Completing your University-owned (Traditional) Housing Application

Incoming Transfer Students

1. **Before completing your application, you must read the following:**
   a. **Housing Deposit Submission:** A $200 deposit is required to secure your housing. You will be directed to a payment page as part of your housing application. If you do not complete this, your application is invalid.
   b. **Meningitis Information**
      i. Please read this information recommended by our Student Health Services: [https://www.cdc.gov/meningococcal/vaccine-info.html](https://www.cdc.gov/meningococcal/vaccine-info.html)
      ii. You will need to either: 1) have the meningitis vaccine OR 2) complete the waiver application. *We will not allow you to check in to your residence hall if your information is incomplete. Failure to follow-up could result in the forfeiture of housing.* Additional follow-up may be necessary for students under 18.
   c. **Housing Options:**
      i. **South Campus Apartments:** Most Transfer students will be assigned to the South Campus Apartments. These apartments accommodate 4 or 5 students in a combination of double and single bedrooms. Single bedrooms are in limited supply. The double room semester rate is $3,169.
      ii. **College Arms:** This apartment complex is located on North Campus. Apartment styles available for Transfer students are the 2-, 3-, and 4-person unit styles. Single apartments are not available for Transfer students. The semester rates vary based on unit style and can be viewed here: [https://www.wcupa.edu/_services/residenceLife/collegeArmsApts.aspx](https://www.wcupa.edu/_services/residenceLife/collegeArmsApts.aspx)
      iii. **North Campus:** Our most common room type is a double room. However, we also offer trios, which are standard rooms furnished for three students at a lower price. You can indicate your interest in a trio room on the application.
1. The double room rate is $2,897/semester; Trio room rate = $1,931/semester
2. Themed Communities: Two special interest communities are available on North Campus. You can indicate your interest in these communities on your application.
   a. West Chester’s F1RST Generation Themed Community: This themed community will connect you to campus, fellow first-generation college students, and WCU faculty and staff dedicated to your success. If none of your parents/guardians completed a bachelor’s degree, West Chester University considers you “first gen.” By participating in West Chester’s F1RST, you will gain a sense of belonging and establish your identity on campus, develop your leadership skills, improve your skills to become a successful student, and help increase awareness around your and your family’s needs as a first-generation student.
   b. Sustainability and Social Justice: West Chester University’s Sustainability and Social Justice community is an inclusive community in which students practice being engaged, ethical leaders in a world that faces unprecedented threats and opportunities. Through this community, students apply their learning on campus and in local and global contexts. All activities serve a vision of the future characterized by improved quality of life and well-being for all, meeting the needs of present and future generations, justice and equity, and living within ecosystem limits. This inclusive community will engage students in applied sustainability leadership on the West Chester University Campus, in the region, and beyond. Sustainability as defined by this community encompasses the environmental, social, and other implications of our current world. Students living in this community will engage in educational programming and design and implement projects to enact meaningful change in our inter-connected world.
   d. Gender Inclusive Housing: On North Campus, the Gender Inclusive and Equity Minded Community is located on the second floor of Killinger Hall. There are four (4) bathrooms on this floor: two female, one male, and one non-gendered. Students on this floor may be interested in gender-inclusive housing for themselves, or may be friends and allies to other students on this floor. Students in the South Campus Apartments and College Arms Apartments may room with other students regardless of legal gender. Students who are assigned to a gender inclusive option will be asked to sign a supplemental agreement.

2. AFTER you have reviewed the information listed above, you can complete your housing application.
a. Please log in to MyWCU, click on Personal Information, click on MyHousing, and then click MyHousing. Use the Application drop-down to choose the **Transfer Student Housing Application.** This application will only be accessible after we have sent the housing application instructions e-mail.

b. The first screen of your application is important information about the application process. Please read it thoroughly, and sign the bottom of the screen, either with a mouse or on your touchscreen. *If you are under 18, a follow-up verification will be sent to your parent/guardian. Please make sure they look for it in their spam folder if they do not see it in their inbox.*

c. You will be asked to complete information on several screens. Please read all information carefully.

d. You will see a confirmation screen that your application is complete. In addition, you will receive an e-mail in your WCU e-mail account that also confirms that you completed your application.

e. You may return to update your application information while the applications are still available.

f. You may also update information on an on-going basis by logging into MyWCU, click on MyHousing, then Personal Information, then Update Information.

**Notes:**

- These instructions are only for transfer students who have paid their deposit and who have individually received this information via e-mail. First-year students and current students have different housing application processes.

- Roommate requests are made from mid-May through early July. All eligible students with complete applications will be sent instructions via e-mail in mid-May for choosing their roommate. Do not use the special needs question on the housing application to choose a roommate. Also, please be advised that WCU has only one authorized roommate matching service provider. Beware of services that solicit you directly and/or charge a fee--these services are not endorsed by WCU. Information about the roommate matching service will be sent in the May e-mail.

- All e-mail correspondence will be sent to your WCU e-mail address, so check it regularly.

- Meal plan choice: Starting in April, you will be asked to return to MyHousing to choose your meal plan. North Campus residents are required to purchase a meal plan (14-meals-per-week, 10 meals-per-week, or Unlimited, and each plan comes with $250-300 in Flex.) Meal plans are voluntary for apartment residents. Meal plan information will be explained in more detail in April, and you will have opportunities to make changes to your meal plan throughout the summer.

- **Incoming Transfer students are not able to make specific residence hall requests.**

- **Students who miss their application deadline may forfeit their choice and will be assigned to the South Campus Apartments.**

- Students with special needs or requests should let us know on the application and call our office to discuss options.

If you encounter any problems, please contact the Office of Residence Life and Housing.

**Contact Information:**
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Fax: 610-430-5945
E-mail: housing@wcupa.edu
Mailing address: Office of Residence Life and Housing Services
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