident:

**Contract Signature**  
You are entering into a binding legal contract with the University, effective upon the date of signature, below. Please do not sign this Contract unless you are certain you have sufficient resources to cover the costs involved.  
Your signature acknowledges that you have read and understand this Housing Contract and you agree to abide by the terms of this Contract. By signing this Contract, you agree to make timely payment for housing services and the meal plan (if applicable) provided under the terms and conditions of this Contract.  
The Housing Contract applies to occupancy for the full academic year (fall and winter semesters) or for the remainder of the academic year as indicated below.  
This Contract may be extended for spring and/or summer session(s). Please consult the Housing Handbook or [www.svsu.edu/livingoncampus](http://www.svsu.edu/livingoncampus) for specific dates and times regarding opening, closing and semester breaks. Saginaw Valley State University (herein referred to as the University) grants a license for the use of its on-campus living units to the student named (herein referred to as the Resident) upon the following terms and conditions. A Resident is defined as the only person on the Contract. Any other person(s) approved to visit or stay with the Resident as a host in the SVSU housing units would be defined as a Guest and subject to the official guest policy defined in the Resident Student Handbook.  
If you intend to request a reasonable housing accommodation through the Office of Accessibility Resources and Accommodations, please note that indicating your need for accommodations does not automatically qualify you and does not start the process. To start the interactive process of receiving an accommodation, you must contact the Office of Accessibility Resources and Accommodations. Their contact information and forms can be accessed on their website: [www.svsu.edu/access](http://www.svsu.edu/access). You understand that your accommodation request goes through an interactive process that includes you, the Office of Housing Operations, and the Office Accessibility Resources and Accommodations.

If you do not agree, [exit the application here](#).

If you agree, sign your name in the box below.

Enter your full name to give consent (Hand drawn signature will be auto generated)  
 Use the signature pad to draw your signature

Enter your full name

Clear signature




**Continue**

## Step 5: Answer the questions that pop up on the screen.

- What is your student status?
  - Select the most appropriate option, don't worry if you select incorrectly, we can change it 😊
    - Options: Freshman (first time in college), Second year or higher, Transfer, International or Graduate
- Rank your top 3 choices for housing room style
  - Please select different options for all three, failure to diversify your selection will result in us guessing on your behalf if your top choice is unavailable.
  - Visit our website to review room style options (<https://www.svsu.edu/livingoncampus/>)
- Select a meal plan
  - For freshman this is required, there are three options to select from
  - For all other populations this is optional, you will need to either select one or more meal plan or “No Meal Plan”
- Select what is most important to you: Your room style preferences or preferred roommate(s)
  - In the event we don't have enough space for your preferred roommate(s) in your desired room style, this helps us know what you'd like us to do.
- Do you have any special requests or preferences you'd like to share?
  - This is a good space to share exact locations you want to live, bedroom letter you prefer, etc.
- Questions to help roommates filter for best fit:
  - What is your major?
  - Are you a smoker?
  - What is your favorite music?
  - I consider my living conditions to generally be... (cleanliness question)
  - I like the temperature of my room to be...
  - My sleeping habits are...
  - Do you enjoy video gaming?

- Please confirm your mobile/cell phone
  - This is not a required question; however it does help keep our records of contact information up to date
  - Students who do not have a US phone number can leave this box blank
- Do you need a medical housing accommodation? If yes, you should connect with the office of Accessibility Resources and Accommodations as soon as possible to register.
  - Please note that checking YES does not automatically qualify you for any medical housing accommodations and does not start the accommodations process. To start the process to receive recommended accommodations you must contact the Accessibility Resources and Accommodations office at 989-964-7000.
- Have you ever had a Felony Conviction, or do you currently have a PENDING Felony Charge? If yes, our office will be in communication with you. Failure to disclose can result in a contract termination.
- Are you allergic to animals? While pets are not allowed, students may live with or encounter a Service Animal, protected under the Americans with Disabilities Act, or an Emotional Support Animal, protected under the Fair Housing Act. It is important our office is aware of any animal allergies students may have.
  - If you answer YES, you will be asked to list what kind of animal(s) you are allergic to. Please be specific.
- Gender-Inclusive Housing is offered at SVSU. Gender-Inclusive Defined (LGBTQIA+, Allies, etc.) Students elect to live with students regardless of gender and identify as LGBTQIA2S+ or allies. Do you prefer to live in Gender Inclusive housing? (Yes/No – default is no)
- Mixed Gender Housing is offered at SVSU. Students elect to live with students regardless of gender. Do you prefer Mixed Gender housing? (Yes/No – default is no)

Step 6: Enter contact information for **all three categories**. It can be the same individual for all three, however you cannot proceed unless all three are filled out in full.

Required	Completed	Type	Name	Mobile	
✓	✓	Parent/Guardian	Chili	989-964-4000	
✓	✓	Emergency Contact	Bandit	989-964-4000	
✓	✓	Missing Persons Contact	Chili	989-964-4000	

**Continue**

Use the pencil on the right-hand side to “add” information

Edit Contact: Parent/Guardian

<b>Name*</b> field is required	Relationship* Parent/Guardian
<b>Email*</b> field is required	<b>Mobile Phone*</b> field is required
<b>Home Phone*</b> field is required	Work Phone
<b>Address*</b> field is required	Address 2
Address 3	Address 4
<b>City*</b> field is required	State* Michigan
<b>Zip Code*</b> field is required	Country* United States


**Save** **Cancel**

Every item denoted with an asterisk \* is required.

The save button will turn blue when all required information has been entered. You must complete this step for all three contact types.

**Step 7: Pay the \$200 Prepayment. The prepayment is NOT a deposit, it is applied to Fall 2025 Housing charges.**

Payment processing... - Fall 2025-Winter 2026 Housing Contract

 When you click Continue, you will be redirected to your institution's online payment provider's website. When you are finished, you will be redirected back to Self Service to continue with your application.

**Continue**

Once you click “continue” you will be redirected to a secure payment screen. Credit/debit or International payment is accepted in the system. Payments made in-person or mailed to Campus Financial will result in a delay to finalizing your contract process and can impact your contract submission timestamp. For the best user experience, it is recommended to use the prepayment screen in the contract process.

Once payment is complete you will be redirected back to the Housing Portal to hit “finish” and see a confirmation/thank you screen.

**DO NOT EXIT THE BROWSER IMMEDIATELY AFTER PAYMENT PROCESSES**

Exiting the browser before receiving the confirmation message will result in an incomplete contract and your contract will not be submitted.

## Step 8 only applies to students under the age of 18 when submitting the contract.

The Parent/Guardian email entered in the contact information section will be sent a verification email soliciting a signature since the student is underage. The contract will not be considered complete until this portion of the process is completed.

This signature signifies that the parent/guardian consents to the minor entering into a contract with the University. This does not hold the parent/guardian financially responsible for the Housing charges.

If a parent/guardian does not receive the email please reach out to [housing@svsu.edu](mailto:housing@svsu.edu) so we can verify the email is spelled correctly and re-send. The email comes from a no-reply email address and can sometimes get stuck in spam. We encourage parents/guardians to check their email thoroughly.

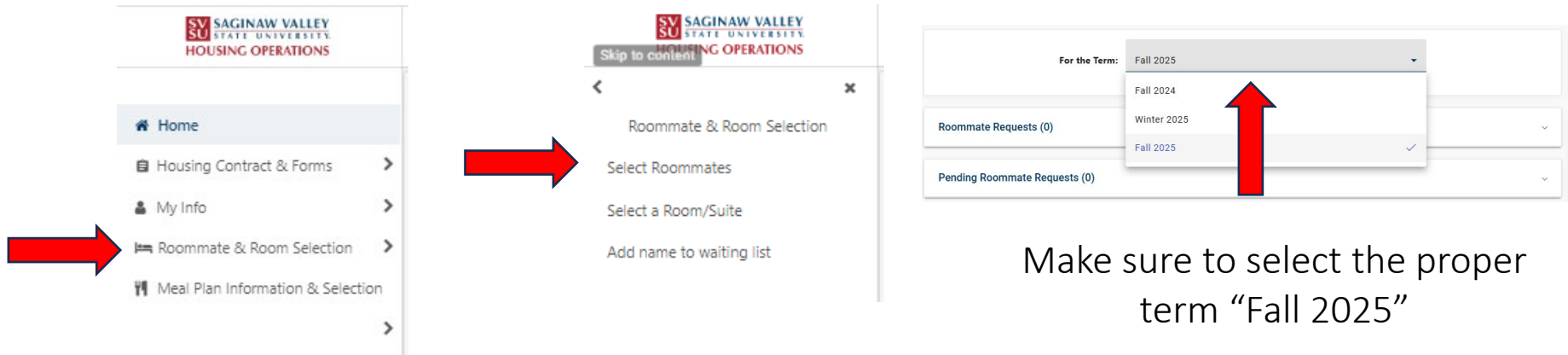


## And with that... the 2025/2026 Housing Contract Process is complete!

Great job!

### Step 9: (Optional)

Students are eligible to search and select roommate(s) in the Roommate & Room Selection tab of the main menu once they have submitted their contract. Only those with completed contracts will be searchable.



The image displays three sequential screenshots of the Saginaw Valley State University Housing Operations website interface. The first screenshot shows the main menu with the 'Roommate & Room Selection' option highlighted by a red arrow. The second screenshot shows the 'Roommate & Room Selection' sub-menu with the 'Select Roommates' option highlighted by a red arrow. The third screenshot shows a dropdown menu for 'For the Term:' with the 'Fall 2025' option selected and highlighted by a red arrow.

Make sure to select the proper term “Fall 2025”

“Search for Roommate(s)” will appear on the bottom of the page as an option, select that.

## Step 9: (Optional)

Students can search for roommates using the following filters:

- Favorite music
- Dirty/clean room tendencies
- Preferred room temperature
- Preferred sleep schedule (night vs morning person)
- Smoker/Non-smoker
- Gamer/non-gamer
- Major
- Mixed Gender housing preference (yes or no)
- First/Last name
  - We recommend searching by last name first, the system utilized legal names which means nicknames and Chosen Names will not be found in the first name search function.

Students can “request” a roommate, this request must be accepted to be considered a “match”. In the event there is a roommate group of more than two persons, all individuals must request/accept one another to be fully matched and able to participate in Room Selection together.

Roommate Requests (3) ^

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	Name
⋮	Bingo
⋮	Bluey
⋮	Muffin

Unmatched Roommates:

- Bluey has not requested Muffin
- Bingo has not requested Muffin

Per this example, Chili matched with everyone, but Muffin has not matched with Bluey or Bingo. Womp womp.

This would need to be fixed as soon as possible to ensure placement together!

Students will receive notification of placement in June/July 2025.

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