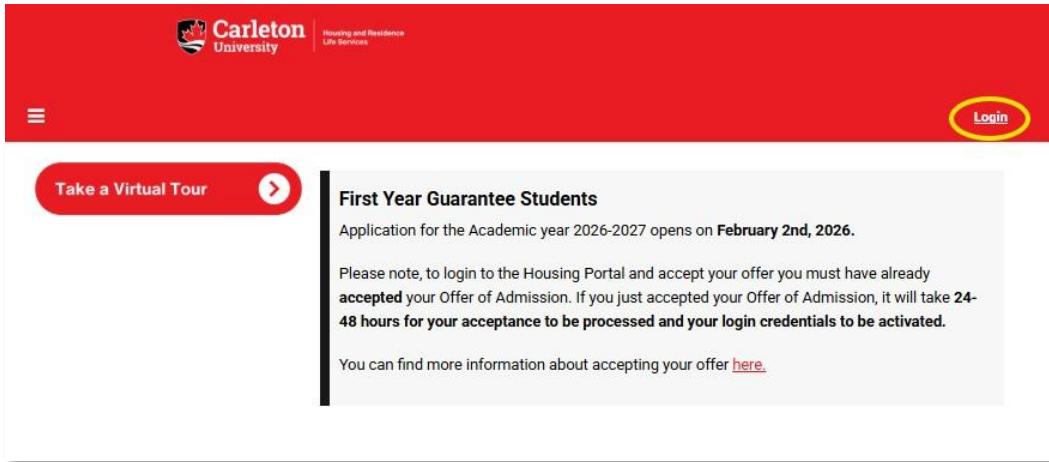


## How to Apply – Step-by-Step Instructions

### Step 1: Login

To Login click the **login** button on the top right corner of the page.



Now click on the button **CARLETON - StudentSSO Login** and enter your Carleton MC1 credentials to log in.



### Step 2: Select Term

Select “**Housing Application**” on the top of the screen.

The screenshot shows the Carleton University Housing and Residence Life Services website. At the top, the Carleton University logo is on the left, followed by 'Housing and Residence Life Services'. A red navigation bar contains the number '70' in a black circle, followed by 'Residence Check-In Appointments', 'Housing Application' (which is highlighted with a yellow oval), 'Forms', 'Work Orders', 'Bookable Study Spaces', and 'Log Out' on the right. Below the bar, there are two red buttons: 'Submit a Work Order' and 'Take a Virtual Tour', each with a right-pointing arrow. The main content area is titled 'Personal Information' and includes fields for 'Name', 'Email', and 'Student Number'. Below this is a section titled 'Current Booking Information' with the message 'You do not have any roommates for this semester!'. A yellow oval highlights the 'Housing Application' link in the navigation bar.

This page lists application(s) available to you; as a first-year student you will see one application as shown below; click “**Apply**.”

The screenshot shows the 'Housing Application' page for the Academic Year 2026-2027. It displays the following information:  
- Academic Year: 2026-2027 (9/6/2026 - 4/24/2027)  
- Application Status: You started your application for Academic Year 2026-2027 on 1/26/2026, and have **not** signed the residence agreement.  
- Payment Status: You have **not** paid the Residence Advance Payment.  
- Application Status: Your application is complete as of 1/26/2026.  
A red 'Continue' button is visible on the right side, with a yellow oval highlighting it.

### **Step 3: Fill Out All Mandatory Fields**

Remember to read the information on each page carefully, fill out the required fields and follow the instructions given for each step.

**Privacy Notice** page must be reviewed before you proceed with accepting your residence offer.

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Carleton University | Housing and Residence Life Services

Residence Check-In Appointments **Housing Application** Forms Work Orders Bookable Study Spaces Log Out

Privacy Notice Welcome to Carleton Residence! Personal Information Summer 2027 residence Winter Holiday Closure Special Accommodation

**Privacy Notice**

Personal information collected through this form will be utilized and disclosed by Carleton University under the authority of the Carleton University Act, 1952, and in accordance with sections 39, 41, and 42 of Ontario's Freedom of Information and Protection of Privacy Act. The processing aims to facilitate the residence housing application process.

Should you have any inquiries regarding the processing of personal information by Carleton University, please reach out to the Manager of Privacy & Access to Information at 613-520-2600 ext. 2047 or via email at [University Privacy Office](#).

By clicking Save and Continue, you acknowledge that you have read the privacy notice and you consent to the uses and disclosures identified.

**Save & Continue**

From this page onwards, you should read the information on every page carefully, fill out the required information and follow the instructions given for each step till you reach the end of the application.

**1. Welcome Page:** review and select “Save and Continue” to proceed.

Welcome to Carleton Residence!

We are delighted that you are considering living in Residence at Carleton!

To submit your residence application you are required to pay the non-refundable application fee and complete the mandatory residence questionnaire.

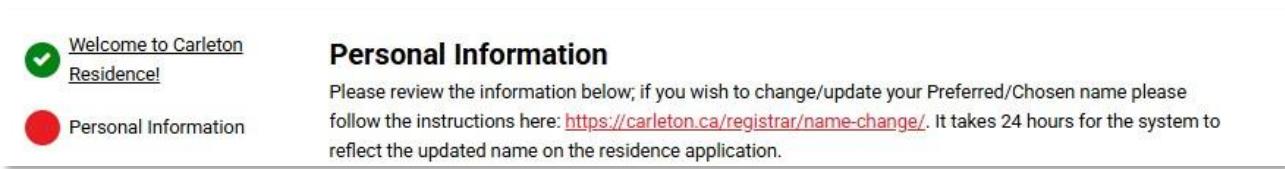
Once you have filled out all mandatory fields and submitted your application, you will receive a confirmation email sent to your Carleton email account.

If you are a current Carleton student and have applied for admission to a graduate level program (Master's, PhD or post-graduate diploma) and currently awaiting the admission decision, you are eligible to be considered for residence reserved for graduate students only. Please email [residence@carleton.ca](mailto:residence@carleton.ca) confirm your application status for admission to graduate degree program and your application will be marked for consideration for graduate students residence.

**Save & Continue**

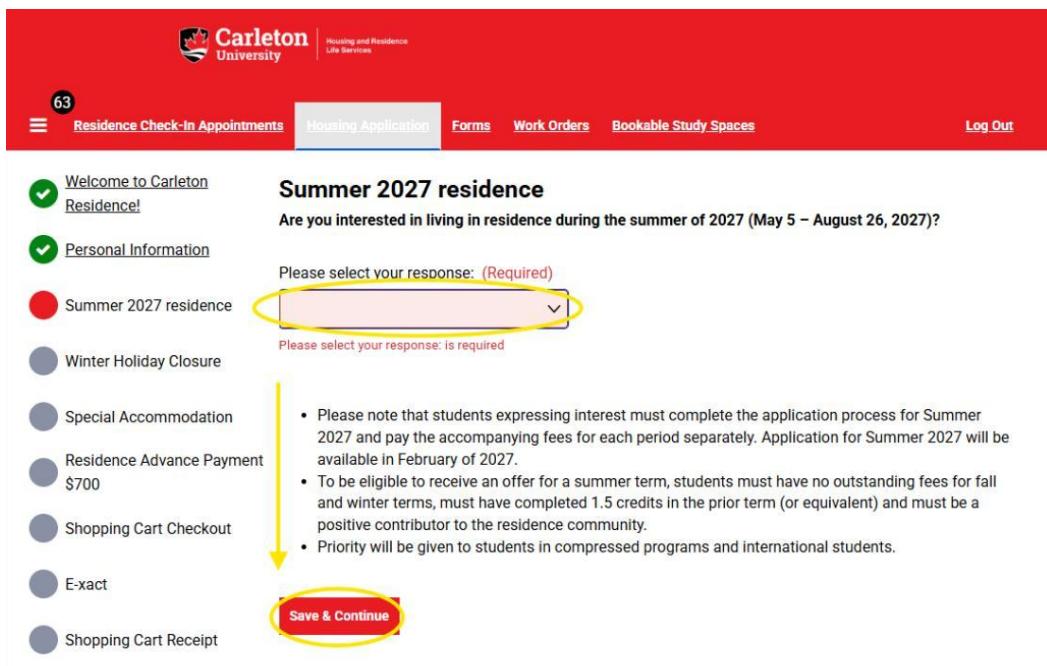
**2. Personal Information page:** review your First Name, Last Name and Student Number – these fields are prepopulated. If information is incorrect contact us immediately via email [residence@carleton.ca](mailto:residence@carleton.ca)

From the drop box select your Gender Identity and Pronouns; fill out the Emergency Contact Information. Review and click “**Save and Continue**” to proceed.



The screenshot shows the 'Personal Information' section of the application. On the left, there are two radio buttons: one checked (green) for 'Welcome to Carleton Residence!' and one unselected (red) for 'Personal Information'. On the right, the section title 'Personal Information' is displayed in bold. Below it, a note reads: 'Please review the information below; if you wish to change/update your Preferred/Chosen name please follow the instructions here: <https://carleton.ca/registrar/name-change/>. It takes 24 hours for the system to reflect the updated name on the residence application.'

3. **Summer 2027 Residence:** Review the information regarding summer residence and indicate if you are interested participating. Select your answer from the dropdown menu and click “**Save & Continue**”.



The screenshot shows the 'Summer 2027 residence' section. On the left, there are several radio buttons: 'Welcome to Carleton Residence!' (checked, green), 'Personal Information' (checked, green), 'Summer 2027 residence' (unselected, red), 'Winter Holiday Closure' (unselected, grey), 'Special Accommodation' (unselected, grey), 'Residence Advance Payment \$700' (unselected, grey), 'Shopping Cart Checkout' (unselected, grey), 'E-xact' (unselected, grey), and 'Shopping Cart Receipt' (unselected, grey). In the center, the title 'Summer 2027 residence' is followed by the question 'Are you interested in living in residence during the summer of 2027 (May 5 – August 26, 2027)?'. Below this, a dropdown menu is shown with the placeholder 'Please select your response: (Required)'. A yellow circle highlights this dropdown. A yellow arrow points from this circle down to a list of instructions on the right. At the bottom, a red button labeled 'Save & Continue' is highlighted with a yellow circle.

*\*Selecting “Yes” does not guarantee you a spot in Summer Residence. You must still apply and meet the criteria for Summer Residence to stay over the summer. Summer Residence applications usually open in February of the year you are planning on staying for the summer.*

4. **Winter Holiday Closure:** Please take note of the dates when Residence is closed December 24, 2024 - January 5, 2027, for the Winter break.

Students may ask to remain in residence over the break by submitting a stayover application which will open in November, additional fees apply.

To proceed to the next step, select “**Yes - I understand.**”

- [Welcome to Carleton Residence!](#)
- [Personal Information](#)
- [Summer 2027 residence](#)
- [Winter Holiday Closure](#)
- [Special Accommodation](#)
- [Application Fee Information](#)
- [Application Fee Checkout](#)
- [Payment Receipt](#)

## Winter Holiday Closure

### IMPORTANT

Winter Holiday Closure December 24, 2026 - January 5, 2027

Residence closure dates may be different than the University closure dates. It is the Resident's responsibility to adhere to the Residence closure dates when making travel arrangements.

I understand that the residence buildings are closed over the Winter holiday break between December 24th, 2026 noon and January 5th, 2027 and no entry is permitted.

Students needing to remain in residence during the Winter Holiday break will be required to submit a [Winter Holiday Stayover application](#), receive approval and pay the stayover fee. The Winter Holiday Stayover application opens in **early November**.

[Yes - I Understand](#)

## 5. Special Accommodations page:

If you require a Special Accommodation due to a physical or non-physical disability, medical condition(s) or a special dietary need/concern, or any other reason, you may submit your request and supporting documents [here](#).

For **First Year Guaranteed** and **Non-Guaranteed** students, the deadline to submit the required documentation is **June 8th, 2026**. Requests and documentation received after the specified deadline will only be considered under exceptional circumstances as determined by the Department and pending space availability.

Please note that submitting the special accommodation request **does not** guarantee any specific style room accommodation.

For Dietary Needs, you will be prompted to select your dietary needs for a list of options. This will be shared with Dining Services to better serve residents in the Dining Hall. ***Please note that this has no bearing on your room placement.***

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### Special Accommodation

While every effort is made to meet your special accommodation, please be advised that submitting a request does not guarantee that we are able to accommodate it.

Residence is identified as a high density living environment and it must be recognized that it may be difficult to control this environment to the extent that is required to support some students' needs. Student who submits a special accommodation request must understand and acknowledge they are responsible to be self-sufficient, including the ability to effectively handle and manage their own personal needs while in residence, including using existing services on campus for personal support.

Residence staff are available for resource and referral for those students who may at times find themselves requiring additional support.

### Medical/Physical Needs Information

Do you have a physical or non-physical disability or medical issue that may necessitate special accommodation? (Please note that submission of this information does not guarantee any specific style room accommodation. There are a limited number of barrier free rooms to accommodate students with a physical disability.)

Do you have a physical or non-physical disability or medical need: (Required)

### Dietary Restrictions

Do you have any dietary restrictions, allergies or food-related limitations? Please note that this information is shared with Dining Services to better serve residents in the Dining Hall and does not have any bearing on your room placement.

Do you have any dietary restrictions, allergies or food-related limitations? (Required)

**Save & Continue**

**6. Application Fee:** To submit your application, you are required to pay a \$50 non-refundable application fee. The \$50 application fee can be paid by credit card (Visa, Mastercard or American Express, any Visa/Debit\* cards) or by Interac. **Please note that only customers of RBC Royal Bank, TD Bank, First National may use the Interac option.**

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- [Application Fee Information](#)
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- [Payment Receipt](#)

### Application Fee Information

In order to submit your application, you must pay the \$50 non-refundable application fee.

The \$50 application fee can be paid by credit card (Visa, Mastercard or American Express, any Visa/Debit cards) on the following pages.

**Save & Continue**

Click 'Save & Continue', the next page prompts to complete the payment.

7. **Roommate Matching Questions:** All questions are mandatory - select your response to each question from the drop box. There are no right or wrong answers, your responses will help to match you with the best/suitable roommate.

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[Winter Holiday Closure](#)

[Special Accommodation](#)

Roommate Matching Questions

Preferences

Roommate Groups

Confirm & Submit

Application Status

### Roommate Matching Questions

Your responses to the following questions help to make the best roommate/suitemate and living environment match for you. There are no right or wrong responses - please answer honestly.

#### Roommate Profile

A co-ed space treats all guests as individuals, regardless of their gender identity. This means that you may share the space (room/suite/pod) with people of diverse gender identities, without any differentiation or discrimination based on gender. Are you comfortable living in a co-ed space?

All buildings are smoke/vape free, but do you smoke or vape?

I am comfortable sharing space with a room/suite/pod mate who smokes or vapes.

I commit to maintaining my own and common use spaces tidy and clean, and expect the same of my room/pod/suite mate(s).

I like to socialize and have friends over on a frequent basis.

I prefer quiet to sleep and study.

I usually go to bed before midnight.

At the bottom of the page, you are given the option to write a short message about yourself (this will be visible in roommate search results to other students looking for roommates).

Some suggestions on what to include could be:

- Program of study
- Gender Identity as well as the gender you feel most comfortable sharing a room with
- Interests/hobbies/sports

There are no right or wrong answers, so feel free to fill in this box with any information you would like to share about yourself.

Below the box, there will be a checkbox that says, “**I want my profile answers to be viewable in Roommate Matching results.**” Please make sure this checkbox is checked, especially if you would like to form a roommate group. If box is left unchecked, your responses and profile won’t be visible in the search for roommates.

Once done, select “**Save & Continue**” to proceed.

In the box **About Me** you may consider including some details about yourself and roommate expectations such as what gender(s) you might be comfortable sharing a room with, pronouns you use, your academic program, your interests outside of academics etc.

About Me (this will be visible in roommate search results to other students looking for (Required) roommates):

I want my profile answers to be viewable in Roommate Matching results:

**Save & Continue**

8. **Preferences:** You can indicate your preference to be on one of the designated floors such as **Single Gender Floors, Quiet Floor, and Substance Free Floors.** Please note that availability in these communities is limited and cannot be guaranteed. If you are not interested in any of these communities, click “**Save and Continue**” to skip to the next page.

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## Preferences

Below are community preferences. Please note that availability in these communities is limited and cannot be guaranteed.

If you are not interested in any of these communities, please click Save and Continue below to skip.

Preference	Description
Single Gender Floor	These communities are dedicated to the same gender identity (i.e. only those identifying as female are assigned to the floor) and offered only in traditional style buildings.
Designated Quieter Floor	Reasonable peace and quiet are expected to be observed at all times within our community. However, some residents may prefer to live in a 'quieter' environment. The residents of these floors will be expected to respect and abide by the quieter standards established.
Substance Free Community	This healthy living option is for students who are willing to make a commitment to maintain a living environment free from tobacco, alcohol, and other drugs. Students are not permitted to possess or use alcohol, tobacco, smokeless tobacco, drugs, drug paraphernalia or illegally obtained prescription medications within their designated sub-free space. Students who have reached the legal age of majority (19 in Ontario) in substance-free housing further agree that, should they consume alcohol while away from their residence, they will not return to their room while under the influence of alcohol or other substances. To honor the rights of those who have applied and are assigned to this community, these expectations also apply to guests visiting these areas.

9. **Roommate Groups:** This is where you can create your roommate group with your preferred roommate(s) or find a roommate among other first year Carleton students.

Please note that while creating a roommate group is encouraged, it is not mandatory.

If you do not want to create a roommate group, you can select **“Save & Continue”** to proceed to the next page.

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## Roommate Groups

This part of the residence questionnaire is where you can create a roommate group with your preferred room/pod/suitemate(s), or find a room/pod/suitemate among your fellow Carleton students. You can do this one of 3 ways:

1. Search directly for your preferred roommates by searching by their first or last name, or Student ID Number.
2. Search for roommates by using the answers in the roommate matching questionnaire to find someone with similar attributes.
3. Take a look at suggested roommates based on how closely you match based on your answers in the roommate matching questions.

Roommate groups are encouraged but are not mandatory.

### Not In a Group

You are not a member of any roommate groups.

[Search for Roommates by Details](#)  
[Search for Roommates by Profiles](#)  
[Suggested Roommates](#)

**Save & Continue**

You can create a roommate group through one of 3 ways:

**a Search by Details:** You can search for roommate(s) by their name or student number and add them to your group. This is the quickest way to find your preferred roommate(s).

- [Welcome to Carleton Residence!](#)
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### Roommate Search By Details

Entry Preferred First Name:

Last Name:

Student Number:

Roommate Group Description:

Exclude results that cannot be added or joined

[Go Back](#)

**Search**

[Search for Roommates by Profiles](#)  
[Suggested Roommates](#)

**b Search by Profile:** You can search for roommate(s) through their profiles. Select answers you would expect from your roommate and review the list of potential roommates.

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## Roommate Search By Profiles

### Roommate Profile

A co-ed space treats all guests as individuals, regardless of their gender identity. This means that you may share the space (room/suite/pod) with people of diverse gender identities, without any differentiation or discrimination based on gender. Are you comfortable living in a co-ed space?

Any

All buildings are smoke/vape free, but do you smoke or vape?

Any

I am comfortable sharing space with a room/suite/pod mate who smokes or vapes.

Any

I commit to maintaining my own and common use spaces tidy and clean, and expect the same of my room/pod/suite mate(s).

Any

I like to socialize and have friends over on a frequent basis.

Any

I prefer quiet to sleep and study.

Any

I usually go to bed before midnight.

Any

Exclude results that cannot be added or joined

[Go Back](#) [Search](#)

[Search for Roommates by Details](#)  
[Suggested Roommates](#)

**c      Suggested Roommate:** You can find roommate(s) through a generated search that suggests other students that match your profile.

The lists will include students of ALL genders so make sure contact your potential roommates to chat about this opportunity.

Once you have found a roommate(s), you can add them to a group and exchange messages with them as well.

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## Suggested Roommates

[Go Back](#)

[Search for Roommates by Details](#)  
[Search for Roommates by Profiles](#)

**Anna**

Classification: Upper Year Undergraduate

About Me: I am in my second year of Mechanical Engineering and I prefer a roommate who is quiet and tidy. I love to travel and I love to read sci-fi in my spare time.

71% Match

[Add To Group](#)

[Send Message](#)

[View Profile](#)

**Shannon**

Classification: Upper Year Undergraduate

About Me: I am a third year student in Information Technology. I prefer a roommate who is clean and quiet like me. In my spare time I like to paint and play video games.

71% Match

[Add To Group](#)

[Send Message](#)

[View Profile](#)

**Group: Group Favour7bf4b13478**

[Delete Group](#)

[Search for Roommates by Details](#)  
[Search for Roommates by Profiles](#)  
[Suggested Roommates](#)

**Favour (Group Leader)**

Classification: Upper Year Undergraduate  
 About Me: I am in my third year of the Law program. My pronouns are she/her and in my spare time I like to cook and read. I am interested in finding a roommate who is fun and outgoing.

[View Profile](#)

## Outgoing Requests

**Shannon**

Classification: Upper Year Undergraduate

About Me: I am a third year student in Information Technology. I prefer a roommate who is clean and quiet like me. In my spare time I like to paint and play video games.

[Cancel](#)

Expiry Date: 2/1/2026 11:03

[Save & Continue](#)

If you are invited to join someone's group, you will receive an email notification as well as a message on the Housing Portal. You can choose to either **Accept** to join the group or **Decline**.

## Portal Email: Favour requested you to join their Roommate Group

StarRez Portal to Me 1/27/2026 11:03:54 AM

Favour has requested you to join Group Favour7bf4b13478 Group for Academic Year 2026-2027.

To accept or decline the request please login to the Housing portal, select your application and then choose Roommate Groups tab on the left.

House Services

### Incoming Requests

Group Favour7bf4b13478  
Leader: Favour  
Members: Favour  
Expiry Date: 2/1/2026 11:03

Accept

Decline

Save & Continue

**10. Confirm and Submit:** Once you have completed all steps, you can finish your application by selecting “Submit.” You will receive an email confirmation to your Carleton email shortly after.

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[Summer 2027 residence](#)

[Winter Holiday Closure](#)

[Special Accommodation](#)

[Roommate Matching Questions](#)

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## Confirm & Submit

Please click **SUBMIT** below to complete the questionnaire. You will receive a confirmation email to your Carleton email address shortly.

**SUBMIT**