

English as a Second Language (ESL) Institute

How to apply for APSU campus housing

Limited housing in campus residence halls is available for full-time ESL students. **All housing is assigned on a first-come/first-serve basis, so get your application in early!** Campus housing generally is full about a month before classes start, so please apply BEFORE arriving on campus.

The Application Process

You *must* apply for housing online and you will need your student ID number. Your student ID number begins with the letter “A” and is followed by eight digits. If you have not received your student ID number yet, please contact the ESL Institute.

Your application is considered “complete” only when you have done *all* of the following:

- Step One:** Inform the ESL Institute that you are applying for campus housing in order to get your username and password that is needed for the online application.
- Step Two:** Complete the online application and provide necessary support documents to the Housing Office.
 - Please follow **Instructions for Online Housing Application** (on back of this page) to complete the online application process.
 - If you are not able to complete the online application, please contact the ESL Institute for help.
- Step Three:** Submit your \$200 prepayment, if you have not already during the application process. You can pay online at: https://epay.apsu.edu/C20023_ustores/web/product_detail.jsp?PRODUCTID=9.
 - Make sure you enter your student ID number so the prepayment will be added to your account.

You may also pay in person at the Business Office in APSU’s Browning Building or send a check made payable to APSU to:

APSU Business Office
P.O. Box 4635
Clarksville, TN 37044

Please write your name and student ID number on the check and mark it as “housing prepayment”.

- Step Four:** Once the application and prepayment are made (please allow 2 business days for payment to show in your account), check the dates for when you are eligible to book your bed space. The dates are listed on the website at www.apsu.edu/housing/.
- Step Five:** Check your APSU email for housing information and room assignments. If you do not know your APSU email account information, please contact the ESL Institute.

For more information or questions go to <http://www.apsu.edu/housing/> or contact the Office of Housing/Residence Life & Dining Services at (931) 221-7444 or housing@apsu.edu.

Instructions for Online Housing Application

1. Log onto to OneStop by going to www.apsu.edu and clicking on the OneStop tab on the top right side of the page.
2. Enter your username and password and click Login.
 - If you do not know your username and password, please contact the ESL Institute.
3. Once logged in, click on the “Life” tab on the top left.
4. Click on the blue “Apply for Housing” link with the red building on the top right side of the page.
5. In the screen menu, click “Application”.
6. Click “Apply/Reapply For Housing”.
7. Choose application period from the drop down menu (the semester you will start to study).
8. Click “Next”.
9. Select Meal Plan preference from drop down menu.
 - You are not buying a meal plan now, but just choosing what you would like to have as a meal plan. You can change this later.
 - All students who live on campus must also purchase a meal plan.
10. Click “Next”.
11. If you know someone that you would like to live with, enter their student ID here. If not, leave blank.
12. Choose your preference on the roommate matching descriptions (Yes, No, or No Preference).
13. Click “Continue”.
14. A summary page will appear. Scroll down and check to make sure the information is correct.
15. If you have not already, you can make your \$200 prepayment here online, using a credit card.
 - Click “Add To Cart”.
 - Scroll down and follow instructions.
 - Be sure to enter your Student ID number (Student A number) so the payment will be put in your account.

Your application will not be completed until you have made the prepayment.

16. After making payment, scroll down to bottom of screen and click “Continue” to submit your application.

- If you click continue and submit your application, you are agreeing to and signing the housing contract. To view the housing contract, go to

http://www.apsu.edu/sites/apsu.edu/files/housing/11-12_License_Agreement.pdf

If you do not agree, you may click “Redo” to cancel or start the application process again.

17. You will see a confirmation that your application has been saved with links you can click to:
 - make the prepayment—if you did not already make the payment
 - go to the housing website
 - go to the housing/meal agreements to review or save a copy
18. You will also receive an email confirmation (to your APSU email account) with the same links.

Please make sure to regularly check your APSU email account for important information and dates about your campus housing.