STEP 1

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

STEP 2

Click on Graduate Self-Selection Application
STEP 3

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).
STEP 4
Review Instructions & Click CONTINUE

STEP 5
Indicate your family size by selecting an option from the dropdown menu
STEP 6
Click on SAVE & CONTINUE to continue select a room

STEP 7
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.
STEP 8

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.

STEP 9

Click on CONTINUE TO BOOK UNIT
STEP 10

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.
STEP 11
Click on ASSIGN BEDS

Starrezhousing

MIT Massachusetts Institute of Technology
STEP 12

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

For roommate/suite member 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.

STEP 13

Indicate your Requested Move-In Date by using the calendar tool
STEP 14
Review & Acknowledge MIT's Personal Property & Insurance Policy

Request Arrival Date
☑️ Mon, 8 Aug 2022

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 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 you will be subject to the $250 cancellation fee (e.g., if you submit after 5pm on a Friday, you must sign by 5pm on Monday).

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

STEP 15
Click on CONTINUE TO SIGN LICENSE AGREEMENT
STEP 16
Review and check off the Construction Rider Acknowledgement

- Graduate Tower at Site 4
- Sidney-Pacific
- Tang Hall
- The Warehouse
- Westgate Apartments

Construction Rider Acknowledgement

By checking the box above, I acknowledge and agree that consideration of these provisions was a material factor in my decision to enter into the License Agreement. I agree and accept the provisions.

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
STEP 20

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.

STEP 21

**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.
STEP 23

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.
Never miss a step again. Visit Tango.us