You are receiving this email because you have successfully completed the 2019-2020 UW Residence Life & Dining Services contract! As a reminder, students who sign contracts for the 2019-2020 year will have the opportunity to select their own rooms and roommates in the residence halls. For an overview of the Room Selection process and timeline, please see our Room Selection FAQ webpage.

Whether you are wanting to room with your best friend from high school or you are looking to live with someone new, finding your roommate in the residence halls is an important aspect of completing the Residence Life & Dining Services (RLDS) contract. In this communication, we will describe the steps for requesting a specific roommate in the halls. If you do not have a specific roommate with whom you want to live, please see Part 1 of this email.

### STEP 1: COMPLETE THE APPLICATION ROOMMATE PROFILE QUESTIONS SURVEY (ON THE LIVING PREFERENCES PAGE)

![Application Roommate Profile Questions Survey](image-url)
**STEP 2: SELECT REQUEST BY W NUMBER (ON THE ROOMMATE REQUESTS PAGE)**

You can request a specific roommate here. You must have your prospective roommate’s W# and it must be entered correctly in order for a request to be generated.

Housing selections including FICs or Athletic teams may take precedence over your requested roommate.

You are NOT required to choose a preferred roommate.

**ACCEPTED ROOMMATES**

You currently have no accepted roommates. You can search for roommates using the menu.

**REQUESTED ROOMMATES**

You have no roommate requests.

**SEARCH FOR ROOMMATES**

**STEP 3: ENTER YOUR FRIEND’S W NUMBER AND SELECT SEARCH**

You can request a specific roommate here. You must have your prospective roommate’s W# and it must be entered correctly in order for a request to be generated.

Housing selections including FICs or Athletic teams may take precedence over your requested roommate.

You are NOT required to choose a preferred roommate.

**ACCEPTED ROOMMATES**

You currently have no accepted roommates. You can search for roommates using the menu.

**REQUESTED ROOMMATES**

You have no roommate requests.

**SEARCH FOR ROOMMATES**

By entering a W# number, you can view details about the prospective roommate. You can also request, view profile, or send a message.

**Search**
STEP 4: TO SEE YOUR REQUESTED ROOMMATE’S RESPONSES TO THE APPLICATION ROOMMATE PROFILE QUESTIONS, SELECT VIEW PROFILE. TO REQUEST YOUR FRIEND AS YOUR ROOMMATE, SELECT REQUEST. ONCE YOU OFFICIALLY REQUEST YOUR FRIEND AS YOUR ROOMMATE, THEY WILL NOW APPEAR UNDER THE REQUESTED ROOMMATES SECTION OF THIS PAGE. ONCE YOU HAVE COMPLETED THIS SECTION, YOU WILL NEED TO COMPLETE THE REMAINDER OF THE CONTRACT.

STEP 5: YOU WILL THEN NEED TO ASK YOUR ROOMMATE TO ACCEPT YOUR REQUEST AND TO COMPLETE THEIR RLDS CONTRACT. YOU WILL NOW BOTH APPEAR IN EACH OTHER’S ACCEPTED ROOMMATES SECTION OF THE PAGE.
STEP 6: ONCE YOU RECEIVE YOUR ROOM SELECTION TIMESLOT (PLEASE SEE THE ROOM SELECTION FAQ WEBPAGE FOR TIMELINES), LOG BACK INTO THE HOUSING CONTRACT PORTAL. YOU SHOULD BE TAKEN DIRECTLY TO THE ROOM SELECTION PAGE OF THE CONTRACT.

● **STEP 6.1 Select your building**

![Building Selection](image)

● **STEP 6.2 Select your floor**

![Floor Selection](image)
**STEP 6.3** Select your Room (click on the magnifying glass next to the room number to learn more about your potential roommate in that room)

**STEP 6.3.1** If you clicked on the magnifying glass in the last step, you will see Room Details and Occupancy Information. If you click View Profile next to the current occupants, you will be able to see their responses to the Application Roommate Profile Questions survey, as well as basic demographic information.
STEP 7: ONCE YOU SELECT YOUR ROOM, SELECT A BED
STEP 8: SELECT CONTRACT STATUS TO SEE YOUR CONFIRMED CONTRACT, ROOM, AND ROOMMATE STATUS:

**Contract Menu | Applying for Academic Year 2019-2020 - Academic Year**

**Contract Status**

This page contains the current progress of your contract.

The information below contains the specific duration and details of your contract.

If incomplete - click on next open step above in process.

Your application is currently complete.

**JOE, COWBOY**

**Term:** Academic Year 2019-2020

**Dates:** 8/30/2019 - 5/16/2020

**Status:**
- ✔ Applied 3/14/2019 7:34:00 AM
- ✔ Contract Signed
- ✔ Application Complete

**ROOM RESERVATION DETAILS**

**Room:** Downey 0203

**Room Type:** Double

**Location:** Downey Hall

**Floor:** Downey 0203

**Available Terms:** Academic Year

**Available To:**
- Academic Year
- Current Apartment Tenant
- Current B&V Tenant
- Current Hall Resident
- On Campus Housing

**Mandatory Housing Profiles:** None

**OCCUPANCY INFORMATION**

<table>
<thead>
<tr>
<th>Beds</th>
<th>Occupants</th>
<th>View Profile</th>
</tr>
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<tbody>
<tr>
<td>D-0203A</td>
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<td>View Profile</td>
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<td>Cowboy Joe (8/30/2019 - 12/21/2019)</td>
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