

# HOUSING AND RESIDENCE EDUCATION

## Roommate Request (New Student) 2024-2025 FAQ

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### What is the timeline to request a roommate as an incoming student?

- The roommate request process is open May 10 at 8:00am- May 23 at 11:59pm.
- An email was sent to all residents that had a completed contract when it opened in the housing portal.

### What do I need to do before requesting a roommate?

- Any student requesting a roommate needs to have a completed contract for the upcoming academic year on file.
  - This includes completing all the pages in the contract, signing your contract, and submitting your space reservation and filing fees. Only students who have completed the housing contract process may be confirmed as a roommate request.
  - It typically takes 1-2 business days after you pay your fees for your contract to be marked as completed.

### How many roommates can I request?

- Each student can request 1 resident to be in a Roommate Pair with them.

### How do I request to live with more than 1 roommate?

- Students are unable to request more than 1 preferred roommate. Students also cannot request a quad or a certain room type. If two students create a roommate pair, we will place them according to both preferences as best as we are able. If they are assigned to a 3 or 4 person room, they will be assigned with another person/pair.

### I joined a roommate pair, but now I don't want to live with that person anymore.

- You will have the option to remove yourself from a roommate request and/or complete a new request until May 23, 2024 at 11:59pm.
  - *After May 23, 2024 no additional roommate requests will be accepted and selections will be considered final for the assignment process.*

### I can't see the roommate search pages or click through my contract pages.

- Make sure you are on a computer and not a mobile device. The pages do not display as easily on a phone as they do on a computer.

### What if I am in a scholars program or Living Learning Community?

- You will only be able to request to live with someone who is participating in the same program as you.

## How to form a roommate pair?

**Step 1:** Make sure both students have completed their housing contracts including their Space Reservation and Filing Fees **AND** have received a contract received email from [housing@osu.edu](mailto:housing@osu.edu).

**Step 2:** Identify who will be “Roommate 1” and “Roommate 2”

**Step 3:** Roommate 1 creates a roommate request.

Step 3a: Go into your housing portal and open your housing contract

Step 3b: Go to the page that is labeled “Roommate Search Information”(see below).

## Roommate Search Information

The roommate search functions available to you will identify **ONLY** students who have **completed** the contracting process for the 2024-2025 Academic Year.

### Searching for a potential roommate match?

As an incoming student, if you wish to search for a possible roommate match, click on one of the search options available below:

- Search for Roommate by Personal Description
- Search for Roommate by Lifestyle Preferences

Based on your search results, you will have the opportunity to connect with another student to see if you would like to submit a Roommate Request for possible assignment together.

### Have specific roommate request already in mind?

Please follow the steps below:

#### ROOMMATE 1

If you are the first student to go through this process and you have someone with whom you would like to live, follow the steps below:

##### Step One:

- Click 'Create Roommate Request' below
- Enter a Roommate Request name and create a sharable password
  - *Name.# is recommended as your Roommate Request name*

##### Step Two:

## PLEASE NOTE:

The roommate search functions available to you will identify **ONLY** students who have **completed** the contracting process for the 2024-2025 Academic Year.

If you will be participating in a Scholars Program or a Living-Learning Community, you are required to live with other students who will be participating in your respective program.

## No Roommate Request

You do not have a Roommate Request.

### Step 3c: Under the subsection on that page labeled “IMPORTANT,” Roommate 1 clicks “Create Roommate Request”

#### IMPORTANT:

Roommate Requests cannot be processed for assignment consideration unless **BOTH ROOMMATES have successfully completed and submitted their housing contracts for the appropriate contract term**, and the roommate request has been verified by Roommate 1. All verifications must be complete by the May 23 deadline.

- Roommate Requests consist of only 2 students.
- Roommate Requests must be same sex only (as noted in BuckeyeLink).
- Only students who have **completed** the housing contract process may be confirmed as a roommate request.
- You may wish to check this site throughout the contracting window to check on the status of your roommate request.
  - You will have the option to remove yourself from a roommate request and/or create a new request until May 23, 2024 at 5pm.
    - *After May 23, 2024 no additional roommate requests will be accepted and selections will be considered final for the assignment process.*

CREATE ROOMMATE REQUEST

[Join Roommate Request](#)  
[Search for Roommate by Personal Description](#)  
[Search for Roommate by Lifestyle Preferences](#)

### Step 4: Roommate 1 creates a Roommate Request (see below).

## Create Roommate Request

In completing this section, you will become Roommate 1 for your Roommate Request. Please create and enter a unique name for the request (Name.# is recommended) and create a password.

You should share this information with your preferred roommate.

Roommate Request Name (using your Name.# is recommended):

voisin.9

Password:

●●●●●●●●

Confirm Password:

●●●●●●●●

#### HELPFUL HINTS

- DO NOT use an apostrophe ( ' ) in your Roommate Request name.
  - Having this character in the name may cause problems with others successfully requesting to add themselves to the request.
- Passwords should be fewer than 20 characters.

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CREATE ROOMMATE REQUEST

**Step 5:** Roommate 1 shares the Request name and Password that they just created with Roommate 2

**Step 6:** Roommate 2 goes into their housing portal and accesses the housing contract.

**Step 7:** Roommate 2 goes to the “Roommate Search Information”(same page as above).

Step 7a: Under the subsection labeled “IMPORTANT” Roommate 2 will click Join Roommate Request along the right side of the page

Step 7b: Roommate 2 then enters the name and password shared by Roommate 1

**Step 8:** Roommate 1 receives an email about someone joining their request.

**Step 9:** Roommate 1 goes back to the housing contract through the portal and goes to the “Roommate Search Information” page.

Step 9a: after scrolling to the bottom, Roommate 1 will see there is a pending request from Roommate 2

Step 9b: Roommate 1 approves the appropriate request

## Incoming Requests

<p><b>Jason Holbrook (Roommate 2)</b> holbrook.144 Personal Description: TEST:  I enjoy football , watching SNL, and Law &amp; Order.  Join Roommate Request Expiration Date: 05/20/2024 10:53 AM</p>	<p><b>ACCEPT</b></p> <p><b>DECLINE</b></p>
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Step 9c: Roommate 1 verifies the Pair by clicking the “Verify Roommate Request” (see below)

<p><b>VERIFY ROOMMATE REQUEST</b></p>	<p>DELETE ROOMMATE REQUEST</p>	<p>EDIT ROOMMATE REQUEST</p>	<p>Search for Roommate by Personal Description Search for Roommate by Lifestyle Preferences</p>
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**Step 10:** Roommate 1 and Roommate 2 will be able to see the Roommate information on the “Roommate Pair Detail” page (see below) and see Roommate 1 and Roommate 2



# Roommate Pair Detail

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## Roommate Request:

**Roommate Request Name:** voisin.9

**Roommate 1:** Madeleine Voisin

**Roommate Request Members:**

Katherine Girouard: girouard.16

Madeleine Voisin: voisin.9

**Roommate Request Status:** Your Roommate Request is **verified**.

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## How to search for a roommate?

**Step 1:** Make sure you have completed your housing contract including your Space Reservation and Filing Fees payment and have received the contract received email from housing.

**Step 2:** Go into your housing portal and open your housing contract

Step 2a: Go to the page that is labeled "Roommate Search Information"(see below).

Step 2b: Click on either of the search options below that section (below again)

## IMPORTANT:

Roommate Requests cannot be processed for assignment consideration unless **BOTH ROOMMATES have successfully completed and submitted their housing contracts for the appropriate contract term**, and the roommate request has been verified by Roommate 1. All verifications must be complete by the May 23 deadline.

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CREATE ROOMMATE REQUEST

Join Roommate Request  
Search for Roommate by Personal Description  
Search for Roommate by Lifestyle Preferences

**Step 3:** You can search by either keywords in Personal Descriptions or Lifestyle Preferences.

## Roommate Search By Lifestyle Preferences

### Lifestyle Questions

Do you smoke?:

Any

Regarding overnight guests:

Any

I am:

Any

I typically sleep:

Any

While underage drinking is illegal and not permitted, we know drinking does occur. To best match roommates:

Any

Exclude results that cannot be added or joined

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SEARCH

Join Roommate Request  
Search for Roommate by Personal Description

**Step 4:** Message or connect with potential roommate connections.

**Step 5:** Follow the above steps to form and join a roommate request.