



HOUSING APPLICATION INSTRUCTIONS

Follow these easy instructions to apply for Fall 2022/Spring 2023 Housing. Have a credit card or your bank information (for an ACH check) available to complete the online application process.

1. Log into your Penn West Experience Portal at my.pennwest.edu.
2. Click "Housing Portal" on the Quick Access Card
 - a. If you do not see the Quick Access Card, click Discover More on the bottom right or the menu on the top left. You can search "student quick access" to find the card and save it to your page.
3. Click "Contracts".
4. Select the housing application for your assigned campus.
5. Read the terms & conditions of the contract thoroughly.
6. Electronically Sign.
7. Click "Continue".
8. Complete "My Information" and help build your housing profile. This information is helpful for roommate matching that will occur at a later date.
9. Provide emergency contacts, parent/guardian contact information, and verify your permanent address on file.
10. Pay the \$100 non-refundable application service fee.
11. Check your Penn West email for "Your Application Has Been Received" confirmation.
12. Watch your Penn West email for Roommate Selection to occur at the end of March. Room Selection will occur in mid - April. Both selection processes will occur via the housing portal.

