Graduate Housing Self-Selection (Booking a Room)

23 Steps   [View most recent version on Tango.us ⧉](#)
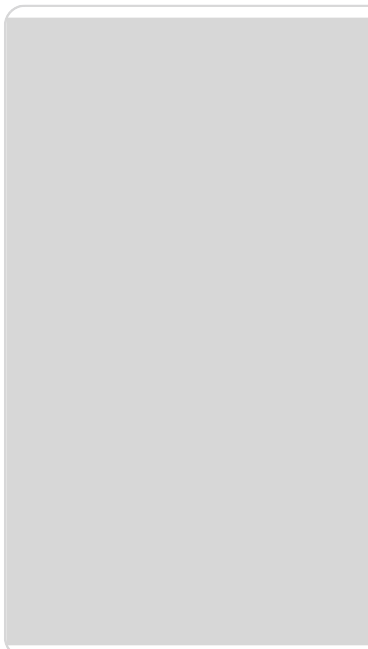
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Created by	Creation Date	Last Updated
Lusi Wang	April 27, 2022	November 28, 2023

STEP 1

Login to your Housing Portal using your MIT Credentials & Click on 'Forms'

STEP 2

Click on Graduate Self-Selection Application

This form is for students who have an upcoming undergraduate housing assignment a

- Undergraduate Summer Housing Application
  (Update - Available March 28, 2022 12:45pm ET)

  Summer housing is available to fully-enrolled MIT undergraduate students maintainin
  transitioning to graduate degree programs) who are participating in UROP, have MIT-re
  or require on-campus housing while transitioning to a summer conference group.

- Graduate Self-Selection Application
  (Self-Selection process begins May 2, 2022, see times below)

  Graduate housing Self-Selection is available to members of MIT's graduate student co
  cross-registered students who are seeking to live in on-campus graduate housing. As a
  members of the MIT graduate student community, who will have exclusive access to th
  our Dates & Deadlines webpage.

  Self-Selection Availability:

  - Monday, May 2, 2022 through Thursday, May 5, 2022:

Select a term by clicking APPLY (Button text will change to CONTINUE if you have already started the application)
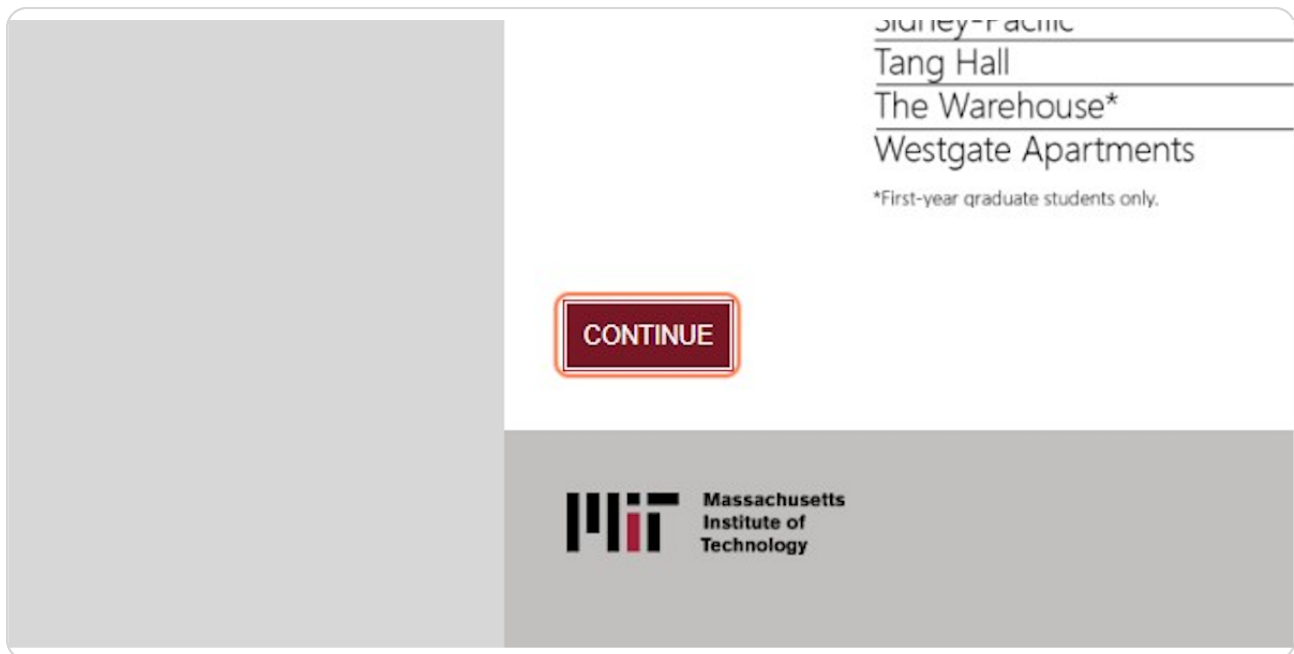
- ACADEMIC YEAR indicates that you plan to move in after August 1
- [YEAR] Graduate - June Early Arrival indicates a move-in date in June and will show spaces available in the month of June
- [YEAR] Graduate - July Early Arrival indicates a move-in date in July and will show spaces available in the month of July

You can start an application in multiple terms, but you will only be able to select a room from one of the terms. For example, if you are planning on arriving during the month of August, please select the Academic Year term to select a space that will be available at the time of your intended move-in. Due to the limited number of spaces available for a June/July early move-in, please do not select a room through these terms if you do not plan to move in until the Academic Year contract begins (Aug 1)

in selecting alternative housing for the 2022-2023 academic year must select the

Academic Year on 4/27/2022, and have not

rted.

CONTINUE

APPLY

STEP 4

Review Instructions & Click CONTINUE

Sidney-Pacific

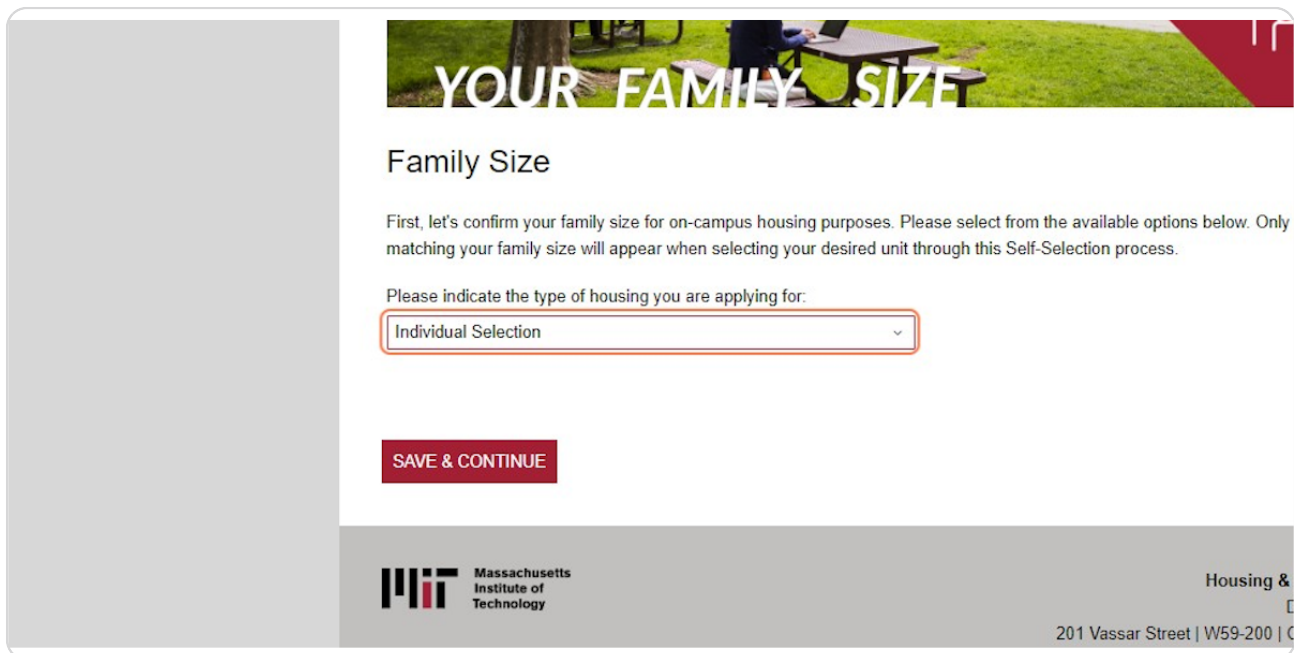Tang Hall

The Warehouse*

Westgate Apartments

*First-year graduate students only.

CONTINUE

MIT Massachusetts
Institute of
Technology

STEP 5

Indicate your family size by selecting an option from the dropdown menu

YOUR FAMILY SIZE

Family Size

First, let's confirm your family size for on-campus housing purposes. Please select from the available options below. Only matching your family size will appear when selecting your desired unit through this Self-Selection process.

Please indicate the type of housing you are applying for:

Individual Selection

SAVE & CONTINUE

MIT Massachusetts
Institute of
Technology

Housing &

201 Vassar Street | W59-200 | C

Click on SAVE & CONTINUE to continue select a room

Filter your options from the spaces available at the time of your login

· Instructions are available on the room selector page to explain the various search tools.
· If you selected a June/July early arrival, the monthly room rate displayed will be prior to any August 1 rent increases (updated room rates are available on our website).
· 'Show Room Info' will display any additional information on a new page.
· Please note, any residents who select a room in Warehouse who are not new first-year graduate students will have their license agreement cancelled by housing staff and will need to re-select at a later date. This is a manual process that will take a few business days, so please ensure you are eligible before selecting a Warehouse room.

S Starrezhousing

4 Steps

Click on ADD TO CART to select a room

If you are a roommate/suitemate group leader, please make sure to select enough rooms for your entire group. For example, if you have a group of three and want to select a 3-bedroom suite, **add all three rooms to your cart** before proceeding. The group leader will assign each person in the group to a room on the next page.

Click on CONTINUE TO BOOK UNIT

Assign yourself (and your roommate/suitemates) into your respective space(s) by selecting the bedroom from the dropdown

Roommate/Suitemate group leaders will see a box to assign each group member to a room. Each resident will be expected to move into their assigned space for the duration of their license agreement. *Any room changes within the apartment/suite after move-in will need to be coordinated with Housing & Residential Services so that your on-campus assignment & address can be updated in our system.*

please ensure you select the correct bed for each occupant.

Cancellation reminder: On the next page, you will be directed to book your room and sign your license agreement. If you cancel or fail to sign your license agreement by the following business day at 5 pm ET, you will be subject to a $250 cancellation fee.
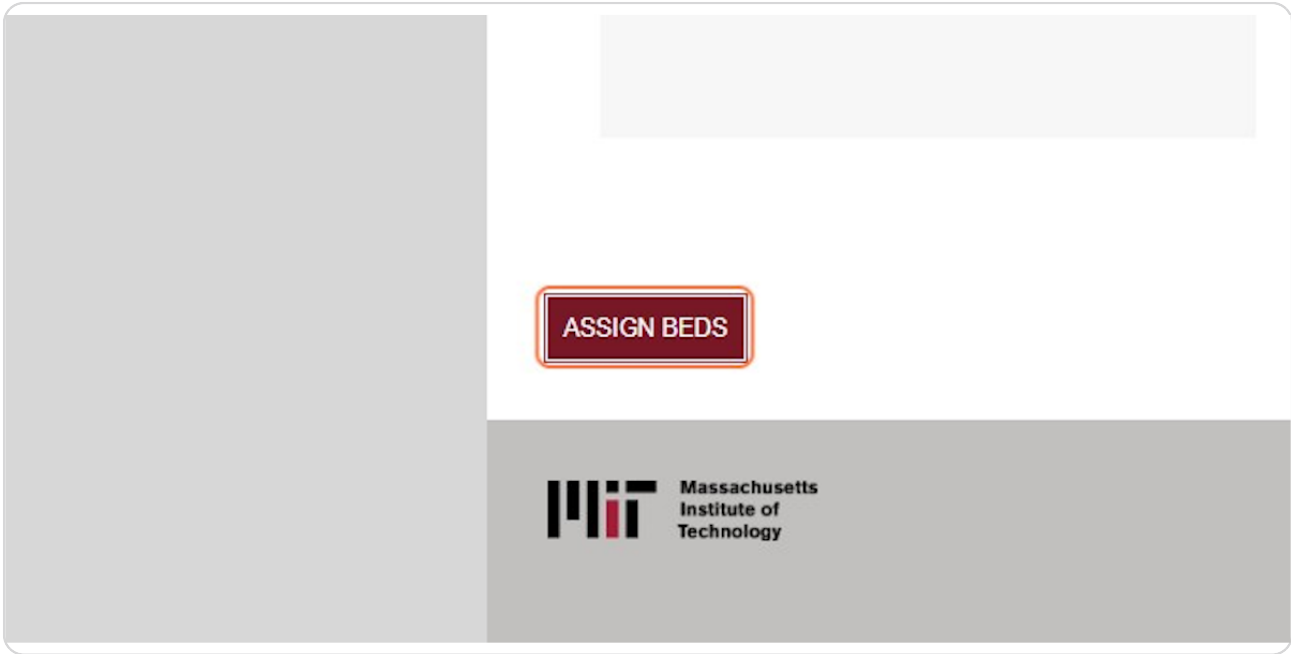
Assign Bed(s)

Test
Age: 29
Gender: Female

WES HI-1101

Click on ASSIGN BEDS

| S | **Starrezhousing** | 4 Steps |

Review your assignment and click on BOOK UNIT & SIGN LICENSE AGREEMENT

For roommate/suitemate groups: each member of the group will need to log into their housing portal to sign their license agreement and request a move-in date.

This is your final opportunity to change your booking without penalty. If you choose to change your booking after this point and 30 days prior to arrival, you will first need to cancel your booking and will be charged a cancellation fee of $250.

Booking Details: This is the unit you have selected. Please review carefully before proceeding.

Building: Westgate Apartments (W85)
Room Number: WES HI-1101
Total Contract Amount: $22834.50

Not sure? Go back to Booking Selection

If you are not sure of your unit selection, click Return to Booking Selection to search for other available units.

BOOK UNIT & SIGN LICENSE AGREEMENT

Indicate your Requested Move-In Date by using the calendar tool

Booking Reserved

Booking Summary
Room:
Room Type:
Location:
Booking Monthly Cost: June/July August Start

Requested Arrival Date
Your requested arrival date (entered below) does not indicate that you will be able to move in on your selected date. You will receive a confirmation email from Housing and Residential Services to confirm your scheduled move-in date.

Requested Arrival Date

Renter's Insurance Reminder:
MIT Housing Policy strongly encourages on-campus residents to purchase renter's insurance.

MIT assumes no responsibility for loss or damage to personal property. Residents are strongly encouraged to obtain insurance to cover personal property if the homeowner's insurance carried by a resident's parent/guardian does not cover their property. Residents who choose

STEP 14

Review & Acknowledge MIT's Personal Property & Insurance Policy

confirmation email from Housing and Residential Services to confirm your scheduled move-in date.

Requested Arrival Date

☑ Mon, 8 Aug 2022 📅

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MIT Housing Policy strongly encourages on-campus residents to purchase renter's insurance.

MIT assumes no responsibility for loss or damage to personal property. Residents are strongly encouraged to obtain insurance to cover personal property if the homeowner's insurance carried by a resident's parent/guardian does not cover their property. Residents who choose not to procure personal property insurance do so at their own risk.

I Acknowledge MIT's Personal Property & Insurance Policy

☐ ⓘ

Sign License Agreement

You must sign your License Agreement to finalize your booking by 5pm ET of the **next business day** or your booking will be cancelled and

STEP 15

Click on CONTINUE TO SIGN LICENSE AGREEMENT

Sign License Agreement

You must sign your License Agreement to finalize your booking by 5pm ET of the **next business d** you will be subject to the $250 cancellation fee (e.g., if you submit after 5pm on a Friday, you must Institute holiday, you must sign by 5pm on Tuesday).

Note: MIT's business hours are Monday-Friday, 9am - 5pm ET with the exception of Institute holid

CONTINUE TO SIGN LICENSE AGREEMENT
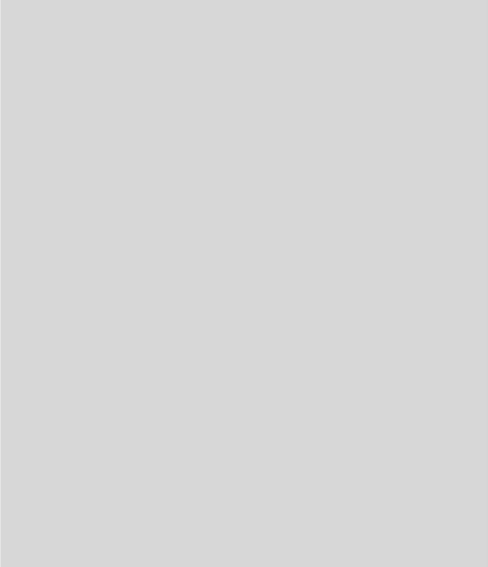
MIT Massachusetts Institute of Technology

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STEP 16

Review and check off the Construction Rider Acknowledgement

STEP 17

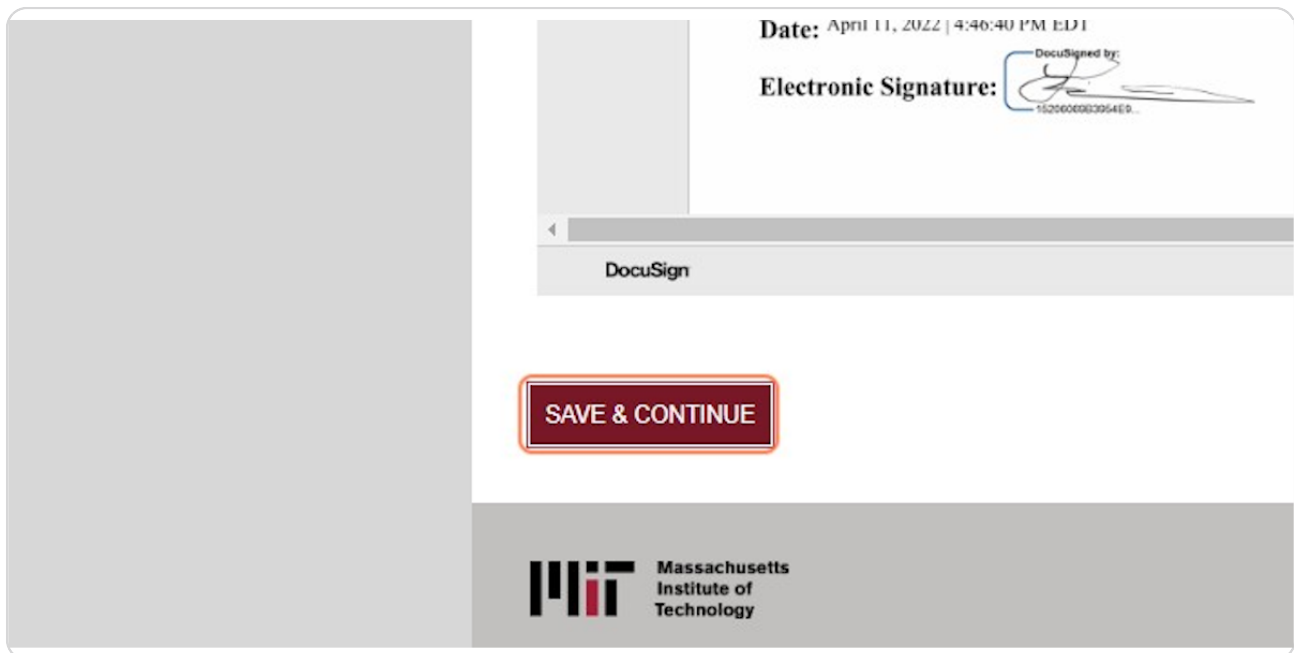## Click on SAVE & CONTINUE to proceed to the License Agreement

STEP 18

Follow the instructions on the page to navigate the Docusign Contract Tool
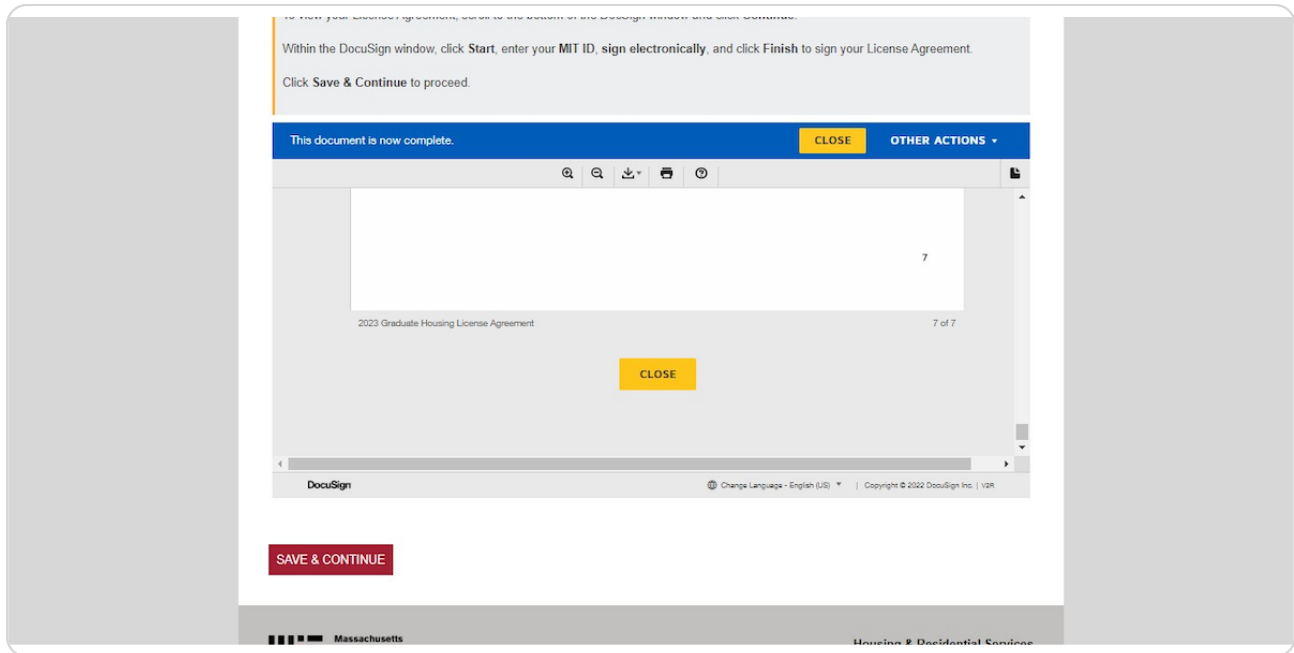
STEP 19

After signing your license agreement, click on SAVE & CONTINUE

FOR FAMILIES & STUDENTS WITH ADDITIONAL OCCUPANTS

Click ADD NEW OCCUPANT to add your partner/spouse/child/legal dependent information & family documentation. For more information on accepted documents, visit our website.

Fill out all required fields (denoted with an 'i') and upload documentation

Repeat this step if you have multiple additional occupants

STEP 22

Review and confirm your information is correct before clicking Save & Continue

Please review all the above information to ensure it is c
you will not be able to edit your additional occupant afte

I have entered accurate data for Additional Occupants

☐ ⓘ

GO BACK   SAVE & CONTINUE

If you have added additional documents in this housing portal before, you may search for your previously added occupants

This will allow you to skip adding all of your occupants if they remain the same from previous years (this will only work for application cycles beyond the 2022-2023 academic year). Once all occupants have been added, click SAVE & CONTINUE.

Housing & Residential Services staff will review your additional occupants and supporting documentation and link them to your account.

Tango

Never miss a step again. Visit Tango.us