**CURRENT RESIDENT – REAPPLICATION AND PAYMENT**

*Guide to Successfully Completing the Online Reapplication and Payment*

<table>
<thead>
<tr>
<th>Comment</th>
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</thead>
<tbody>
<tr>
<td>Log on to the ResidentWeb using your SSU Seawolf username and password. If you have forgotten your username/password you will need to contact IT Helpdesk at (707) 664-4387 during business hours for assistance. IT will only verify information with the student.</td>
</tr>
</tbody>
</table>

**Supported Browsers:** Firefox, Chrome, and Internet Explorer. *JavaScript must be enabled on the browser.*

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[Diagram of ResidentWeb login page]

*Note: This login screen only works if you already have an SSU Seawolf account and are an account in the supported system. Students, faculty, and staff must use IT Helpdesk to assign or reset a username and password.*

*Security Notice: Please log out and exit the browser if you are using a public computer.*

*Need Help? Please contact the SSU IT Helpdesk at (707) 664-4387 or email helpdesk@sonoma.edu.*

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**Sonoma State University**

707 N. St. 2001 • 1801 East Cotter Ave • Rohnert Park, CA 94928

Contact University Police • Parking Map • Weather in Rohnert Park

The California State University • Campus • College Portal
You will click on the green Current Resident button to start.

Supported Browsers: Firefox, Chrome, or Internet Explorer. Safari is not supported by the payment system.

The form may take up to one minute to load depending on the traffic, please be patient.

Welcome to Residential Education & Campus Housing at Sonoma State University

The ResidentWeb is a portal for prospective and current residents to take care of housing business. Students will be able to accept housing offers online, make community, room type, and roommate requests, submit room change requests, view housing assignments, reapply for campus housing, and other business as needed. Please click on the button that best describes your status.

If you have questions, please contact the REACH Office at (707) 664-2541 or dial 711 for relay services. Once you click the button it may take a minute to load the correct form.

Current Resident is a student currently living on-campus for this academic year or has contracted for the upcoming year.

SSU Student Living Off-Campus is a current or previously enrolled SSU student, a student on a leave of absence, or studying abroad.

Newly admitted first-time freshman (FTF) to Sonoma State who usually has never attended college before.

Newly admitted transfer student to Sonoma State which includes new incoming International and NSE students.

Newly Admitted International and/or Exchange students to Sonoma State which includes new incoming international, NSE students and Semester at Sonoma

Sonoma State University - Residential Education & Campus Housing
1801 East Cotati Avenue • Rohnert Park, CA. 94928
Tel: (707) 664-2541 or 711 for relay services
Email: ssu.reach@sonoma.edu • Website: www.sonoma.edu/housing

START HERE PAGE

You will click on the Apply for Campus Housing button.

Spring 2019 counts as a semester.

The form may take up to one minute to load depending on the traffic, please be patient.

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Fall 2019 Application & Waitlist Information

Want to live on campus for 2019-2020? Apply February 5 - 13. Applications are lottery based and not first come first serve. Please see our REAPPLY website for more information.

Fall 2018 Current Residents

We are no longer accepting room change requests. You will be able to submit a request to change rooms on Monday, February 4, 2019

End of Semester Check Out for approved students

Apply for Campus Housing

Spring 2019 Campus Housing

Want to request a room change for Spring 2019? Click on the link below to complete a room change request.

Room Change Request

View Room Assignment

Will you be staying on campus during Spring Break? Complete the registration below.

Register for Housing Over Break

CLICK THE CLOSE BUTTON BELOW TO END YOUR SESSION

Cancel  ✔ Close
Welcome Liz

Important Things to Know Before You Apply

- Campus Housing Applications will be accepted from February 5 to February 13 at 4:00 p.m.
- You will BE MAKING a $300 payment when you apply. Payment will be applied to your Fall 2019 rent fees.
- SONOMA STATE’S PAYMENT SYSTEM DOES NOT SUPPORT SAFARI. If you are using SAFARI, STOP NOW! USE CHROME, IE OR MOZILLA/FIREFOX.
- THIS IS NOT FIRST COME FIRST SERVE! By completing the application, you are applying for a beds pace on campus, not a room type.
- MAKE SURE YOUR CONTACT PHONE NUMBER IS CORRECT!
- YOU MUST CLICK LOGOUT AT THE END FOR THE APPLICATION TO BE SAVED.

Make sure you receive TWO CONFIRMATION EMAILS (One confirming payment, the other confirming that your application was received). If you don’t receive BOTH, please call our office ASAP!

- The $300 Housing Down Payment is 50% refundable if you cancel prior to June 15; no refunds thereafter.
- Click the “Start Here” button below to begin.

Step 2: Profile Information

Review your profile information. If you need to change your address please do so here and in MySSU as well.

Click Next Step to go to the next screen.
STEP 3 : CONTACT INFORMATION

Review your contact information. If you need to change your information or add a second parent/guardian you may do so. The second parent/guardian is not required.

Scroll down on the screen and click Next Step.

STEP 4 : Living Communities

If you are interested in Unity House please check the box. You will need to complete a supplemental questionnaire.

If you need special consideration for accommodations, please connect with DSS. Paperwork must be filed by February 20, 2019. DSS will review the situations on a case by case basis.

Click Next Step to go to the Payment screens.
STEP 5: MAKE $300 PAYMENT

To make your $300 Housing Down Payment click “Make Payment.”

This payment is 50% refundable if requested in writing by June 15, 2019; no refunds after June 15. Please make this payment only if you are certain you want to live on-campus.

STEP 5: MAKE $300 PAYMENT – CONTINUE CHECKOUT

Select Payment Method.
Enter your credit card information on this screen and an email address that you want the receipt to go to. Review the information and then click “Continue Checkout”.

You may need to scroll to the right to see the yellow “Continue Checkout” button.

Enter your bank account information if paying by E-Check on this screen and an email address that you want the receipt to go to. Review the information and then click “Continue Checkout”.

You may need to scroll to the right to see the yellow “Continue Checkout” button.
STEP 5: MAKE $300 PAYMENT – SUBMIT PAYMENT

To submit your payment, click “Submit Payment” button. You may need to scroll to the right.

You may need to scroll to the right to see the yellow “Submit Payment” button.
STEP 5: MAKE $300 PAYMENT – PAYMENT RECEIPT

Review your Payment Receipt to make sure the payment was successful. If it was not successful, please click “Retry Payment”.

**VERY IMPORTANT:** If payment was successful, you must now click “NEXT STEP” to complete your application. If you don’t click NEXT STEP your application will not be saved.

### Payment Receipt

- **Transaction Date:** 1/29/2019 3:14:24 PM
- **Receipt For:** Liz Chelini
- **Receipt No:** 668345
- **Return Message:** SUCCESS
- **Transaction Successful:** Yes

#### Housing Payment

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Down Payment</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

Total: $300.00

If your transaction was SUCCESSFUL, you MUST now click FINISH to complete the Reapply process. If your payment was not successful click Retry Payment. **If you don’t click FINISH, your application will not be saved.**

Cancellation Policy: If you decide after making the payment that you wish to cancel your application and/or assignment, you may do so in writing by June 15 and receive a 50% refund of your Housing Down Payment; after June 15 there are no refunds.

STEP 5: YOU’RE DONE

If you did not request Unity House, CONGRATULATIONS you have successfully reapplied and made your Housing Down Payment.

You will receive two automatic emails upon completing this process. One will be your payment receipt and the other a confirmation that your application has been saved.

BLANK

You have completed the ReApply process for 2019-2020 campus housing.

As a reminder, you are only applying to live on campus for the upcoming academic year. The application does not guarantee an offer for housing nor does it guarantee room type.

Please check your email for a correspondence from our office confirming you have successfully applied. We highly recommend that you continue to check your Sonoma State email to make sure you are not missing any important deadlines.

**Upcoming Dates:**
- **February 25:** Offers for campus housing will be emailed to residents. If you are offered a space, your email will indicate your lottery number for Room Selection March 5-7. If you are not offered a space, you will receive a waitlist number.

Please click LOG-OUT to finish.