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.*

![Assign Bed(s)](image)

STEP 11

Click on ASSIGN BEDS

![Assign Beds](image)
STEP 12

**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.

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**STEP 13**

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

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**Booking Reserved**

**Booking Summary**
- Room: [blank]
- Room Type: [blank]
- Location: [blank]
- Booking Monthly Cost: June/July August Start: [blank]

**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**

[ ] 1

**Renter’s Insurance Reminder:**

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

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

STEP 15

Click on CONTINUE TO SIGN LICENSE AGREEMENT

You must sign your License Agreement to finalize your booking by 5pm ET of the next business day; then 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 Tuesday).

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

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 fact that if I enter into the License Agreement, I agree and accept the provision.

STEP 17
Click on SAVE & CONTINUE to proceed to the License Agreement

Construction Rider Acknowledgement

By checking the box above, I acknowledge and agree that I have read and understood the provisions.

SAVE & CONTINUE
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.

1. Double check that you have entered the correct information for your additional occupant(s)
2. Use only legal names (as they appear on passport/visa-ID)
3. Upload Proof of Family documentation

Once you click 'Save & Continue,' you will not be able to edit this information. You will be able to advance to the next page if all of your additional occupants are approved by Housing & Residential Services.

You will receive an email notification after Housing & Residential Services staff have approved your additional occupants.

ADD NEW OCCUPANT  SEARCH FOR PREVIOUS OCCUPANT

SAVE & CONTINUE

STEP 21

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

Repeat this step if you have multiple additional occupants

Please upload valid proof of relationship documentation below (i.e. marriage certificate, birth certificate, etc.) using the following document naming convention: Year _ Your Last Name, Your First Name _ Document Type _ Additional Occupant Name

Example (remove spaces):
2022 _ Lincoln Abraham _ MarriageCertificate _ Mary
2022 _ Lincoln Abraham _ BirthCertificate _ Robert

File Upload
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.