

Instructions for Spring 2025 Housing for New First-Year, New Transfer, New Grad Student and CURRENT AU Commuters not living on campus.

I want to live on campus beginning January 2025 (2024-25 academic year)!

If you haven't already done so, please follow these step-by-step instructions to begin the Housing Application process.

Before you continue, you must first ensure you have accessed your Alvernia email and reset your password. If you have not yet done that, go to the Login page for Office 365.

- Use the login information that you have been provided by Admissions on the Alvernia Student Logins Sheet. You will be prompted to re-set your password upon first login.

Account	Username	Initial Password	Link
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Once you have assured that your Alvernia email is ready, proceed as follows:

STEP ONE: Pay your \$250 Housing Deposit either online by logging into [Self-Service](#) or by mailing a check or money order made payable to Alvernia University.

- If paying on [Self-Service](#), sign into [Self-Service](#) then click Finances/Payment Portal.
- If paying by check or money order, please mail to: Alvernia University ATTN: Office of Student Financial Services 400 St. Bernardine Street Reading, PA 19607. Also, include a note that specifies what the money is to be applied to such as student ID and name.

Once you have paid your \$250 housing deposit, proceed to step two:

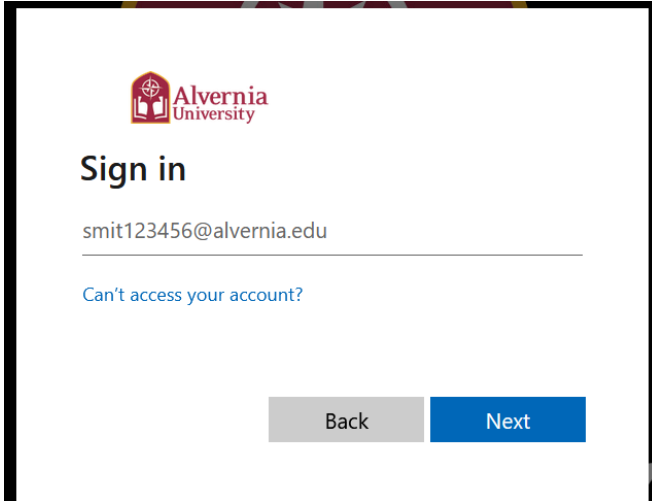
STEP TWO: Apply for housing.

1. Click on ARC (Alvernia Residential Communities Portal) <https://alvernia.erezlife.com>

ARC: Alvernia Residential Communities Portal

[Login |](#)

- You will be redirected to our Alvernia University login page to enter your login credentials.



The image shows the Alvernia University login page. At the top left is the Alvernia University logo. Below it is the heading "Sign in". Underneath, the email address "smit123456@alvernia.edu" is entered into a text field. Below the text field is a link that says "Can't access your account?". At the bottom of the form are two buttons: a grey "Back" button and a blue "Next" button.

- Once you are logged into ARC, proceed as follows:

Before we can show you the application form(s), we need to ask you a few preliminary questions.

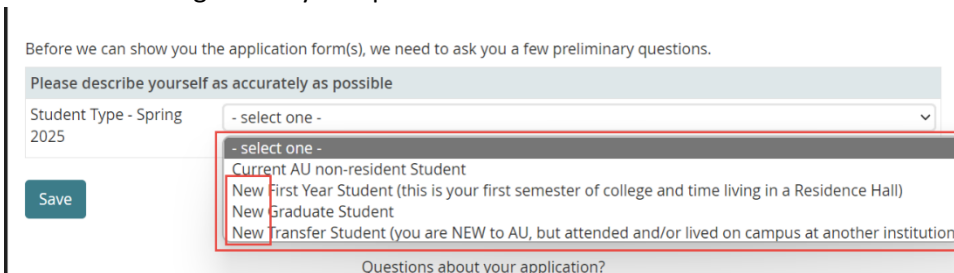
Please describe yourself as accurately as possible

Student Type - Spring 2025

[Save](#)

[Questions about your application?](#)

- Click HOUSING OVERVIEW, then choose a STUDENT TYPE – For Spring 2025 that begins with “New” that best aligns with your specific situation:



This image shows the same application form as above, but with the dropdown menu for "Student Type - Spring 2025" open. The dropdown menu lists four options: "- select one -", "Current AU non-resident Student", "New First Year Student (this is your first semester of college and time living in a Residence Hall)", "New Graduate Student", and "New Transfer Student (you are NEW to AU, but attended and/or lived on campus at another institution)". The "New" options are highlighted with a red box. Below the dropdown menu is a "Save" button and a link for "Questions about your application?".

- Complete the Spring 2025 Application (For 2024-25 Full Academic Year) by clicking the green “APPLY NOW” button:

Dawn Reitz ▾

Application forms

Start your residence application by clicking the “Apply now” button for the application you are interested in.

Name	Deadline	Status
Spring 2025 (For 2024-25 Full Academic Year) (Spring Applicants)	Dec 14, 2024	Apply now

- Proceed through the application and answer all questions.
- On the last page of the application, you will find several boxes to check. One box has your housing contract attached (terms & conditions file) – please read these terms and conditions. The other box indicates that you have been truthful when answering all the questions.
- Once you have checked both boxes, please click “submit application”

Application form
Confirm application

Please review your application details before proceeding.

Your application overview:

- You are applying for Spring 2025 (For 2024-25 Full Academic Year) residence

To complete your application, read the enclosed contract below. Please check off the two items below indicating that you understand and agree with all statements.

I have opened, read, understood, and agree to the enclosed [terms & conditions file](#).

I declare all information I have disclosed throughout this application process is correct.

Please note that schools may use application submission dates to prioritize residence assignments. Any further changes to your application after this point will change the submission date of your application. Updates to your contact information, residence preference, or roommate selection will not change your initial submission date. Updates to your application form, however, will change your initial application submission date.

[Submit application](#)

[Questions about your application?](#)

ROOMMATES!

Now that I have completed my housing application, on my homepage I have the ability to complete a roommate group (if I know who I'd like to live with), and/or create a roommate profile so I can search for potential roommates. Please note that opportunities for roommate groups are limited to only those in your specific cohort – so incoming students can only create roommate groups with other incoming students. The Office of Residence Life will do our best to accommodate roommate requests but cannot make a promise. **Roommate groups are only eligible to be used for NEW INCOMING STUDENTS. Please request a current resident roommate via the roommate request form within our application.**

How to Create a Roommate Group

1. Complete your application.
2. Click on the words "Roommate Group" on the left side of the screen.
3. Name your group (something that is appropriate please).
4. You can only select students who have a completed housing application in ARC, so make sure that your friends have completed their application.
5. Enter your friends Alvernia email address, Firstname.Lastname@alvernia.edu. (You can only add people that you are permitted to live with for example first year's can only live with other first-years.)
6. Tell your friends to login to their ARC page and accept the group that you have created.

No Roommate Group/Looking For Someone to Live With?

1. Complete your housing application.
2. Click on "My roommate profile" on the left-hand side of the screen, or you can find this under "recommended actions."
3. Follow the instructions to turn on your profile and share some information about yourself. Enter as little or as much information that you are comfortable with.
4. Decide how you want to share the information.














Let us know what information you'd like to share from your housing application.

Field	All applicants	My contacts	Private
Last Name	<input type="radio"/>	<input checked="" type="radio"/>	
First Name	<input type="radio"/>	<input checked="" type="radio"/>	
Email	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Gender	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Upcoming Credits	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
ClassLevel	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Middle name	<input type="radio"/>	<input checked="" type="radio"/>	

5. Share how you would like others to contact you *please note you determine what contact information you disclose, AU does not provide that for students.

How would you like your contacts to communicate with you?

This system does not provide a way for you to communicate with your contacts. We'll leave that to social media and email. To help facilitate communication, let us know your preferred methods. These will only be viewable by your approved contacts.

 Phone or text	<input type="text"/>
 Email	<input type="text"/>
 Facebook	<input type="text"/>
 X	<input type="text"/>
 Tumblr	<input type="text"/>
 Pinterest	<input type="text"/>
 Instagram	<input type="text"/>
 Other	<input type="text"/>
 TikTok	<input type="text"/>
 WeChat	<input type="text"/>
 YouTube	<input type="text"/>
 Snapchat	<input type="text"/>
 WhatsApp	<input type="text"/>

*If you get stuck at any point or have any questions, please contact ORL via email
reslife@alvernia.edu.*

When Will I Find Out My Housing Assignment?

All assignments will be sent out via Alvernia email to those who have paid a housing deposit and completed the housing application around January 8 for those who have paid deposits by January 1, 2025.