Things To Do BEFORE Applying for On-Campus Housing

1. **Check out our Housing website at www.csus.edu/housing.** Find out about our housing options, facility information and housing program.

   We highly encourage you and your family to read and talk about the terms, obligations, cost and payment information prior to submitting a Housing Application (License Agreement).

2. **Read the License Agreement Terms/Conditions as well as General Information documents** available on the Housing website prior to applying online. Make sure you fully understand all terms and obligations being made when submitting a Housing License Agreement. **Returning Residents:** Please review carefully for housing program/policy changes and updates.

3. **Review the new payment plan information to fully understand the financial obligations and payment schedule associated with the Housing License Agreement (contract).**

4. **Set Up your SacLink ID and campus email (SacLink) accounts** so that you can receive correspondence from the Housing and Residential Life Office (as well as many other campus departments). For more information, please visit [https://www.saclink.csus.edu/saclink/](https://www.saclink.csus.edu/saclink/). **Please complete this process at least three (3) business days prior to accessing the on-line housing application so our housing system can recognize you as an incoming student.**

5. **If you are under the age of 18 when completing the on-line housing application, you should be prepared to print out the License Agreement Terms and Conditions Signature form, as well as any other designated forms.** You and your parent / guardian will need to sign and submit the proper documentation to the Housing and Residential Life Office within 2 weeks of submitting your application. Your housing application will remain pending until the signed documents are received.

6. **Gather information to have available when completing the on-line Housing Application.**
   - **Sac Link ID and Password**
   - **Sac State ID# (9 digits)**
   - **Parent/Family Email Address** - The Housing and Residential Life Office may want to share program or activity updates with family members. You will have the opportunity to enter name and email information for up to two parent/family members to be included on a family mailing list.
   - **Housing Emergency Contact Information** - You may supply information for up to two emergency contacts which includes name, telephone, cell #s, address and email address.
   - **Health Insurance Information** - You may supply primary policy member’s name and insurance company.
   - **Meal Plan Choice** - Read through the information provided on the website and the License Agreement documents to decide which Meal Plan fits you best.
   - **Building and Room/Suite Type Preferences** - Specific room and Roommate/Suitemate selections will occur later in the spring, however as part of the application, you may list up to four preferences. We suggest that you read the housing and room style description information prior to completing the application. Please note that these are preferences only and are not guaranteed.

Visit [www.csus.edu/housing](http://www.csus.edu/housing) for additional information regarding Application timelines and Instructions for accessing on-line application.