## INSTRUCTIONS



create your

## PORTAL

Your new student Web portal (not to be confused with your Prospective Student Portal) gives you secure access to online resources.

Activate your account:

- Go to myau.american.edu
- Select Create your account
- Select I am a student and follow instructions

Office of Information Technology 202-885-2550 or helpdesk@american.edu



complete

**ENROLLMENT AGREEMENT AND** 

# **HOUSING**APPLICATION

**AND SUBMIT DEPOSIT** 

First-year students are guaranteed on-campus housing. Rooms are assigned based on the date we receive your housing deposit. Students who complete the enrollment and deposit process online through the Admitted Student Portal receive immediate confirmation of enrollment and housing assignment. Those who mail the Enrollment Agreement and Housing

Application are assigned housing based on the date it is received and processed by AU.

Each undergraduate residence hall on AU's main campus has its own character. If you are requesting housing, review options at american.edu/ocl/housing, then

- Log on to myau.american.edu
- Select Academics
- Under Personalized Links, select Enrollment Agreement and Housing Application
- Complete and submit with the \$400 tuition and \$200 housing deposits (use a credit card or e-check) by May 1

If you prefer, mail the application with credit card information or a check; include name and AU ID (on your admit letter) on the check. We'll apply this nonrefundable deposit toward your fall tuition and housing fees.

First-time freshmen (fall semester only) may request a roommate preference by May 1 (December 1 for spring); email housing@ american.edu. Requests must be submitted by both students wishing to share a room. We will review all requests; however, we cannot guarantee that all requests will be honored.

First-time freshmen are guaranteed on-campus housing. Transfer students with fewer than 36 credits at the time of admission are guaranteed housing on AU's main campus or in university-sponsored off-campus housing, provided that your deposit is received by July 1 (for fall semester) or December 1 (for spring semester). Transfer students with 36 or more credits may be housed if space is available; however, housing is not guaranteed.

Housing and roommate information is available via the portal July 15 (for fall) and December 15 (for spring).

Housing and Dining Programs 202-882-3370 or housinganddiningprograms@american.edu

Office of Admissions 202-885-6000 or admissions@american.edu

## **DEPOSIT DEADLINES**

FRESHMAN

MAY 1 (fall)

DECEMBER 15 (spring)

TRANSFER

JULY 1 (fall)

DECEMBER 1 (spring)

## IMPORTANT REMINDERS

- Health insurance is mandatory
  for full-time degree and resident
  students. The Student Health Center
  coordinates the AU Student Health
  Insurance Plan. If you are covered
  under another insurance plan and
  wish to waive the student plan, you
  must submit a health insurance
  waiver online via the portal.
- District of Columbia law requires all students under age 26 who are enrolled in D.C. schools to provide proof of immunization. Forms showing incomplete immunizations or invalid dates or lacking a validating stamp will not be processed and will delay your registration.
- Housing and roommate information is available via the portal July 15 (for fall semester) and December 15 (for spring semester).
- After you request university housing cancellation fees will apply.
- First-time freshmen (fall semester only) may request a roommate preference by May 1 (December 1 for spring); email housing@ american.edu. Requests must be submitted by both students wishing to share a room. We will review all requests; however, we cannot guarantee that all requests will be honored.
- All students are required to be on a meal plan for the first two years of residence on campus (except residents of Nebraska Hall and off-campus university housing). If you do not select a meal plan now, you may do so online by July 1 (for fall) or December 1 (for spring)—or you will automatically be enrolled in the 150 Block Plan.



### ENROLLMENT AGREEMENT AND HOUSING APPLICATION

Please print legibly and return completed form.

FIRST NAME	LAST NAME	M.I.	AU STUDENT ID
STREET ADDRESS			
CITY		STATE	ZIP/POSTAL CODE
COUNTRY	TELEPHONE		□ MALE □ FEMALE
TERM FOR WHICH YOU HAVE BEEN ADMITTED		STATUS:	
☐ FALL (AUGUST) 2013 ☐ SPRING (JANUARY) 2	2014	□ FRESHMAN □ TRANSFER	
PART I DEPOSIT AND ACKNOWLEDGMENT			
IN SIGNING BELOW, I CONFIRM MY INTENT TO ENROLL AT AMERICAN UNIVERSITY. I HAVE ENCLOSED MY NONREFUNDABLE DEPOSIT FOR:			
\$400 TUITION ONLY \$600 (\$400 TUITION AND \$200 HOUSING)			
STUDENT SIGNATURE			DATE
CREDIT CARD PAYMENT			
□ VISA □ MASTERCARD □ DISCOVER □ AMERICAN EXPRESS			
CARD NUMBER		EXP. DATE	SIGNATURE

IF YOU ARE SUBMITTING A HARD COPY OF THIS FORM AND PAYING BY CHECK, PLEASE WRITE STUDENT'S NAME AND AU ID ON CHECK.

### **PART II HOUSING APPLICATION**

First-time freshmen are guaranteed on-campus housing. Transfer students with fewer than 36 credits at the time of admission are guaranteed housing on AU's main campus or in university-sponsored off-campus housing, pending receipt of deposit by July 1 (for fall semester) or December 1 (for spring semester). Transfer students with 36 or more credits may be housed if space is available; however, housing is not guaranteed. **Housing and Dining Programs: 202-882-3370 or housinganddiningprograms@american.edu** 

 $\square$  I AM APPLYING FOR ON-CAMPUS HOUSING

I acknowledge that I have read and understand the terms and conditions of the American University Housing and Dining Programs License Agreement and agree to be bound by them. I understand the \$200 housing deposit is nonrefundable and that canceling my housing may result in additional charges.

Assignment of double and temporary triple rooms is based on the date of receipt of the nonrefundable enrollment and housing deposits. Preferences, such as hall, floor type, and roommate, cannot be guaranteed. **All university residence halls are nonsmoking, and most floors are coed. Note:** All first-time freshmen are housed in Anderson, Clark, Letts, or Roper residence halls, and University Honors students in Hughes Hall. First-time freshmen (fall semester only) may request a roommate preference by **May 1** (**December 1** for spring); email **housing@american.edu**. *Requests must be submitted by both students wishing to share a room.* We will review all requests; however, we cannot guarantee that all requests will be honored.

#### SPECIAL REQUESTS

- ☐ I WOULD LIKE TO ROOM WITH ANOTHER STUDENT WHO SMOKES.
  - (ALL AU RESIDENCE HALLS ARE NONSMOKING.)
- ☐ I WOULD LIKE TO LIVE ON AN ALL-FEMALE FLOOR.

  (MOST AU RESIDENCE HALL FLOORS ARE COED.)
- ☐ I AM INTERESTED IN A TRIPLE ROOM BASED ON AVAILABILITY.
- □ HONORS

MORE INFORMATION AT AMERICAN.EDU/OCL/HOUSING

OFFICE USE ONLY

DATE AMOUNT CHECK NO. INITIALS