A Simple Guide for Navigating the portal

Don’t worry. We’ll guide you through the process of applying step by step.
Step 1: ULink

- First pull up your ULink portal at portal.louisiana.edu and log into your account using your CLID and password provided by your orientation mail out.
Once you have logged in, click the students tab.

Step 2: Students Tab
Step 3: Enter the Portal

Now simply click the Housing logo to enter the Housing Portal.
Step 4: Student’s Home Page

Read through this page. Find the bold heading that fits your description.

Note: You have not applied for housing until the ENTIRE application has been completed and the payments have been made.

To start your application please click on the “Application” tab in the colored bar at the top of this page and select the term you wish to apply for.

If you have any questions, please contact the Office of University Housing at oncampusliving@louisiana.edu or by calling our office at 337-482-6471.
Step 5: Terms Page

Once you have selected the Application, this page appears. Select the appropriate application year.

- Academic Year (August-May)
- Calendar Year (June-May)
- Spring ONLY (January-May)

Click to Continue
Step 6: Welcome

Read thoroughly. The menu bar located at the top of the screen will show you where you are in the application with a little arrow beneath it.

You cannot move forward in the application until you finish the screen you are currently on.

Click to Continue
Step 7: Process Selections Page

Choosing Residence halls (Rose Garden, Taft Street, Conference Center) or Legacy Park.

Click to Continue
Step 8: Room Choices

There are single rooms (2 bedrooms & a shared bath) for 2 people.
And there are double rooms (2 bedrooms & a shared bath) for 4 people.

Single rooms cost and additional $300 private room pre-payment.

Click to Continue
Step 9: Payment

The room type you selected determines the amount you will pay.

- **Base payment:** $200.
  - This is for the $100 application fee and the $100 deposit fee.
- If applying for a single room in the residence halls, an additional $300 private room prepayment must be paid at this time to be considered for the single room.
  - **Single room preferences pay $500 all together.**
- Click Pay Now once payment information has been entered.
- **Cannot** proceed with the application until the payment is received.
Step 10: Personal Details

Most of this page will be populated with the information from your ULink account. Check all information. If something is incorrect, call the Registrar’s office to have that corrected and then check back with your application.

Emergency Contact Information. It will be the person we have on file to contact should any emergencies arise during the academic year.

Click Save & Continue
Step 11: Missing Personal Details

Fill out page completely.

Click Save & Continue
At this time, please disclose any criminal history you may have.

If you do not have a criminal history, please move to the next page.

Click to Continue
Step 13: Hall Preferences

*Hall Preference page for upperclassmen (30 hours and more).

This is where you make your room preference selection.

- Click the drop down arrow next to each preference.
- Put your first preference in the first drop down box, and so on.
- If you are an upperclassmen, you may choose from the Taft Street area, the Conference Center, and Legacy Park Apartments.

Click Save & Continue
Step 14: Profile Questions

This is where you list what you’re interests and habits are. If you do not have a roommate choice in mind, or if you and your roommate decide not to live together anymore, this is how our system finds you a roommate. It compares your profile answers to other residents in need of a roommate. Our system tries to find you a best match for your profile questions.

- Answer yes or no on the drop down menu style questions
- Slide the adjustable bar on the rating scale questions

Click to Continue
Step 15: Add Roommates

This is the page where you may choose a roommate.

- You may only choose a roommate who has already completed their housing application. You may select or change roommates up until 2 weeks before school starts.

- All requests must be mutual. Once a roommate request is sent, it must then be accepted by the other person. If accepted, the request will be under the “Accepted Roommates” section.

- If you requested someone and they haven’t accepted yet, it will appear under the “Requested Roommates” section.

- If you have someone in mind, you may go to the “Search for Roommates” section and click on the “search for roommates by detail” link.
If you have a specific roommate in mind, and they have all ready applied on the housing portal you may search for them by their username.

Click Search
Step 16.2: Roommate By Profile

If you do not have a specific roommate in mind you can search for a roommate that matches your profile preferences by choosing Roommate Search by Profile. Answer all the questions.

Click Search
Step 17: Meal Plan Options

All on-campus residents are required to purchase a meal plan. Underclassmen may choose between the Blanc and Vermilion plans.

- **Blanc $1504 / Semester**
  - 19 meals / week
  - 17 meals / week
  - 12 meals / week

- **Vermillion $1644 / Semester**
  - 19 meals / week + $250 DB
  - 15 meals / week + $265 DB
  - 10 meals / week + $320 DB

Legacy Park residents may choose between Blanc, Vermillion, Silver (30 plus hours), and Gold (60 plus hours).

- **Silver $864 / Semester**
  - 5 meals/ week + $195 DB

- **Gold $629 / Semester**
  - $605 DB

In the drop down menu, select which option of either Blanc or Vermilion you desire. The price will be listed next to each meal plan.

Click Save & Continue
Step 18: Residence Hall Contract

By confirming this contract at the bottom of the page, you are agreeing to enter a legally-binding contract. Read through the contract very carefully before continuing on. You must sign electronically at the bottom of the page. If you are under 18, your parent or guardian must also sign electronically. Click “Confirm.”

At the end of the application process you will receive a confirmation email with your contract.

You may go back in to change your hall preferences and meal plan preferences.
Step 19: Information Page

This page provides links to sources such as “how to get along with your new roommate,” room décor, campus life, etc.
Should you ever need to cancel your contract visit this page on the portal and it will guide you through the process.

1. Are you a first-time freshman or a freshman with less than 30 credit hours? If so, there is a University of Louisiana System requirement that states all freshmen under 30 credit hours must live on campus. To request to be exempt from this policy, you would need to complete an Exemption Request (https://housing.louisiana.edu/sites/housing/file/Exemption%20Request%20form.pdf). Submitting this request does not guarantee that you will be released from the requirement. The information will be reviewed and a decision will be sent to you by email.

2. Have you received a housing assignment? If so, your contract is in effect, and you are required to complete the terms of the contract. If you would like to request a contract release, you will need to submit a Contract Release Request Form (https://housing.louisiana.edu/sites/housing/file/REQUEST%20TO%20CANCEL%20HOUSING%20CONTRACT.pdf) with supporting documentation. Submitting this request does not guarantee that you will be released from the contract. The information will be reviewed on a case-by-case basis and a decision emailed to you.

3. Have the cancellation deadlines passed? The cancellation deadlines are as follows:
   a. Academic Year: May 15
   b. Calendar Year: April 15
   c. Spring Only: November 15
   d. Summer: April 15

If you have not received a housing assignment and it is before the cancellation deadlines, send an email to oncampusliving@louisiana.edu to formally request that the Office of University Housing cancel your housing application.

After reviewing these questions, if you feel you need to cancel your housing application, please complete one of the steps above.
Now You’re All Done!

Thanks for applying to UL Housing!
We can’t wait to have you!