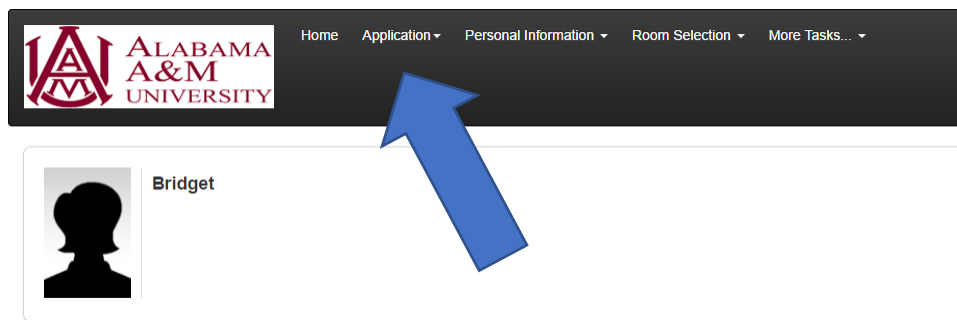


## How To Apply For Housing at Alabama A&M University

**STEP 1:** Click on the Application Tab. If you are eligible to complete a housing application, you will see it in the list. Click on the application.



**Step 2:** Read your Housing Agreement and Sign Off at the end of the contract using your mouse to create your signature. If you are under the age of 18, you will be prompted to provide the information of your Parent/Guardian, and they will receive an e-mail. They will need to sign-off on the Housing Application Agreement. If your agreement is not completed you WILL NOT be able to move forward.

**Alabama A&M Housing Agreement**

The student agrees to abide by all terms and conditions of the lease agreement:

**I. TERMS OF AGREEMENT**  
Occupancy of the residence hall room or student apartments will be for the period of time selected on the application, for the academic year 2017-2018. I, accept this agreement for room and board at Alabama A&M University (AAMU) beginning the fall semester and ending at the conclusion of Spring Semester final exams, or the remaining portions thereof, as well as Summer terms if applicable. Exceptions will be stated recesses of the University such as holiday closings. I agree to assume the financial responsibility of this agreement and to be bound by this agreement for the period specified. Upon signing this agreement, I understand that I will become liable for the room rental fee for one (1) academic year including any damages incurred during my occupancy. Charges for board will be prorated. [Charges officially begin upon claiming the room key.](#)

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**I WILL VACATE (for reasons other than disruptive and/or detrimental behavior as described below) by 5:00pm on the last day of exams.** I understand in the sole judgment of AAMU, should my behavior become disruptive and/or detrimental to the welfare of other students, faculty or staff, I will be removed from University Housing and I will continue to be obligated to pay for the room rental fee for the remainder of the academic year. I further understand I cannot sublet my space nor allow others to live in my space unauthorized.

**II. CANCELLATION:** Housing agreements are entered for a specific period. **Students may cancel their contract/agreement, before move in, without penalty (except for the \$100 Non-Refundable Fee) by the deadlines below. Failure to cancel by the deadline will result in forfeiture of your Security Deposit.**

- July 15<sup>th</sup> for Academic Year (August 2017 – May 2018)
- November 15<sup>th</sup> for Spring Semester Only (January 2018 – May 2018)
- May 15<sup>th</sup> for Summer (June 2018 – July 2018)

**III. ELIGIBILITY:** Access to student housing is limited to students who are admitted and in good standing with AAMU (i.e., students on academic or disciplinary suspension are not in good standing). Furthermore, as an additional eligibility requirement, students must be enrolled.

**Step 3:** Please complete all questions. This can assist in helping you find a roommate. Please make sure and hit continue at the end of the page.

The screenshot shows the 'Personal Information' section of the application. At the top left is the Alabama A&M University logo. A navigation bar includes 'Home', 'Application', 'Personal Information', 'Room Selection', and 'More Tasks...'. Below the header, a red bar indicates the current section. A red note states: 'Questions marked with an asterisk (\*) are required.' The form contains six questions, each with a corresponding input field or dropdown menu:

- 01 A. Please provide your mobile phone number in the following format xxx-xxx-xxxx. Input field.
- 01 B. Please select your mobile carrier from the dropdown list. Dropdown menu with '(N/A)' selected.
- 02 A. Are you a smoker? Dropdown menu with 'No' selected.
- 02 B. Can you live a roommate who smokes? Dropdown menu with 'No' selected.
- 03. What time do you like to go to bed during the week? Dropdown menu with '(N/A)' selected.
- 04. What time do you like to go to bed on the weekends? Dropdown menu with '(N/A)' selected.
- 05. Where do you prefer to study? Dropdown menu with '(N/A)' selected.
- 06. How do you like to study? Dropdown menu with '(N/A)' selected.

A 'Continue >>' button is located at the bottom of the form.

**Step 4:** Please complete the emergency contact page. It is MANDATORY that you complete an Emergency Contact and the Parent/Guardian Contact. Hit Save This Contact under each contact before hitting CONTINUE at the end of the page.

The screenshot shows the 'Addresses/Emergency Contacts' section of the application. At the top left is the Alabama A&M University logo. A navigation bar includes 'Home', 'Application', 'Personal Information', 'Room Selection', and 'More Tasks...'. Below the header, a red bar indicates the current section. A red note states: 'Please save one address/emergency contact at a time and click the Continue button when you are done.' The form is titled 'Emergency Contact Type: Emergency Contact' and contains the following fields:

- Contact Name: Input field.
- Relationship: Dropdown menu with '(select from dropdown menu)' selected.
- Street Address 1: Input field.
- Street Address 2: Input field.
- City: Input field.
- State: Dropdown menu with 'Select a State' selected.
- Zip Code: Input field.
- Home Phone Number: Input field.
- Work Phone Number: Input field.
- Mobile Phone Number: Input field.
- Email Address: Input field.

A 'Save This Contact' button is located at the bottom of the form.

**Step 5:** Application is complete. If you do not get to this page, your application is deemed incomplete and you WILL NOT be able to select a roommate or a room.



[Home](#) [Application](#) [Personal Information](#) [Room Selection](#) [More Tasks...](#)

#### Application Complete

Thank you for completing your Alabama A&M Housing Application.

Our office will be in touch with you via email with further details regarding New Student Placement. In the meantime, please make sure you have submitted and met all our Health Services Department requirements. For more information about these requirements, please visit the following [website](#).

We look forward to seeing you on campus

*AAMU Residential Life & Housing*