



**Housing Selection Tutorial Guide**  
**Continuing Students**  
**2018-2019**

# What is Housing Selection?

- Housing Selection is an online process that will allow current students the opportunity to apply, submit an initial payment, identify a roommate, and self-select their housing assignment for the next academic year. Participation in the housing selection process will be first-come, first-serve. Housing placement is not guaranteed, therefore we encourage students to apply early. Students who fail to participate by the required deadlines may be considered for the housing waitlist process.

# Housing Selection Process Changes & Highlights

- The entire process is **available online**.
- **All student classifications are eligible** to participate. Upper division students will not be blocked from participating in the 2018–2019 housing process.
- Students will be required to submit a **\$500 initial payment** up front along with the Housing Application/Agreement (*includes application fee*) to participate in the housing selection process. *This participating fee has been reduced from \$640 last year.*
- The Housing Application/Agreement will **open mid-January** to allow ample time for student participation in the process.
- **Medical Accommodation Request Process** and deadlines are outlined in the FAQ section on Housing Selection Website.
- **Housing Waitlist Process** — Students who fail to meet deadlines or financial eligibility during housing selection can select to participate in the housing waitlist process outlined in the FAQ section.
- The 2018–2019 Housing Agreement **will not include winter break or Winter Intersession**. Please see details in the FAQ section Housing Selection Website.

# Housing Selection Eligibility Criteria

The following conditions outlines a student's *ineligibility* to participate in the housing selection process:

- The student *has not* submitted a complete online application/agreement by deadline.
- The student *has not* satisfied the required \$500 initial payment by deadline.
- The student *has not* been enrolled at Cal State LA for the entirety of the spring term.
- Student *is not* in good financial standing with the University. Outstanding balances or defaults of official payment plans established with the University Collections Office.
- The student has conduct sanctions that have *permanently restricted* them from residing in university managed properties.

# **Step 1: Apply & Sign**

**Deadline 3 p.m. Friday, March 2**

**Online Housing Application/Agreement includes**

**Student Profile**

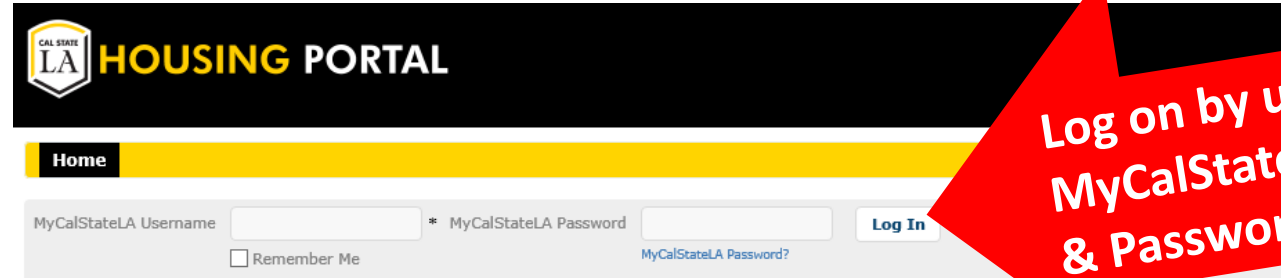
**Room Type Preferences**

**Meal Plan**

**Payment Schedule**

**TB Clearance** (requires form submission to Health Center)

# Housing Portal Log In: Students currently attending Cal State LA have access to the online housing portal.



Home

MyCalStateLA Username  \* MyCalStateLA Password   Remember Me [MyCalStateLA Password?](#)

Log on by using your  
MyCalStateLA Username  
& Password.

## Welcome to the Housing Portal

**Current Cal State LA students:** As an enrolled student, you already have access to the Housing Portal and can access the application as soon as they are available.

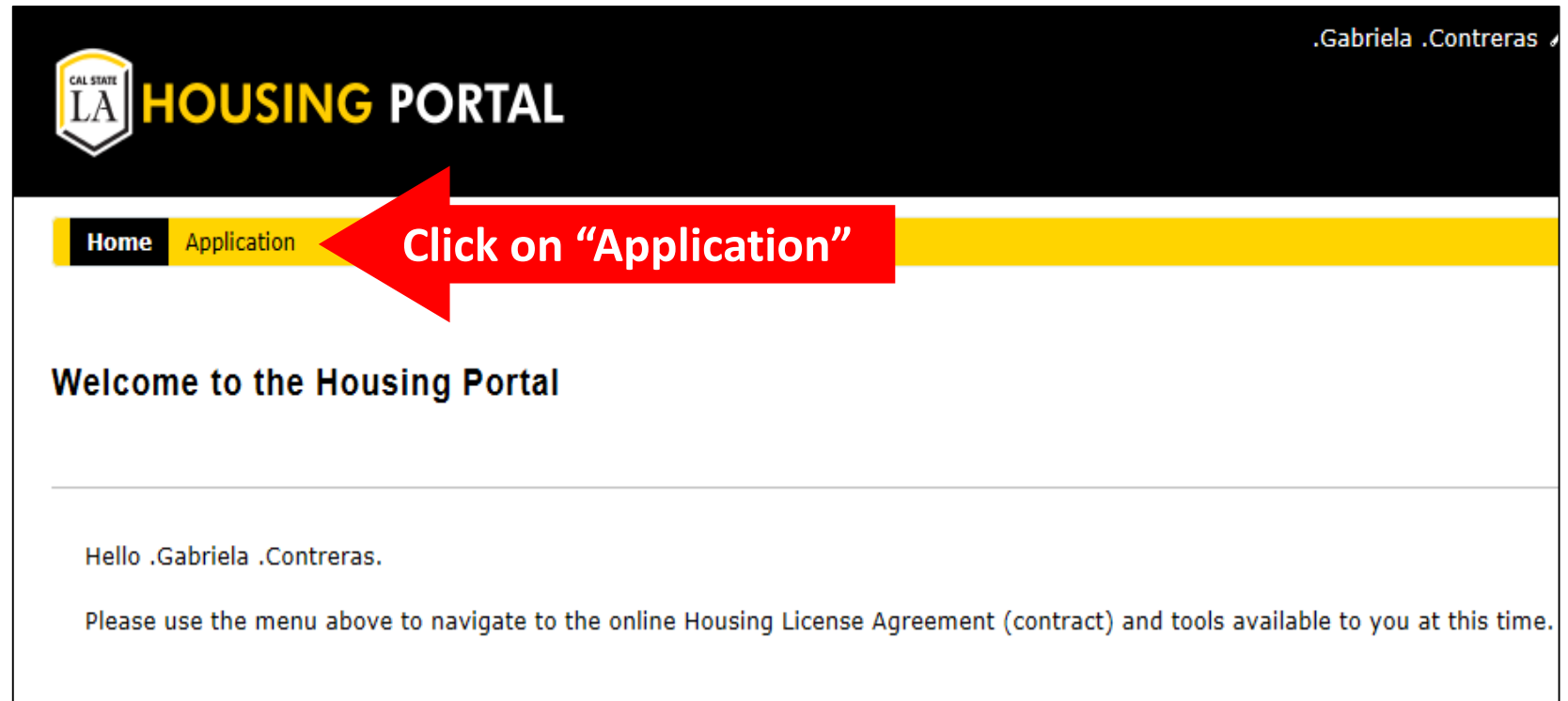
**Undergrad/Transfers Admits:** In order to receive access to the Housing Portal, you must meet the following criteria.

- Only students who have paid their \$100 ECD to confirm enrollment with Cal State LA will obtain access to the online housing application and License Agreement. Once you pay the Enrollment Confirmation Deposit (ECD), it will take 2–3 days for you to gain access to apply online through the Housing Portal. You won't receive an email alert about this, so we encourage you to try logging on to the portal daily.
- Once we receive your application and \$140 deposit, we'll assign you to a space.
- Visit our [How to Apply page](#) for more details.

**Graduate/Doctoral Admits:** Newly admitted Graduate students are not required to pay the \$ 100 ECD but will need to wait for their Official Admissions Email that will be sent by the Cal State LA Admissions Office, which identifies a student as a pre-matriculated student in order to receive access to the Housing Portal.

**Students in Exchange Students, Study in LA, English Language Program:** Please send email to [askhousing@calstatela.edu](mailto:askhousing@calstatela.edu) to get information about on-campus housing.

**Housing Portal:** You are now in the Housing Portal. This is the welcome screen and the first step for all students in the housing selection process. Click on “Application” to move to the next step in the process.



**Application Selection Page:** Please select the Academic term for which the student is applying for housing and then click on the Save & Continue button.

Please click on the term and click on Save & Continue to begin your application/license agreement.

Academic Year 2018-19 (Fall, Spring)

Spring 2018

Please be sure to check your Cal State LA email account for all communication from Housing and Residence Life.

Please add our email account ( [askhousing@calstatela.edu](mailto:askhousing@calstatela.edu) ) to your contacts, if you have your Cal State LA email account forwarded to a personal email to avoid our emails to be placed in the junk email folder.

Save & Continue



**Housing Portal:** You are now in the Fall 2018-Spring 2019 Application. This is the welcome screen and the first step in the application process. Click below “Begin Applications” to advance to the next step. There are 14 steps in the first part of the process. Students should not skip steps or this will cause an error in the submission of your application.

**CAL STATE LA HOUSING PORTAL**

Home **Application**

Application Menu | Applying for **Academic Year 2018-19 (Fall, Spring) - Returning**

- 1 Welcome
- 2 General & Academic Info
- 3 Program Affiliation
- 4 Student Profile
- 5 Room Type Preferences
- 6 Meal Plan - Academic Year
- 7 Housing & Residence Life Student Guide
- 8 License Agreement & Online Signature
- 9 Tuberculosis Clearance Requirement
- 10 Renter's Insurance
- 11 Payment Plan & Payment Schedule - Academic Year
- 12 Online Payment: Security Deposit & Application Fee - Academic Year

### Welcome

(Step 1 of 13)

Thank you for your interest in living on campus. You are on the Housing Portal and are accessing the online License Agreement which will serve as your contract for a space in Housing and Residence Life. Please take the time to read each section carefully. You will be agreeing to the terms and conditions of the License Agreement as you proceed to each new page.

Please click on "Begin Application" to proceed with the online License Agreement.

**Begin Application**

## Personal Details Review:

Your personal information is downloaded from the University's system.

Students are required to submit an emergency contact and missing person information.

After adding the required information, click on the save and continue button.

### Personal and Contact Info

(Step 2 of 1)

The general information and mailing address (permanent home address) below was provided by your general application for admission to the California State University.

Please update any information that may be incorrect by accessing your self-service student account online at <https://get.calstatela.edu/> after completing your housing application.

Please complete any fields that are blank and update any inaccurate information before advancing to the next step in the application process. In fields where information does not apply, please type in N/A for "not applicable."

Please provide both an emergency contact and a missing person contact. The missing person contact is used in the event you are considered missing. This information is confidential and will be used only by authorized campus officials. This contact may be different from your other emergency contacts.

Campus ID Number (CIN):

4816

Last Name:

.Contreras

First Name:

.Gabriela

### EMERGENCY CONTACT INFORMATION

Please provide name of person to notify in case of emergency.

Emergency Contact Name:

type in name

Contact Relationship:

type in relationship

Street Address:

Street Address 2:

City:

State/Province:

Zip/Postal Code:

Country:

(Please Select Country)

Phone Number:

type in phone

Cell Phone Number:

type in cell phone

### E-MAIL ADDRESS

Campus Email Address:

### Missing Person Contact

Contact Name:

type in name

Relationship:

type in relationship

Phone:

type in phone

Cell Phone Number:

type in cell phone

**Program Affiliation:** Select from the drop down menu “not applicable” or make your selection of the Cal State LA program you are registered with for the upcoming year. Then click on the save and continue button.

**Program Affiliation**

(Step 3 of 13)

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**Campus Program Affiliation**

**Athlete** = You are on one of the University's Athletic Sport Teams

**Foster Youth** = You identify as a foster youth or former foster youth. Your information is confidential.

**Honors College** = Select this if you have been admitted to Cal State LA's Honors College

**International** = You are an admit coming from another country.

**National Student Exchange** = You are attending Cal State LA through the Exchange Program

**OSD** = If you are registered or will be registering with the Office for Students with Disabilities (OSD) to request special accommodations.

**Veteran/Dependent of Veteran** = Select this option if you are a Veteran or a dependent of a Veteran and will be receiving financial assistance from the program.

**Not Applicable** = Select this option if are not affiliated with any of the above campus programs.

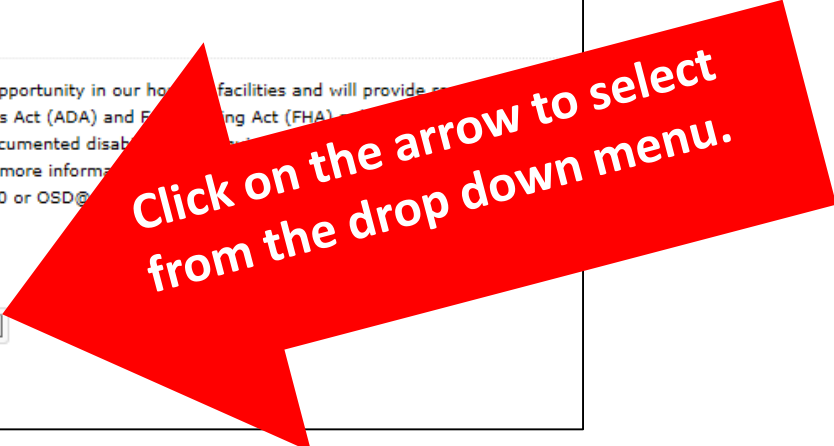
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**Special Accommodations**

The Office of Housing and Residence Life is committed to equal opportunity in our housing facilities and will provide accommodations as determined by the Americans with Disabilities Act (ADA) and Fair Housing Act (FHA) on a case-by-case basis. If you are a "qualified individual" with a documented disability, please contact the Office for Students with Disabilities (OSD) for more information. You can find more on the [OSD website](#) or by contacting them at 323-343-3140 or [OSD@csula.edu](#).

Please indicate your program affiliation:

Not Applicable



# Student Profile:

Please be sure you answer all questions. Students should answer these questions honestly so that when using the “roommate match” search feature, the most compatible roommate matches will be provided.

After answering all questions, click on Save and Continue button. To move to

## Student Profile

(Step 4 of 14)

The questions below will help in the roommate matching process. Please answer these questions as honestly as possible and completed by the student. Although the Housing and Residence Life makes no guarantees with respect to roommate compatibility, the office will attempt to match roommates based on the requested information.

### Study Habits

How often do you study in the afternoon?\*



How often do you study in the evening?\*



How often do you study in the morning?\*



How often do you study late at night?\*



When studying I prefer:\*



### Sleep Habits

How quiet do you need it to be to sleep?\*



What time do you prefer to go to bed on school nights? (Sunday-Thursday)\*



### Visitors

I am comfortable with visitors in the bedroom?\*



I am comfortable with visitors in the common areas?\*



### Room Atmosphere

How clean I like my room\*



**Room Type Preference:** Students identify a room type preference. The selection is a preference only and is not a guaranteed selection nor serves as the only room type for which a student can be assigned.

On this page you will have the opportunity to review room type rates for the 18-19 year and indicate your number one preferred room type. Because student self-select into their bed space during their lottery appointment the information collected on this page is for internal data collection purposes.

Please select your room type preference and click on the save and continue button.

**Special Accommodations:**

If medical accommodations are required for a student applying to live on campus, the student needs to choose from the available room type preference options and submit their license agreement.

The student should read the instructions on how to register with OSD and be sure to provide the proper documentation to OSD by the posted deadline.

**Room Type Preferences**

(Step 5 of 13)

Students are contracting for a space on campus. Your preference is considered at the time assignments are processed but is not guaranteed. If we are unable to offer your requested room type, you will be assigned to an available space.

Phase I and Phase II apartments are available to all class levels and include:

- **Doubles:** Two residents per bedroom
- **Triples:** Three residents per bedroom

Golden Eagle Apartments are available to graduate and upper-division (seniors/juniors) students who are at least 21 years of age and include the following room types:

- **GEA Double:** Two residents per bedroom in the Golden Eagle Apartment Complex (GEA)
- **GEA Single:** One resident per bedroom in a two-bedroom apartment in the Golden Eagles Apartment Complex (GEA)
- **GEA Single Suite:** One resident per bedroom in a three-bedroom apartment in the Golden Eagle Apartment Complex (GEA)

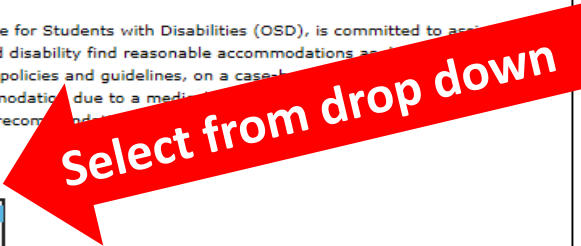
**Special Accommodations:**

The Office of Housing and Residence Life, in consult with the Office for Students with Disabilities (OSD), is committed to assist students who identify as "qualified individuals" with a documented disability find reasonable accommodations and accommodations consistent with the Americans with Disabilities Act (ADA) and Fair Housing Act (FHA) policies and guidelines, on a case-by-case basis. If you are a "qualified individual" requesting a specific type of housing accommodation due to a medical condition, you must contact OSD to register and provide documentation so they may make a recommendation.

Preference 1

- Please Select -  
Double  
GEA Double  
GEA Single  
GEA Suite Single  
Triple

please email askhousing@calstatela.edu with your name, campus



# Room Rate 2018-2019

Room Type	**Academic Year Rate	Semester Rate
<i>Single</i> <i>Phase I &amp; II</i>	\$ 9,823.00	\$ 4,911.50
<i>Double</i> <i>Phase I &amp; II</i>	\$ 7,587.00	\$ 3,793.50
<i>Triple</i> <i>Phase I &amp; II</i>	\$ 6,109.00	\$ 3,054.50
<i>Single</i> <i>GEA</i>	\$ 9,059.00	\$ 4,529.50
<i>Single Suite</i> <i>GEA</i>	\$ 8,557.00	\$ 4,278.50
<i>Double</i> <i>GEA</i>	\$ 7,985.00	\$ 3,992.50

**\*\*Academic year rate does not include the price for Winter Intersession.**

**Meal Plan Selection:** Select from one of the available meal plan options or select No Meal Plan, if you do not wish to have a meal plan. Click on the save and continue button.

**Important:** Your self selection of a meal plan during this step will apply a meal plan to your student account for the 18-19 meal plan program. If you are unsure about participating in the meal plan program select No Meal Plan and request to add one later in the summer or at the start of the academic year.

### Meal Plan - Academic Year

- 2018-2019 Academic Year License Agreement

(Step 6 of 13)

Housing and Residence Life contracts with University Auxiliary Services to provide meals for residents. The [License Agreement](#) and the [Student Guide](#) provides detailed terms and conditions for the meal plan, including cancellation policies. Please read the full text as part of this online agreement.

For detailed information about the Meal Plan, please visit the [Meal Plan page](#).

**Dietary Restrictions:** The Dining Commons provides a variety of choices and will work with residents to accommodate special diets. If you have any dietary restrictions, due to food allergies or other specific dietary requirements or practices, you may want to consult with the Dining Commons Manager before signing up.

**Meal plans are optional.** ? If you do not want to have a Meal Plan, please select "No Meal Plan."

If you select a Meal Plan, you are entering into an agreement (contract) to pay for and participate in the dining program for both the fall and spring semesters.

Cancellations of Meal Plans required a 30 day notification prior to the beginning of the beginning of the license agreement term. Once the term starts, requests are reviewed based reason and supporting documentation.

You may add the Meal Plan at any time during the year.

Select from drop down

Please select a meal plan option:

- Please Select - \*  
10 Meal Plan  
12 Meal Plan  
17 Meal Plan  
No Meal Plan

request in writing to the Housing Office at least 30 days

Save & Continue

# Meal Plan Rates 2018-2019

<b>Board Plan</b>	<b>Academic Year Rate</b>	<b>Semester Rate</b>
<i>10 meals per week</i>	\$ 2,813.00	\$ 1,406.50
<i>12 meals per week</i>	\$ 3,213.00	\$ 1,606.50
<i>17 meals per week</i>	\$ 3,936.00	\$ 1,968.00



**Housing Student Guide:** The Student Guide is part of your license agreement and outlines the community policies and procedures.

Review the Student Guide, click in the acknowledgement box and click on the save and continue button.

**Housing & Residence Life Student Guide**  
- 2018-2019 Academic Year License Agreement

(Step 7 of 13)

Cal State LA's Housing and Residence Life strives to create an atmosphere conducive to academic success. Residents are expected to respect and maintain the facilities and furnishings provided, conduct themselves within acceptable and reasonable standards of good behavior, and take individual responsibility for their actions.

Residents are expected to balance their rights as an individual with the rights of their community members.

All residents and guests are expected to abide by the explicit and implicit intent of the (the Student Guide). Violation of any policy outlined in (the Student Guide) will result in disciplinary action as detailed in the section titled "Student Conduct Process."

In addition, violations of University policy as outlined in CSU Standards for Student Conduct (Section 41301 of Title 5 of the California Code of Regulations) will be forwarded to the University Judicial Affairs Officer for additional disciplinary investigation. If violations are substantiated possible sanctions may include, but are not limited to Disciplinary Probation, Suspension or Expulsion from the University. Copies of the Standards of Student Conduct and CSU Student Conduct Procedures (Executive Order 1043) are available in Student Affairs, Building 8, Room 117 or on the Judicial Affairs Office webpage:  
<http://www.calstatela.edu/univ/stuaffrs/jao/>

Housing and Residence Life requires all applicants to read this information prior to the final submission of this Agreement. Here's the full text: [Student Guide](#).

I have read and understand the Housing and Residence Life Guide. I agree to the terms and conditions of this document.

**I Agree**

**Tick the box**

**License Agreement & Online Signature:** The License Agreement outlines the terms and conditions of your housing contract such as your occupancy period and cancellation policy.

Review the License Agreement in its entirety using the hyperlinks in the text. Once you are done, click in the acknowledgement box, type in your CIN as your online signature and click on the save and continue button.

**License Agreement & Online Signature**  
- 2018-2019 License Agreement (Fall & Spring)

(Step 8 of 13)

**Please read this page carefully.**

Housing and Residence Life requires all applicants to read and agree to the terms and agree to the "Agreement"). Your completion and submission of this electronic Agreement indicates that you have read and agree to the Housing and Residence Life License Agreement and Student Guide. The full text can be viewed in the [License Agreement](#) and [Student Guide](#).

The following are important sections that are part of your Agreement and the full text can be viewed in the [License Agreement](#) and [Student Guide](#).

**Section I. A. OCCUPANCY/LICENSE TERMS**

This section of the Housing and Residence Life License Agreement outlines the Occupancy/License Agreement for the entire academic year: fall and spring semesters and does NOT include the winter intersession.

**I.A.1. Academic Year Occupancy (Fall Semester 2018 and Spring Semester 2019)**

The University grants the Licensee permission to occupy a bed space within the Housing and Residence Life "Premises") for the fee period beginning at 10:00 a.m. August 17, 2018 for Returning Cal State students and First-year students ending at 2:00 p.m. May 18, 2019. The University may withdraw such permission at any time. Specific assignment of a bed space shall be made at the discretion of the University and may vary from year to year.

**I.A.1.c.i. Winter Break and Intersession; (12/15/18 - 01/17/19):** The Housing and Residence Life License Agreement on December 15, 2018 through 10:00 a.m. on January 18, 2019. Licensee may leave person or persons in the apartment during the closure period; however, they will not have access to the apartment during the closure period. Licensee (12/15/18 - 01/17/19) may contract additional dates by participating in the pay-to-stay option.

**SECTION III. EXPIRATION, REVOCATION AND CANCELLATION OF AGREEMENT**

Please read the full text section of the [License Agreement](#) for a complete understanding of the cancellation policies and refund of fees.

In summary, the University may revoke this agreement for nonpayment of fees, failure to maintain enrollment at the University, unforeseen emergencies or administrative necessity or the student's failure to abide by the Community Standards and Policies.

Students may request to cancel their Agreement in writing with a 30-day notice prior to occupancy (moving in). If there are fewer than 30 days or if it's after occupancy, a request must include a statement of reason and documentation may be required. The University may grant or deny a cancellation based on the following standards: end of student status, marriage, military service, or extreme hardship.

Failure to occupy (move in) does not release you from the terms of this Agreement. Please review these policies carefully.

**Please print a copy of the full text of your [License Agreement](#) for your records.**

I have read, understand and agree to the terms and agreements of the Housing and Residence Life [License Agreement](#), which includes the policies and community guidelines outlined in the [Student Guide](#).

This page confirms your understanding and agreement to the terms and conditions of the Housing License Agreement. If you are under 18, please have a parent or guardian complete the "[Under 18 Consent Form](#)" and submit to the Housing Office within 10 business days.

Please provide your CIN (Campus ID Number) as your electronic signature to the license agreement:

Enter Your CIN

**Save & Continue**

Type in your CIN# (serves as your online signature)

**Tuberculosis Clearance Requirement:** This webpage is reminder that all students must receive clearance from the Student Health Center on an **annual basis** in order to be eligible to move in.

Please read the information and using the hyperlink provided to print the Tuberculosis Screening Questionnaire, then click on the save and continue button.

**Tuberculosis Clearance Requirement**

(Step 9 of 13)

The Cal State LA housing complex is made up of multiple occupancy facilities with shared living spaces. Prior to moving onto campus, the Licensee must provide documentation that they do not to have and have not had active tuberculosis within 12 months prior to the first day of occupancy of the Agreement.

**You must turn in a Tuberculosis Questionnaire Form to the Student Health Center by Friday, March 2, 2018 as part of the application process and to be eligible for an assignment.**

The Student Health Center will review the Tuberculosis Questionnaire and will determine if you need a TB test. If you have already taken a TB test and are submitting that documentation, please check the date the test was taken. The date of the test must still be valid through August 22, 2018, for the fall semester.

**Your submission of this License Agreement is not complete without this documentation and your space will not be confirmed without a approved. Do not delay in submitting this information.**

I understand that I must provide tuberculosis documentation as described above for my application for on-campus housing to be complete.

**Save & Continue**

### **Tuberculosis Screening Questionnaire**

1. Print the form
2. Fill out the form
3. Submit the form directly to the Student Health Center.
4. Return to Housing Office the TB Clearance Receipt that the Health Center gives you at the time of turning in the form. **MUST** be returned to The Office of Housing and Residence Life by 3 p.m. on March 2, 2018, to be included with their online Housing Application/Agreement.

**Renter's Insurance:** The University is not responsible for damage or stolen property and encourage students to purchase property insurance. GradGuard is a company that has a partnership with many universities and is presented as an option on this webpage.

If you are not interested in purchasing or receiving more information, click on the “I accept financial responsibility for my actions and valuables,” the system will take you to the next page.

If you are interested in purchasing or receiving more information, click on “yes, I want to enroll in the GradGuard Renters Program,” and you will be redirected to the GradGuard website. On their website, you will be able to enroll or indicate that you are interested and wish for them to send you more information. You will see a button that will redirect you back to the Housing Portal and to the next page.

**Renter's Insurance**  
- Academic Year 2018-2019

(Step 10 of 13)

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As noted in your 2018-2019 housing contract, the university assumes no responsibility and provides no financial protection for Student's Personal Property. By not carrying protection while on campus, you understand that you are fully responsible for your personal property and any damages caused by you while on university property.

GradGuard College Renters Insurance is an exclusive plan, specifically designed for students. For about 50 cents per day, the plan will include the following features:

**Please make your selection below:**

[Yes, I want to enroll in the GradGuard Renters Program](#)

By selecting start my enrollment you authorize the University to release your contact information to GradGuard.

[I accept financial responsibility for my actions and valuables](#)

**Click to sign up or just request information**

**Click, to decline and move to next page**

# GradGuard Website

Thanks for considering College Renters Insurance from GradGuard

Renters Insurance from GradGuard is a great alternative to many families existing Homeowners Insurance policies with coverage designed for College Life, featuring:

- A low deductible
- No credit check requirement
- Protection for your property around the world
- Personal liability coverage
- Replacement cost for your belongings



[Learn more about what College Renters Insurance covers](#)

Property Coverage:  
\$5,000

Liability Coverage:  
\$50,000

Deductible:  
\$100

Coverage Start Date:  
Aug 16, 2018

Estimated Monthly Payment: \$14.31

Bill Me Later From GradGuard

We will follow up with you closer to your coverage start date to get your policy squared away. Just give us some quick details and we'll be in touch.

First Name

Last Name

Contact Email

Coverage Start Date

Class

I would also like to be reminded by text message\*

\*Message & data rates may apply.

[Include a parent/guardian \(optional\)](#)

[Contact Me Later To Purchase My Policy](#)

[I decline and accept financial responsibility for my belongings](#)

Request Information

No longer interested



Copyright © 2009-2018 - GradGuard. All rights reserved. GradGuard is a service of Next Generation Insurance Group, LLC. [Privacy Policy](#) | [Terms of Use](#) | [Licensing Information](#)

Renters Insurance is underwritten by Markel American Insurance Company, Waukesha, WI. The advertised product is not available in AK, CT, FL, and RI. Other program options are available for these states. Claims and coverage subject to policy.

**Payment Schedule:** Housing fees can be paid by semesters or installments. Select the payment schedule that best fits your budget and then click on the save and continue button.

**Payment Plan & Payment Schedule - Academic Year**  
- 2018-2019 License Agreement (Fall & Spring) (Step 11 of 13)

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Please read the full text of the License Agreement regarding policies for payments and fees.

Fees and the [Payment Schedule](#) for housing and the Meal Plan are posted on the housing website. You will be responsible for tracking the payment deadlines and financial aid disbursements. The Cashier's Office will send out at least one invoice per semester and late notices if payments are missed, which will include a late fee. Housing staff are available to assist you with any questions.

I agree to the pay these fees based on the payment plan I choose and agree to the terms and conditions as outlined in the [License Agreement](#).

**Payment Plan Description**

**Semester** = select this option if you wish to pay your housing fees in 2 payments; a fall semester payment followed by the spring semester payment.

**Installment** = select this option if you wish to pay your housing fees in 4 payments; two payments for the fall semester and two payments for the spring semester fees.

PAYMENT PLAN SELECTION:

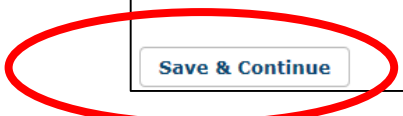
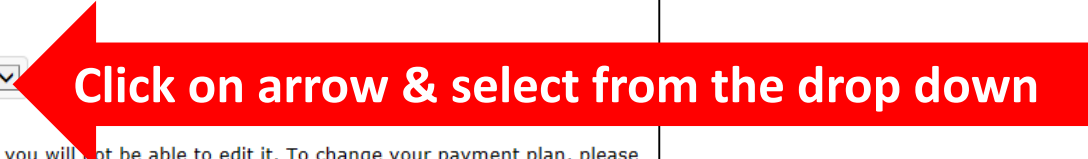
Once you choose one of the options below and leave this page, you will not be able to edit it. To change your payment plan, please submit a written request to the Housing Office.

**Save & Continue**

There are only **two payment schedules** offered through Housing and Residence Life.

- *Semester (2 payments a year)*
- *Installment (4 payments a year)*

Payment Plans are offered through the University Collections and Loans Office.



# **Step 2: Submit \$500 Initial Payment**

**Deadline 3 p.m. Friday, March 2**

**Payment is required to complete your housing application and agreement. There are no deferments or waivers.**

## **Payment Options:**

- **Online (Credit, Debit, E-Check) via the Housing App/Agree**
- **In-Person/Walk-in (Cash, Check or Money Order)**
- **Mail (Check or Money Order)**
- **Foreign Currency using Flywire**

**\$500 Initial Payment:** This is the last page of the License Agreement/Application. Here you will continue to Step 2 which is the online “Cash Net” system to satisfy your initial payment in order to complete your Housing Selection Application Process.

**Online Payment: Initial Fee & Application Fee - Academic Year**

- 2018-2019 License Agreement

(Step 12 of 13)

A \$ 500 payment is required as part of this License Agreement, includes \$40 non-refundable application fee.

Please be advised that this initial payment does not guarantee an assignment.

Payment Amount (\$)

500

**IMPORTANT PAYMENT SUBMISSION INSTRUCTIONS:**

Upon clicking on the "Pay Now" button, the system will automatically redirect you to CashNet to make your \$ 500 payment online.

- **In order for the payment information to be transferred to the Housing Portal, you MUST click on the "RETURN TO HOUSING APPLICATION" button at the bottom right corner of the CashNet Payment Receipt webpage.** Upon clicking on the button, you will be redirect back to the Housing Portal to verify your application was submitted.

**Pay Now**



## Online Payment Via Application/Agreement:

To make your online payment using a credit card/debit card or e-check, click on the "Pay Now" button to be redirected to CashNet.

By doing this, there is a communication connection established between the Housing Portal and CashNet that allows our Portal to be updated as soon as you submit the online payment.

### Online Payment: Initial Fee & Application Fee - Academic Year

- 2018-2019 License Agreement

(Step 12 of 13)

A \$ 500 payment is required as part of this License Agreement, includes \$40 non-refundable application fee.

Please be advised that this initial payment does not guarantee an assignment.

Payment Amount (\$)

500

#### **IMPORTANT PAYMENT SUBMISSION INSTRUCTIONS:**

Upon clicking on the "Pay Now" button, the system will automatically redirect you to CashNet to make your \$ 500 payment online.

- **In order for the payment information to be transferred to the Housing Portal, you MUST click on the "RETURN TO HOUSING APPLICATION" button at the bottom right corner of the CashNet Payment Receipt webpage.** Upon clicking on the button, you will be redirect back to the Housing Portal to verify your application was submitted.


**Pay Now**

**Online Payment on CashNet:** Students have the option to make their payment using a Credit Card or Electronic Check (e-check).

1. Click on Payment Method

2. Click on Next button after select a payment method

The screenshot displays the Cal State LA online payment interface. At the top left is the Cal State LA logo. A progress indicator shows the current step. The main content area is titled "Step 1 of 2: PAYMENT METHOD" and includes the instruction "All fields required unless marked (optional)". Two radio button options are available: "Credit Card" and "Electronic Check". Below these options are "PREVIOUS" and "NEXT" buttons. A red arrow points to the "NEXT" button. To the right, the "ORDER SUMMARY" section contains a table with the following data:

ITEM	AMOUNT
 Housing fees	\$500.00
Subtotal	\$500.00
<b>Total</b>	<b>\$500.00</b>

At the bottom right of the order summary is a "CANCEL MY TRANSACTION" button. Footer text at the bottom left reads "webce-c2cf spa\_checkout\_1010".

Enter the payment account information & then click on Next button.

Step 1 of 2: PAYMENT METHOD

All fields required unless marked (optional)

Visa ending in 1361

Credit Card Expiration

July

2021

Security Code

444

Cardholder Name

Gabriela Contreras

Billing Address

5300 Paseo Rancho Castilla

City

Los Angeles

State / Province

California

Zip / Postal Code

92243

Country

United States

SERVICE CHARGE

This site is owned and operated by CASHNet, Inc. If you choose to make a payment by using CASHNet SmartPay, you will be charged a service charge of \$13.75. This charge is assessed by CASHNet Inc. Service charges are included in your transaction and are paid directly to CASHNet, Inc. Service charges are non-refundable.

I acknowledge that I have read and accept the [terms and conditions](#) of the CASHNet Inc. user agreement and I understand that my transaction includes a non-refundable service charge of \$13.75 for the use of CASHNet SmartPay.

NEW PAYMENT METHODS

Credit Card

Electronic Check

PREVIOUS

NEXT

ITEM AMOUNT

Housing fees \$500.00

Subtotal \$500.00

Convenience Fee \$13.75

Total \$513.75

CANCEL MY TRANSACTION

Review to confirm the information is filled out accurately, without typos.

If all the information is correct, click on the Submit Payment button.

Step 2 of 2: REVIEW AND CONFIRM

All fields required unless marked (optional)

[PAYMENT METHOD](#) [Edit](#)

Visa ending in 1361

Credit Card Expiration: 0721

Gabriela Contreras

4538 Saint Andrews Dr

Chino Hills, California 91709

[ENTER EMAIL ADDRESS](#)

gcontr17@calstatela.edu

PREVIOUS

SUBMIT PAYMENT

ITEM AMOUNT

Housing fees \$500.00

Subtotal \$500.00

Convenience Fee \$13.75

Total \$513.75

CANCEL MY TRANSACTION

Once you arrive at the following receipt page, your payment is submitted.

Do not close the window! Do not click on the arrow back button on the browser.

Click on “RETURN TO HOUSING APPLICATION” for the payment to be recorded in the housing portal!



**TRANSACTION APPROVED**  
Thank you for the payment.

RECEIPT  
RECEIPT NUMBER: 2124017  
CUSTOMER: ,  
CURRENT DATE: 01/10/2018

Your receipt has been emailed to  
gcontr17@calstatela.edu

[EMAIL ANOTHER RECEIPT](#) [PRINT RECEIPT](#)

ADDITIONAL INFORMATION  
Thank you for the payment.

ITEM	AMOUNT
 Housing fees  19238 190889 27 15576 Gabriela Contreras 2189 0816	\$500.00
Subtotal	\$500.00
Convenience Fee	\$13.75
<b>Total</b>	<b>\$513.75</b>

PAYMENTS RECEIVED	AMOUNT
CC VISA ENDING IN 1361 Authorization: 55733D	\$500.00
CC VISA ENDING IN 1361 Authorization: 56414D	\$13.75
<b>Total</b>	<b>\$513.75</b>

[RETURN TO HOUSING APPLICATION](#)

# In-Person/Walk-in (Cash, Check or Money Order)

To make an in-person payment, please visit the Cal State LA Cashier's Office located on-campus in the Administration Building Rm 128.

- The Cashier service windows are located in the open courtyard area.
- Notify the staff you are wishing to pay your \$500 fall 2018 Housing Initial Payment.

# Mail (Check or Money Order)

**Please mail in your check or money order to the Cal State LA Cashier's Office.**

- Please include on the check or money order the student's name, campus ID number (CIN#) and "Fall 2018 Housing Initial Payment."
- Mail it to: Cal State LA Cashier's Office, 5151 State University Drive, Administration 128, Los Angeles, CA 90032.
- Check and money orders must be *received* by the deadline, *not postmarked* by the deadline.

# Foreign Currency

Please go to [Flywire](#) to make your payment using a foreign debit or credit card, international wire transfer, or other local payment options from your home country.

- First-time users will be asked to create a [Flywire](#) user account. The system will provide you with instructions throughout the process.

Online Application Submission Confirmation – After you have made your \$500 Initial Payment, you will log on to the Housing Portal and will see last page confirming that your application is submitted.

The screenshot shows a web application interface with a yellow header bar containing 'Home' and 'Application'. Below the header, the page title is 'Application Menu | Applying for Academic Year 2018-19 (Fall, Spring) - Returning'. A progress bar with 15 numbered steps is displayed, with step 14, 'Online Application Submission Confirmation', highlighted in blue. Below the progress bar, a list of steps is shown: 4 Student Profile, 5 Room Type Preferences, 6 ROOMMATE REQUEST, 7 Meal Plan - Academic Year, 8 Housing & Residence Life Student Guide, 9 License Agreement & Online Signature, 10 Tuberculosis Clearance Requirement, 11 Renter's Insurance, 12 Payment Plan & Payment Schedule - Academic Year, 13 Online Payment: Security Deposit & Application Fee - Academic Year, 14 Online Application Submission Confirmation, and 15 Room Search - Current Residents ONLY. Below the progress bar, the section 'Receipt' is visible, containing the following information:

Full Name	.Contreras, .Gabriela
Payment ID	11608

At the bottom of the receipt section, there is a button labeled 'Save & Continue'.



# **NEXT STEPS**

## **Step 3: Roommate Search Wizard**

(March 9–12)

## **Step 4: Lottery and Room Self-selection Process**

(March 19–30)

Tutorials will be sent to those who move forward in each of these processes.