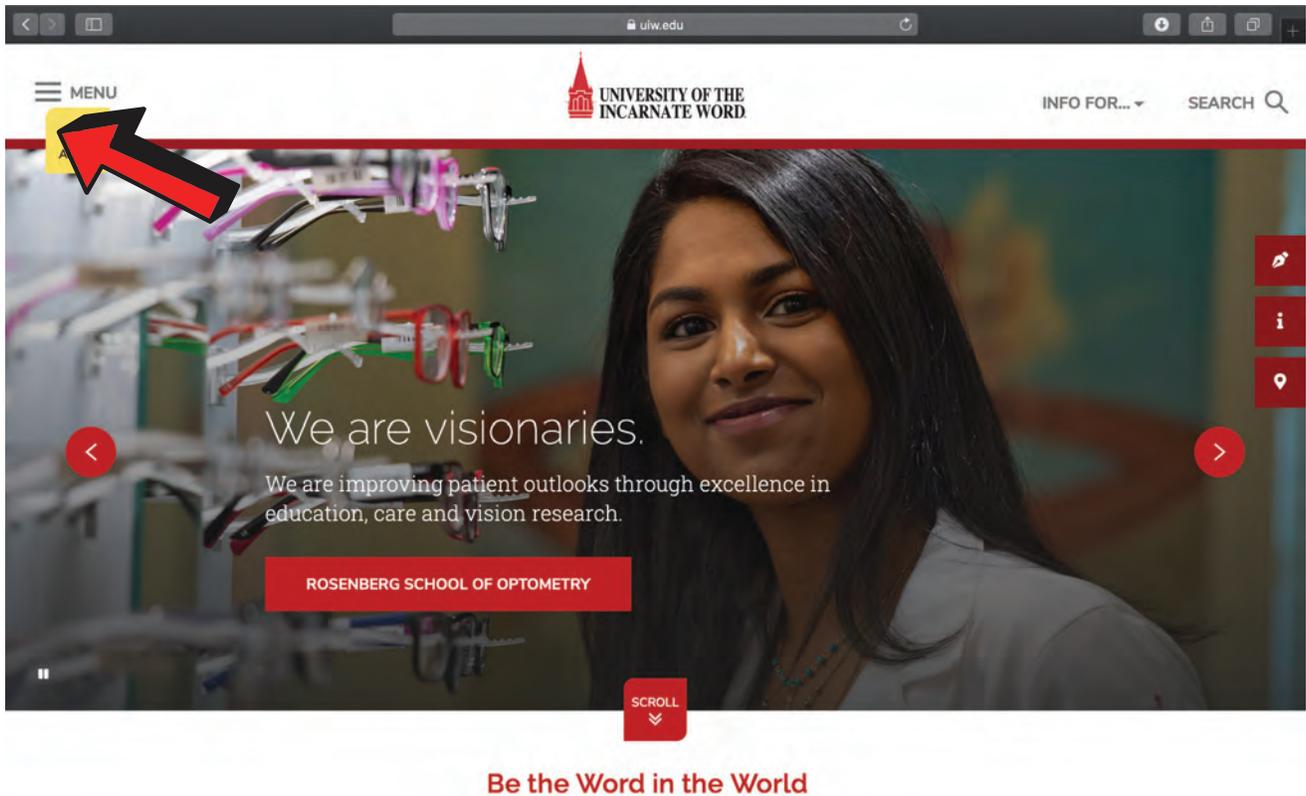
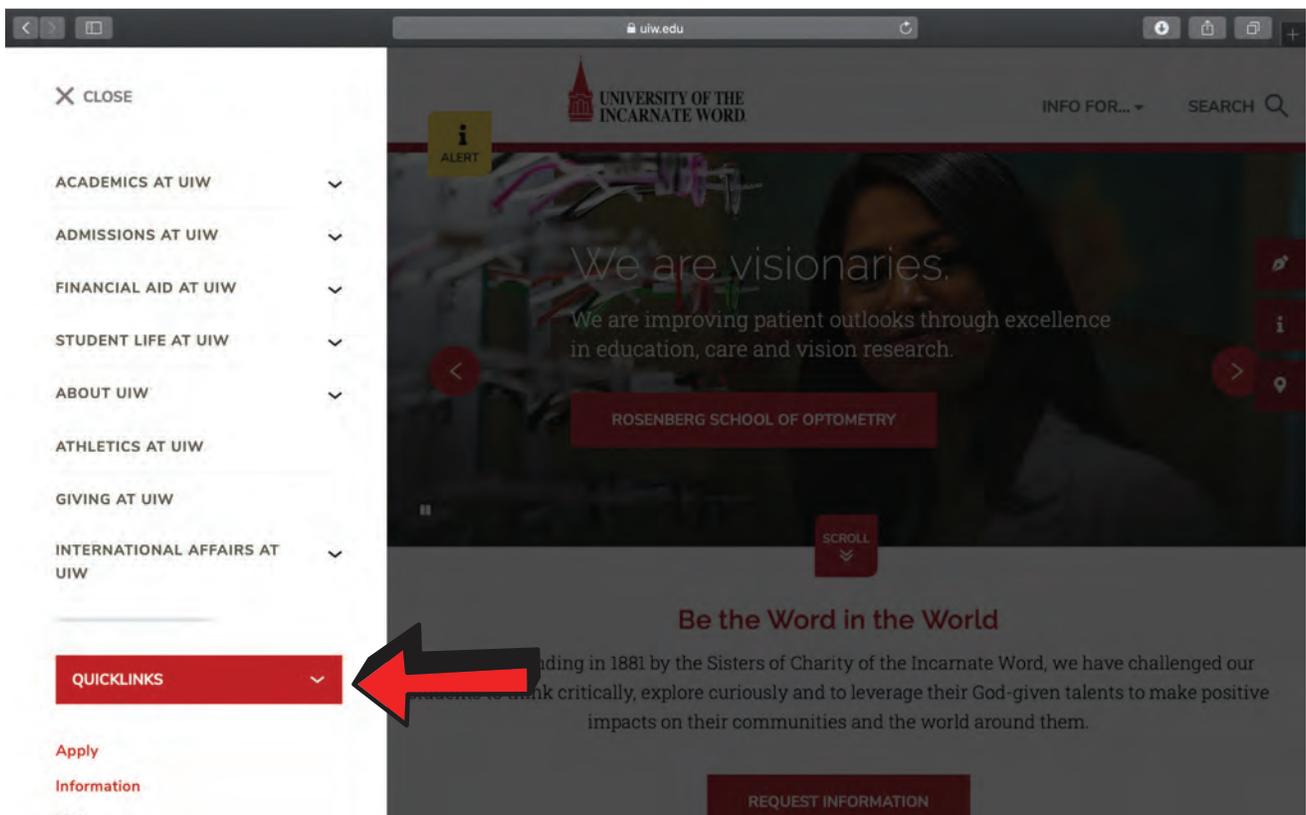


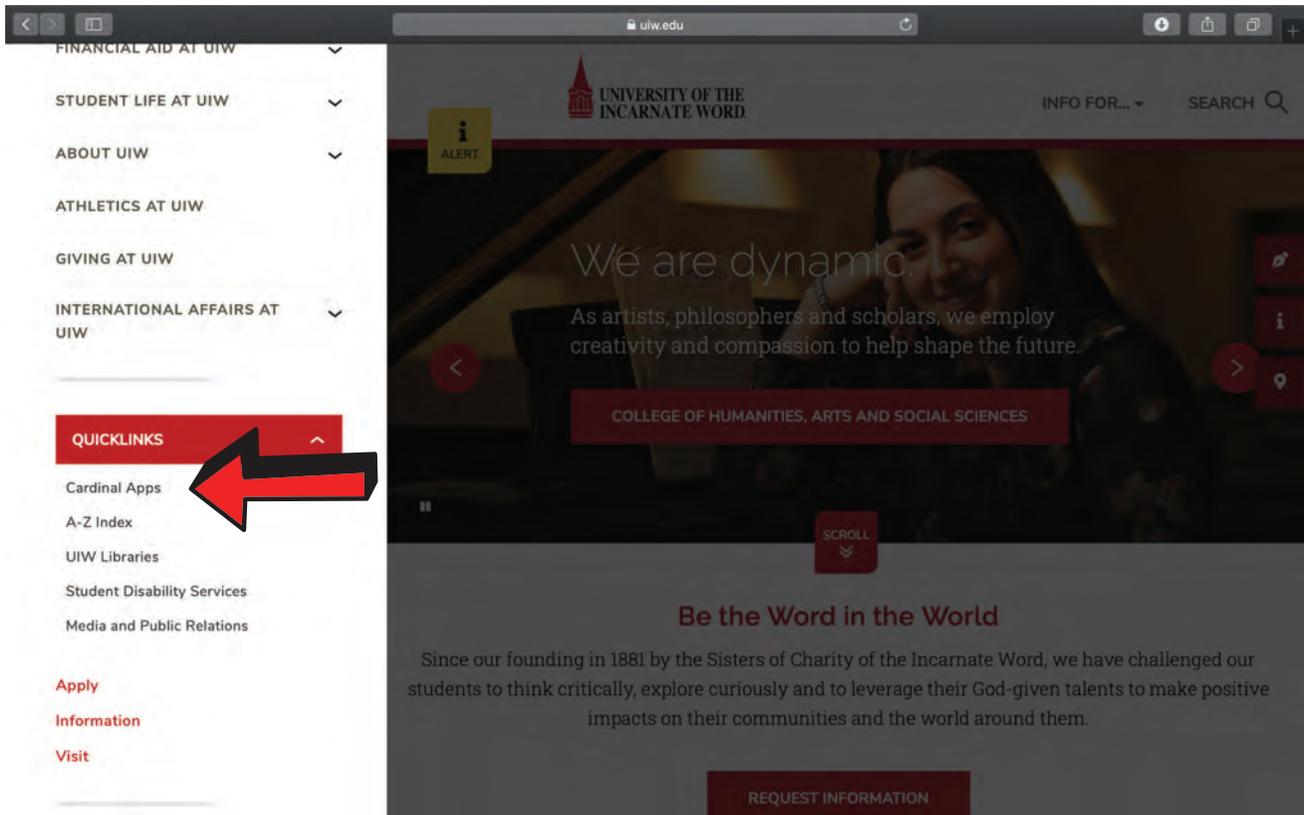
UIW Housing Application Guide:



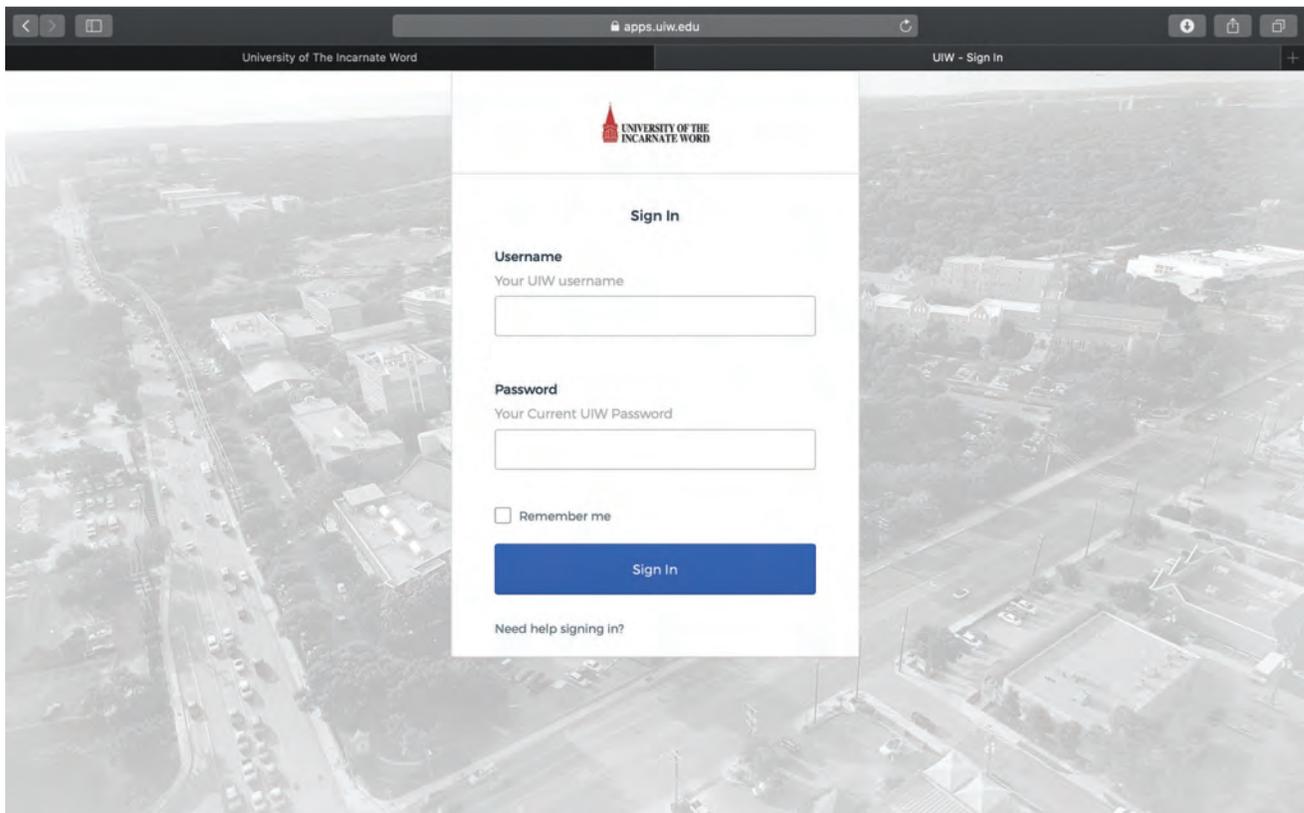
Step 1: Start at the UIW homepage and navigate to the menu on the left-hand side.



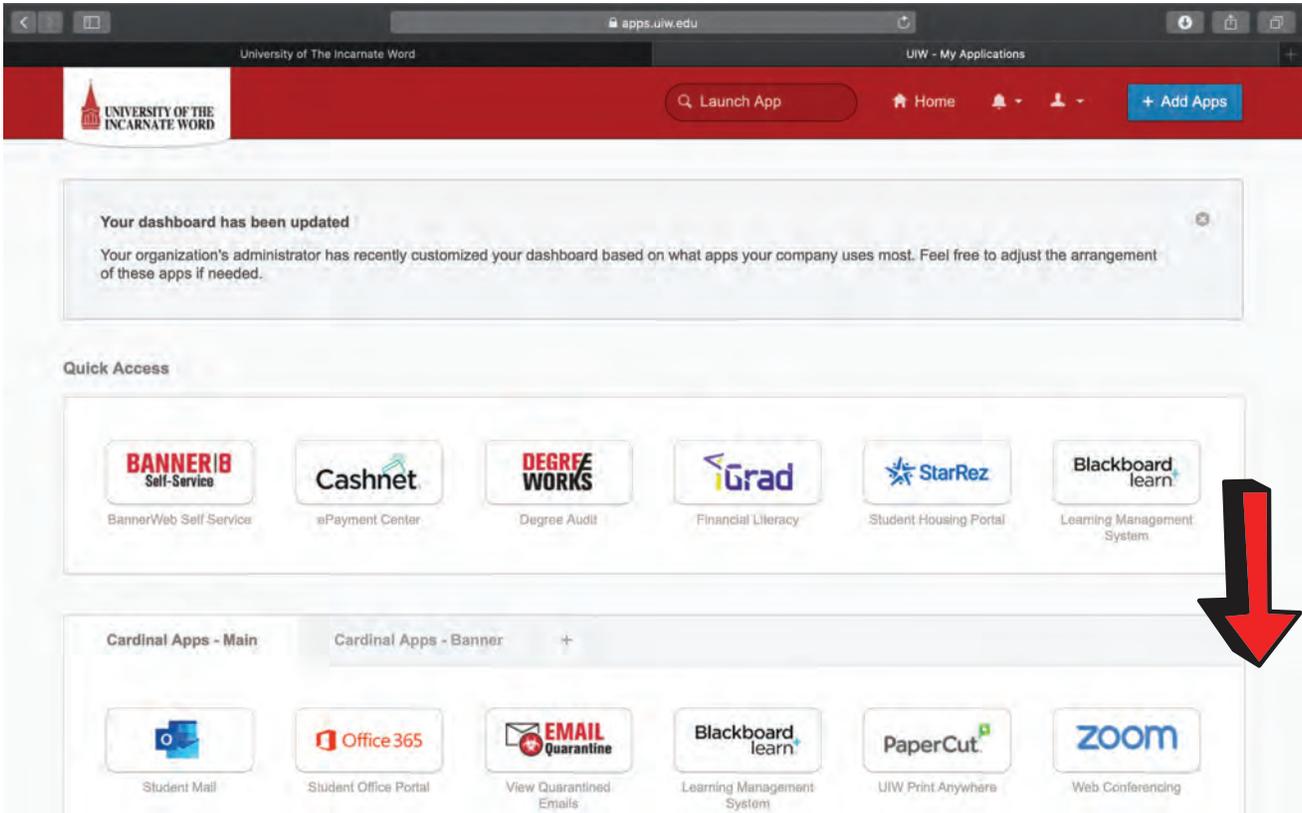
Step 2: Now, scroll down to "Quicklinks."



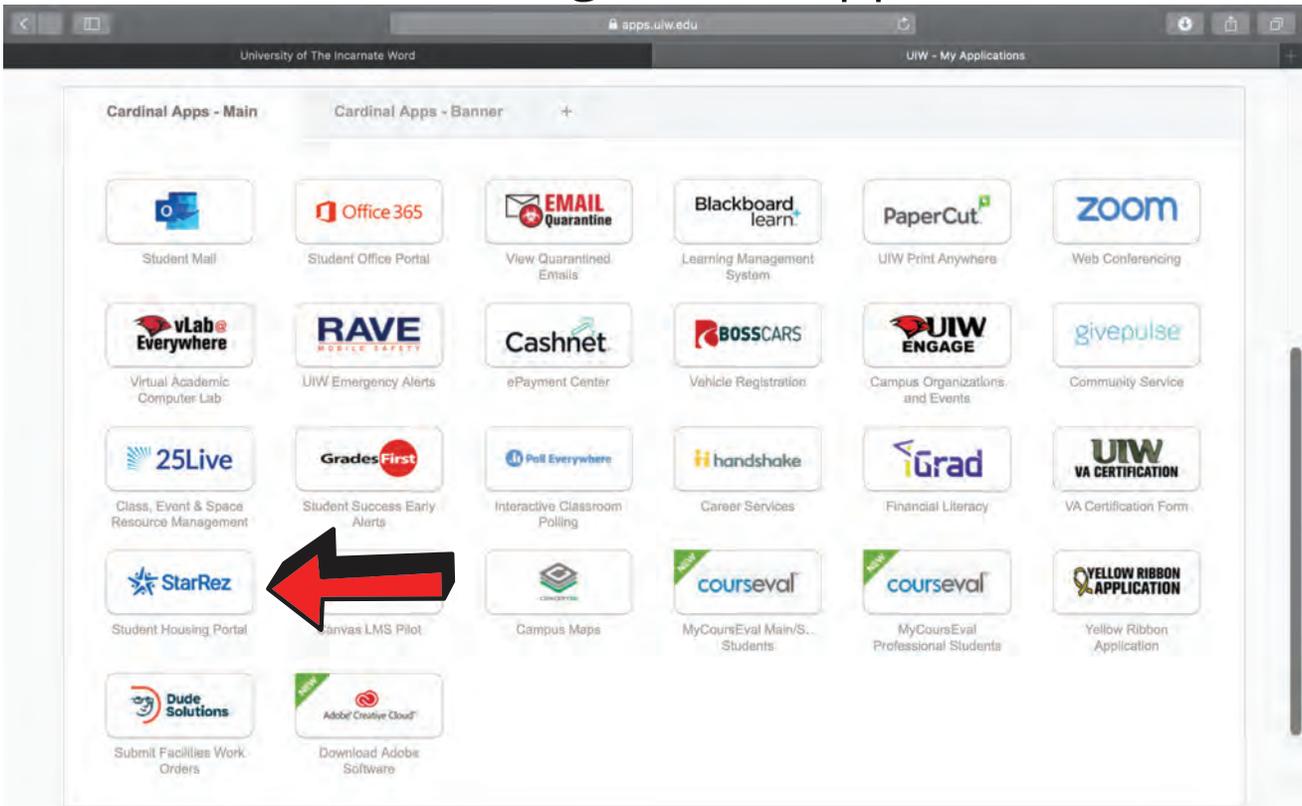
Step 3: Click "Cardinal Apps."

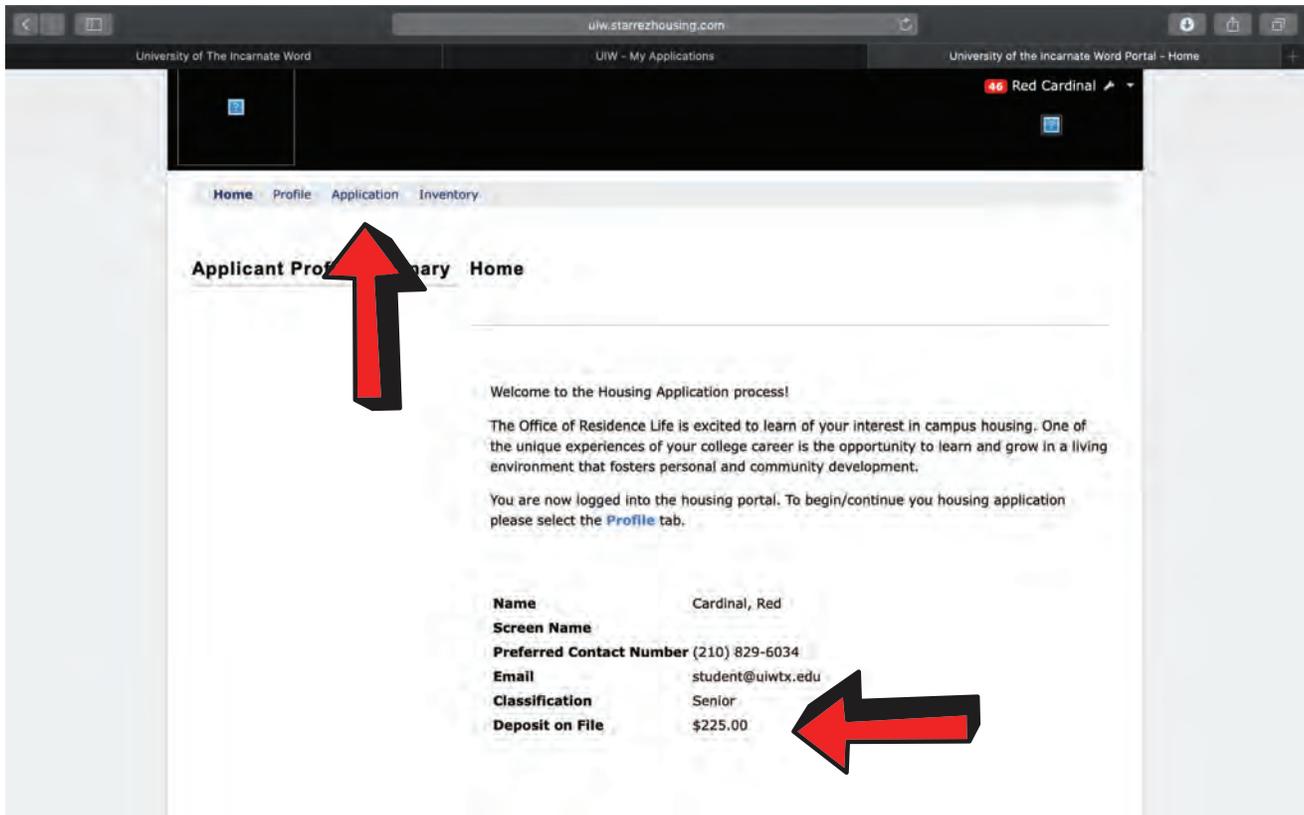


Step 4: Log into Cardinal Apps using your student credentials.

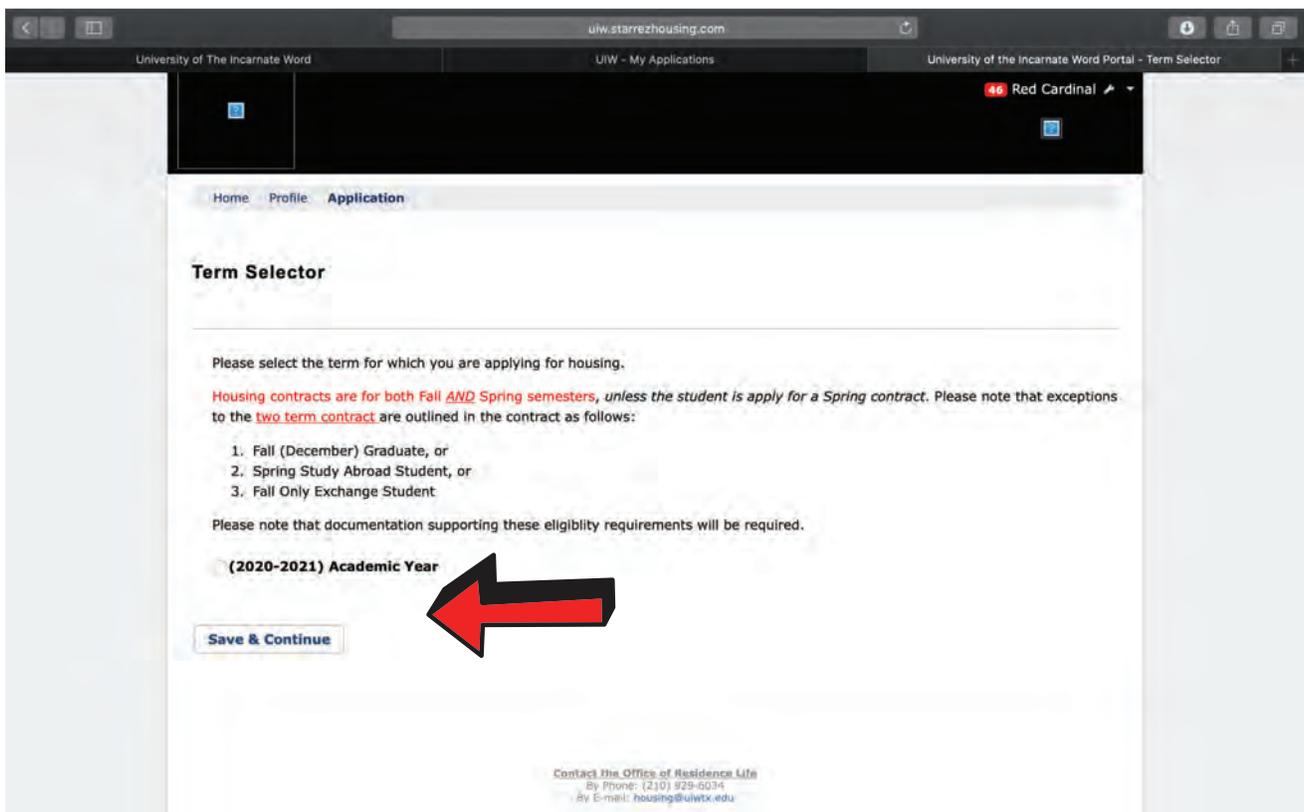


Step 5: Scroll down and select the "StarRez: Student Housing Portal" app.

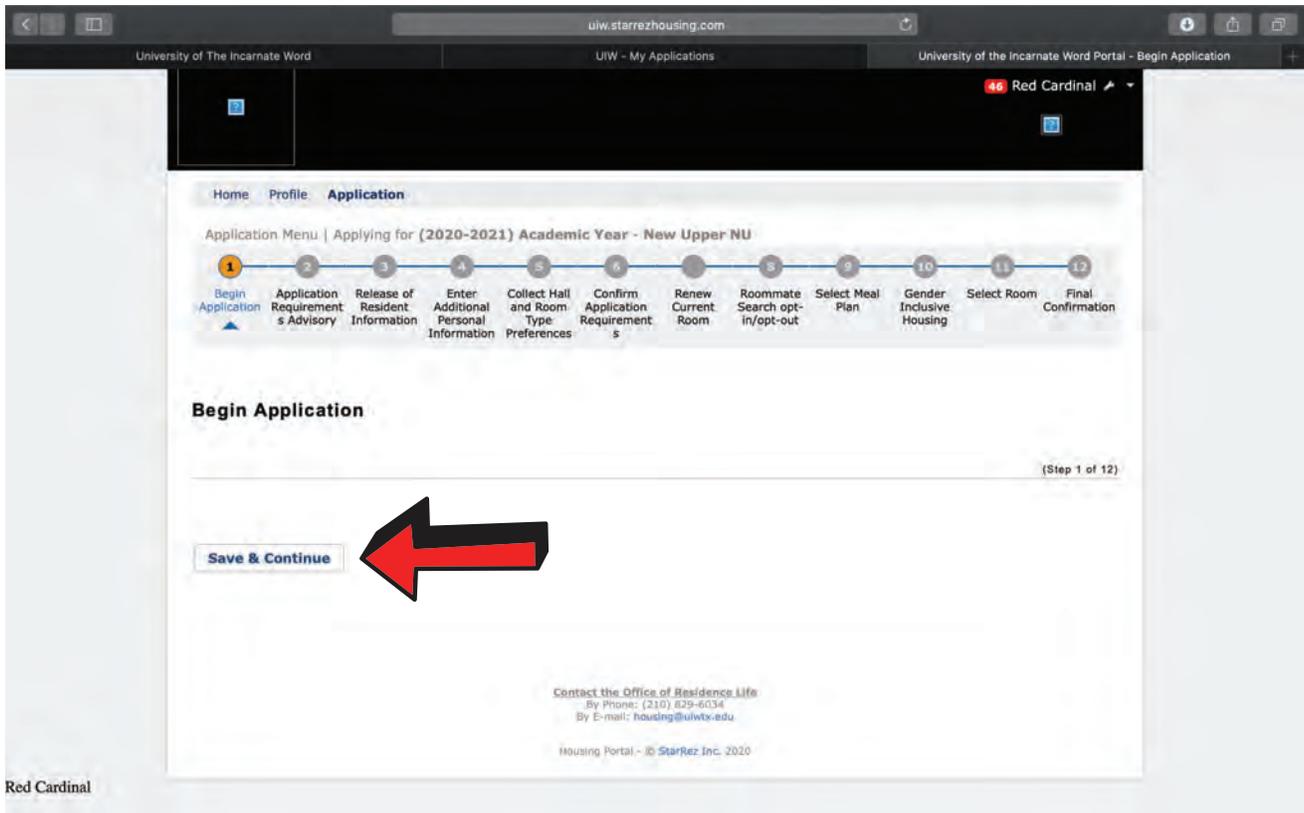




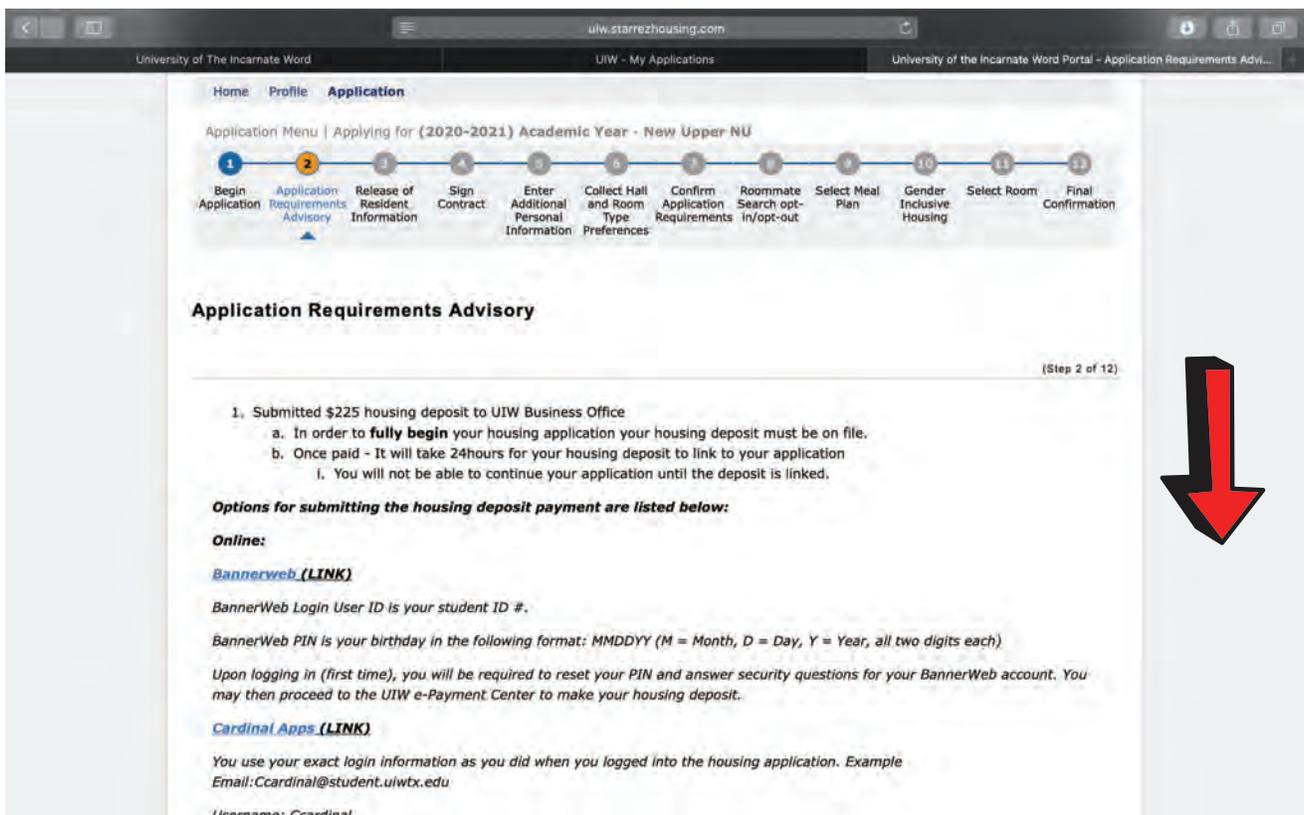
Step 6: Once on the homepage, ensure that your housing deposit is reflected on your account. Then, select the "application" tab.



Step 7: Choose the academic housing term you wish to apply for, and click "save & continue."



Step 8: Begin the application by clicking, "save & continue."



Step 9: Scroll down and review the application requirements advisory.

2. If you are under 18 years of age, download/print "Minor Occupancy Agreement Contract."
 a. You and your parent/guardian will review and sign.
 b. Once filled, scan document and save it as a PDF file (if possible).
 i. Save file name example: (MinorContract_student#-LastName-20_21)
 c. Click "Save and Continue" and upload document on next screen step.
 i. Once you submit your contract, please allow 1-2 business days to review.

Occupancy Agreement Contract: 2020 - 2021 Academic Year

Deposit Acknowledgement

I acknowledge that I have been advised of the \$225 housing deposit and registration requirements. I also understand that I will not be able to complete the entire housing application until these requirements are met.

Required Personal Information

Sex Offender

Under Texas State Law (HB 355), I understand that if I am a registered sex offender, I cannot reside in on-campus housing of a public or private institution of higher learning.

Are You a registered sex offender?
 No

Meningitis

Under Texas State Law (SB 62), I understand that I must submit my meningitis documentation to UIW Health Services at healthsyscs@uiwtx.edu or by contacting at 210-829-6017

I Agree

The University of the Incarnate Word provides reasonable accommodation with adequate notice. To request disability accommodations for housing, please visit the webpage for the [Office of Student Disability Services](#) or contact the office at (210) 829-3997.

Save & Continue

Step 10: Ensure that you have completed the 3 answer prompts.

University of the Incarnate Word | UIW - My Applications | University of the Incarnate Word Portal - Release of Resident Information

Home Profile **Application**

Application Menu (Applying for (2020-2021) Academic Year - New Upper NU)

1 Begin Application | 2 Application Requirements Advisory | 3 **Release of Resident Information** | 4 Sign Contract | 5 Enter Additional Personal Information | 6 Collect Hall and Room Type Preferences | 7 Confirm Application Requirements | 8 Roommate Search opt-in/opt-out | 9 Select Meal Plan | 10 Gender Inclusive Housing | 11 Select Room | 12 Final Confirmation

Release of Resident Information (Step 3 of 12)

Student records are confidential. The Department of Residence Life and Housing Operations will not share your information pertaining regarding housing to any party without your consent. As a resident, you may authorize our department to share your information with up to two (2) authorized individuals.

Your records are separated into two different parts. The parts are listed below with possible examples:

- Resident Information
 - Billing
 - Application
 - Assignment
 - Meal Plan
 - Communications to Student
- Conduct Information
 - Violations of University and Housing Policy
 - End of Year Charges
 - Community Billing

We will ask for this information whenever you start a new application with our department. If at anytime you wish to change this information, you may visit our office so that we may update your record for you.

Please note, granting authorization to release information does not allow the listed individual to conduct business on the student's behalf. We are only authorized and able to release information.

Step 11: Review the release of resident information page and complete the respective prompts.

University of The Incarnate Word | UIW - My Applications | University of the Incarnate Word Portal - Release of Resident Information

Emergency Contact

In case of an emergency please contact:

Same as Primary

Contact Name:

Relationship:

Street Address:

Street Address 2:

City:

State/Province:

Zip/Postal Code:

Phone Number:

Cell Phone Number:

Email Address:

Save & Continue



Step 12: Select "save & continue."

University of The Incarnate Word | UIW - My Applications | University of the Incarnate Word Portal - Sign Contract

Application Menu | Applying for (2020-2021) Academic Year - New Upper NU

1 Begin Application | 2 Application Requirements Advisory | 3 Release of Resident Information | 4 **Sign Contract** | 5 Enter Additional Personal Information | 6 Collect Hall and Room Type Preferences | 7 Confirm Application Requirements | 8 Roommate Search opt-in/opt-out | 9 Select Meal Plan | 10 Gender Inclusive Housing | 11 Select Room | 12 Final Confirmation

Sign Contract

(Step 4 of 12)

RESIDENCE LIFE HOUSING OCCUPANCY CONTRACT
FALL 2020 – SPRING 2021

IMPORTANT: PLEASE READ CAREFULLY ALL THE TERMS AND CONDITIONS OF THIS CONTRACT.

I have read and understand that this agreement is for the **full academic year (Fall 2020 – Spring 2021)**. I understand that a room will be assigned to me based on eligibility of occupancy and the availability of housing, **with priority given to undergraduate students ages 17 - 24 who live outside of the San Antonio, TX area. If I am over the age of 24 and if space permits, I understand that a housing assignment will be at the discretion of the Director of Residence Life and Housing Operations.** The university does not provide family or married housing. This contract does not guarantee any particular room: type, location, or size. I agree to pay the established rate for any space to which I am assigned. I understand that the Residence Life Housing Occupancy Contract can be cancelled prior to occupancy according to the refund schedule and process. For additional information please review the UIW Residence Life Handbook.

Cancellation*: I understand if I cancel this contract after occupancy, for any reason other than those stated below and in the Residence Life Handbook, I will be charged a cancellation fee of \$500 and forfeit my \$225 deposit.

1. Graduating from the university at the end of the fall semester
2. Leaving the university at the end of the fall semester due to being enrolled as an international/exchange student at UIW
3. Will be participating in a recognized UIW program outside of the San Antonio area.

Meal Plan: I understand that I must purchase a meal plan each semester I reside in housing. The meal plan options are posted on the 2020-2021 rate sheet and at uiw.edu/housing.



Step 13: Read the Residence Life housing occupancy contract.

University of The Incarnate Word | UIW - My Applications | University of the Incarnate Word Portal - Sign Contract

- **Qualifying Student**
 - Summer II – Resident transitioning to Fall housing and are registered for Fall classes.
 - Winter Break – Residents currently in Fall housing and registered for Spring 2021 classes.
 - May to Summer I – Spring residents transitioning to Summer housing and are registered for Summer classes or Fall classes.
 - **Approved** Early Arrivals – Residents that are on an **approved and submitted** UIW organization roster.

Room Changes/Consolidation*: The University reserves the right to **make room changes or consolidate residents during and prior to occupancy**. If a change is conducted, the student's account will be adjusted to the proper room rate for that assigned space. The University reserves the right to assign the additional space in a room to another student as that space becomes available. Residents may **only** occupy the space assigned. Per University policy, residents must be notified 48 hours in advance for any administrative room changes.

*All details regarding the cancellation policy and other housing information can be found in the Residence Life Handbook. The terms and conditions of the Residence Life Handbook are incorporated herein as if fully set forth in this document.

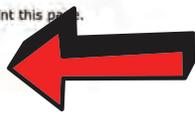
Meningitis: Under Texas State Law (SB 62), I understand that I must submit my meningitis documentation to UIW Health Services at healthsvcs@uiwbx.edu or by contacting at 210-829-6017

Sex Offender: Under Texas State Law (HB 355), I understand that if I am a registered sex offender, I cannot reside in on-campus housing of a public or private institution of higher learning.

By signing this, I agree to comply with the terms of occupancy, the Residence Life Handbook, and the UIW Student Handbook, and agree to be familiar with the policies and procedures set forth by the University and the Department of Residence Life and Housing Operations. This includes my full-time enrollment and active attendance to class. I further agree to carry my residence hall key and UIW ID at all times. If I should lose either my key or ID, I will report the loss to the Residence Life Office and pay for their replacement. I understand a copy of this contract and the Residence Life Handbook can be requested from the Office of Residence Life and Housing Operations.

I agree to all terms of this Residence Life Housing Occupancy Contract.

[Click here to print this page.](#)



Step 14: Once you finish reading, select "I agree."

University of The Incarnate Word | UIW - My Applications | University of the Incarnate Word Portal - Enter Additional Personal Information

Application Menu | Applying for (2020-2021) Academic Year - New Upper NU

1. Begin Application
2. Application Requirements Advisory
3. Release of Resident Information
4. Sign Contract
5. Enter Additional Personal Information
6. Collect Hall and Room Type Preferences
7. Roommate Search opt-in/opt-out
8. Select Meal Plan
9. Gender Inclusive Housing
10. Select Room
11. Final Confirmation

Enter Additional Personal Information

(Step 5 of 11)

Please complete the profile questions below.

UIW Activity Participation

Baseball	- Please Select -
Basketball	- Please Select -
Football	- Please Select -
Golf	- Please Select -
ROTC	- Please Select -
Soccer	- Please Select -
Softball	- Please Select -
Swimming & Diving	- Please Select -



Step 15: Enter additional personal information.

University of The Incarnate Word | UIW - My Applications | University of the Incarnate Word Portal - Enter Additional Personal Infor...

Tennis - Please Select -

Track & Field & Cross Country - Please Select -

Volleyball Yes

Lifestyle Preferences

I like having guests in the room... Never Frequently

Prefer to study in my room... Never Always

Preferred bed time... 10:00PM 2:00AM

Preferred room condition Messy Clean

Preferred wake up time . . . 5:00AM 10:00AM

Smoking Preference No

Spend free time... Alone With other people

Study with the TV or radio on... Never Always

(Pro tip: provide honest answers to assist with roommate compatibility.)

University of The Incarnate Word | UIW - My Applications | University of the Incarnate Word Portal - Enter Additional Personal Infor...

Study with the TV or radio on... Never Always

UIW Course of Study

Humanities, Arts, Social Sciences Program - Please Select -

Education/Teaching Program - Please Select -

Business and Administration Program - Please Select -

Interactive Media and Design Program - Please Select -

Mathematics, Sciences, and Engineering Program - Please Select -

Nursing and Health Professions Program - Please Select -

Graduate, Doctoral, or Professional Program - Please Select -

Undecided/Unknown - Please Select -

For a list of degrees associated with each program, please follow the link: <http://www.uiw.edu/registrar/degrees.htm>

Save & Continue 

uw.starrezhousing.com

University of The Incarnate Word | UIW - My Applications | University of the Incarnate Word Portal - Collect Hall and Room Type Pr...

Application Menu | Applying for (2020-2021) Academic Year - New Upper NU

1 Begin Application | 2 Application Requirements Advisory | 3 Release of Resident Information | 4 Sign Contract | 5 Enter Additional Personal Information | 6 **Collect Hall and Room Type Preferences** | 7 Roommate Search opt-in/opt-out | 8 Select Meal Plan | 9 Gender Inclusive Housing | 10 Select Room | 11 Final Confirmation

Collect Hall and Room Type Preferences

(Step 6 of 11)

Please complete the hall and room type preferences below. In the event that **our office needs to select a room for you**, we will attempt to match the preferences you provide to us.

Details about the residence halls and meal plans can be found by visiting: [Housing Hall Page](#)

Please note that these preferences **DO NOT** confirm your room assignment or meal plan. You *must complete additional steps* to book your room and select your meal plan. Rooms and meal plans (if applicable) will be allocated by the Office of Residence Life for all applicants applying for Spring Semester Only. Any applicants completing Academic Year/Fall Only Applications after June 15th will also be subject to having their room and meal plan allocated by the Office of Residence Life. Once your assignment has been made, you will be able to view it on the Application Status Page.

[Click to view Residence Halls Tour Videos](#)

ALL PRICING IS PER SEMESTER

Freshmen Halls

Halls	Room - Singles	Room - Doubles
Agnese/Sosa (Females Only)	****	\$3,390.00
Clement Hall (Males Only)	****	\$3,360.00
Dubuis Hall	\$3,780.00	\$3,200.00
Joeris Hall 5th	****	\$3,800.00
Sky View Hall	****	\$3,800.00

Upperclassmen Halls

Step 16: Review the semester hall rates.

uw.starrezhousing.com

University of The Incarnate Word | UIW - My Applications | University of the Incarnate Word Portal - Collect Hall and Room Type Pr...

[Click to view Residence Halls Tour Videos](#)

ALL PRICING IS PER SEMESTER

Freshmen Halls

Halls	Room - Singles	Room - Doubles
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Clement Hall (Males Only)	****	\$3,360.00
Dubuis Hall	\$3,780.00	\$3,200.00
Joeris Hall 5th	****	\$3,800.00
Sky View Hall	****	\$3,800.00

Upperclassmen Halls

Halls	Room - Singles	Room - Doubles
Avoca Apartments	****	\$3,760.00
Hillside Hall	\$4,550.00	****
Joeris Hall	\$4,550.00	****
McCombs Apartments	\$4,000.00	\$3,800.00
St. Joseph's Hall	\$3,960.00	\$3,360.00
Watson Lofts	****	\$3,800.00

Hall Preference 1
- Please Select -

Hall Preference 2
- Please Select -

Hall Preference 3
- Please Select -

Save & Continue

Step 17: List your hall preferences from greatest to least.
(Please note: this does not reserve a room.)

University of The Incarnate Word | UIW - My Applications | University of the Incarnate Word Portal - Roommate Search opt-in/opt-out

Roommate Search opt-in/opt-out (Step 7 of 11)

For the roommate search process, please keep screen names and personal descriptions "mission friendly" and appropriate. Any distasteful or inappropriate screen names and/or descriptions will result in the removal of your application and/or reservation. Consequently, you will need to contact the Residence Life Office to complete your application.

Include in Search
 Tick this box if you wish to be included in the roommate searching process: 

Screen Name
 Create personal screen name:

Description
 Enter a description of yourself to show to potential roommates:



Step 18: Choose whether you would like to opt-in or opt-out of the roommate process.

University of The Incarnate Word | UIW - My Applications | University of the Incarnate Word Portal - Select Roommate

Select Roommate (Step 8 of 12)

[Main](#) | [Add Roommate](#) | [Browse Matching](#) | [Search By Profile](#)

In this section, you may request and confirm roommate(s). When a request is made, all parties must be in agreement before the roommate pair/group can be confirmed.

Only those students who have opted to participate in the Roommate Search Process will be able to participate. You are allowed to select a maximum of 2 roommates.

Please note that during the Open Room Selection period of Room Reservation, the student whose time slot occurs first will have the opportunity to pull the other student into a room.

Please note that by selecting to pair up with a roommate, you are accepting the responsibility to discuss your preferences with your selected roommate so that you are both well aware of acceptable room choices.

Suggested Roommates

John Smith (Age: 20) Hello, my name is John Smith, I am clean, organized and responsible. Request View Profile	56%
Red Cardinal (Age: 23) Hi, my name is Red Cardinal! I am on the football team and wake up early regularly. Request View Profile	54%

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

Requested Roommates
 You have no roommate requests.

Step 19: You can choose a roommate using the compatability scores or searching for another student using their screen name. Once you find a student you would like to room with, you can send a roommate request.

University of The Incarnate Word | UIW - My Applications | University of the Incarnate Word Portal - Select Meal Plan

IF YOU HAVE ALREADY SELECTED A MEAL PLAN PLEASE DO NOT CHANGE YOUR MEAL PLAN IN THE HOUSING PORTAL. PLEASE EMAIL Manuel E. Esquivel at meesquiv@uiwtx.edu

Meal Plan	Cost per Semester	Board Meals	Dining Dollars (Points)
Platinum**	\$ 2,500 + tax	TBD	TBD
Gold	\$ 2,400 + tax	TBD	TBD
Silver	\$ 2,250 + tax	TBD	TBD
Bronze*	\$ 2,050 + tax	TBD	TBD

***First-time Freshmen are not eligible to select "Cardinal Bronze" meal plan.**

****Full Scholarship athletes must select "Cardinal Platinum" meal plan.**

Please note: Meal plans subject to change.

Additional details about meal plans can be found at:
[UIW Sodexo Meal Plan Info \(LINK\)](#)

Meal Plan:

[Save & Continue](#)

Step 20: Review the semester meal plan rates and select the meal plan that best suites you.

University of The Incarnate Word | UIW - My Applications | University of the Incarnate Word Portal - Application Status

Application Menu | Applying for (2020-2021) Academic Year - New Upper NU

- 1 Begin Application
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- 8 Select Roommate
- 9 Select Meal Plan
- 10 Gender Inclusive Housing
- 11 Select Room
- 12 Final Confirmation

Application Status

Please select the next open step from the menu. If there are upcoming steps, please note the dates that these steps will become active.

Esquivel, Manuel

Term: (2020-2021) Academic Year
Dates: 8/21/2020 - 12/11/2020
Status: ✔ Applied : 4/7/2020 8:29:00 PM
✔ Contract Signed
 Current Status: Application Submitted - Pending Assignment

If you have an **NOT COMPLETE STATUS** above, please note the possible reasons below:

- 1) You may need to return to your application at a later date to complete the additional steps. Please refer to the Residence Life Application Schedule on the login page for the housing portal.
- 2) Rooms and meal plans (if applicable) will be allocated by the Office of Residence Life for all applicants applying for Spring Semester Only. Any applicants completing Academic Year/Fall Only Applications after May 30th will also be subject to having their room and meal plan allocated by the Office of Residence Life. Once your assignment has been made, you will be able to view it in the same status area above.

[TO CANCEL A CONTRACT OR RESERVATION:](#)

For students who have applied for housing, the Housing Application and Occupancy Agreement may be cancelled and the \$225 advance

Congratulations! You have now completed all the preliminary steps in the housing application process.

Please allow 2-3 business days to receive your assigned time slot to select a room.