

Room Selection Process Northeastern University London Housing Applications

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Room Selection Dates

- June 24-25: Applications Open for Shared Apartments/Ensuites <u>with</u> a Roommate Group
- June 26–27: Applications Open for Studios & Shared Apartments/Ensuites
 <u>without</u> a Roommate Group
- July 18: Deadline to Submit Northeastern University London Housing Application

Room Selection Reminders

- Room selection operates on a first-come, first-served basis. Availability depends on the choices made by other students.
- Students with Roommate Groups will only see Shared Apartments and Ensuite options during Self-Selection (June 24–25).

- Students booking Studios or Shared Rooms without Roommate Groups will see all remaining available rooms during Self-Selection (June 26–27).
- Failure to complete your Housing Application on StarRez does not mean you will be without a room in London. You will be randomly assigned a room based on remaining availability.
- If you are dissatisfied with your assigned room after selection closes, you may request one room swap.
 - All swaps must be direct; room changes without a swap partner will not be permitted.
 - Once the room swap period closes on August 8, no further room changes will be processed.
- Late requests for Reasonable Adjustments, Roommate Groups, or Room Changes will not be accepted.

Step One: Log into StarRez

• For students who completed the Roommate Group process: You have already created a StarRez account and logged into the portal

For students who did *not* **complete the Roommate Group process** (e.g., students who selected *Studio* as their preference via the pre-application form): You will need to create a StarRez account before selecting your room. **Note:** You cannot create a StarRez account before Room Selection Day. To create your account, please follow the instructions in the London Scholars Housing Application Guide.

Step Two: Navigate to the "Your Housing Application" tab on the homepage.

Once on this page, you will begin your housing application, which includes the following steps:

- Northeastern University London Housing Application Overview
- About You
- Term Selection
- Room Selection
- Submission Confirmation: Your Housing Application Has Been Submitted

Step Three: Self-Select Your Room

The room selection process varies based on several factors. Please review the information below. If you're unsure which process applies to you, feel free to contact <u>london.housing@nulondon.ac.uk</u>.

• Students with Reasonable Adjustments: If you've been approved for Reasonable Adjustments, the Housing Team will assign you a room that meets your needs. You will receive notification of your assignment on 13th June. If you reject that assigned room, you'll still be part of the general room

selection process for Studios & Shared Apartments/Ensuites <u>without</u> a Roommate Group.

- **Students Under 18:** If you'll be under 18 when you arrive in London, you'll be directly assigned a room by the Housing Team. You will receive notification of your assignment on 13th June. You cannot opt out or change your assignment, as we have specific safeguarding policies for minors.
- Students Who Did Not Complete the Pre-Application Form: If you did not submit the pre-application form, you will not be added to StarRez until Room Selection Day (26^{th –} 27th June). At that time, you can choose from available Studio rooms, Shared Apartments, or Shared Ensuites, depending on availability.
- Students Who Selected "Manually Assign" in the Pre-Application Form: If you opted to have the Northeastern University London Housing Team assign you a room, you do not need to log in to StarRez on Room Selection Day. Your room assignment notification will be sent to you on 25th July.
- Shared Apartment/Ensuite Applicants: If you selected a Shared Apartment or Ensuite as your preference in the pre-application form, you have already been added to StarRez and taken part in the Roommate Group process. Please follow the steps outlined in the "Shared Apartments and Ensuites" process, based on whether you are a Group Leader or a Group Member. If you are not in a roommate group, please refer to the Group Member section under "Shared Apartments and Shared Ensuites" for further instructions.
- Studio Room Applicants: If you selected a Studio room as your preference in the pre-application form, you will not be added to StarRez until Room Selection Day (26^{th –} 27th June). Please refer to the "Studios" process for further instructions.

Shared Apartments and Shared Ensuites

Room Selection Day: Tuesday, 24th June and Wednesday, 25th June

Room Selection Process as a Group Leader



Please note: The rooms shown in the image are for illustrative purposes only and may not be the only available options.

On the "Room Selection" page, you'll be able to choose the Residence Hall, Room Type, and Room Numbers for yourself and your Roommate Group. You can use the filter on the side to narrow down your options. Once you've made your selections, simply click "Add To Cart," just like with online shopping!

Here are a few important things to keep in mind during the room selection process:

• Shared Apartments are configured as "Dynamic Gender," meaning as soon as you select a room, all rooms in the unit are configurated as same gender.



• Shared Ensuites are configured as "Co-Ed," meaning students of all genders can join the unit.



- If you choose a Shared Apartment or Ensuite but select fewer rooms than what are available (e.g., 2 rooms in a 5-room ensuite), please note that the remaining rooms will be assigned to other students as we are at full capacity.
 - Since Shared Ensuites are all-gender, by selecting one, you're agreeing to share the ensuite with students of all genders.
 - To ensure the best possible match, we recommend connecting with other small groups or solo students before room selection.
- An error message will appear if the number of rooms selected does not match your group size.

Add Room to Cart

You have selected rooms with 1 available space(s), but your roommate group contains 2 member(s) without bookings. There are not enough beds available to assign all roommates.

- You must select rooms within the same Shared Apartment or Ensuite. For example, if the room number is 10.11, you should choose 10.11-A, 10.11-B, and so on.
- An error message will appear if rooms are selected from different apartments and ensuites.

Add Room to Cart

You need to select the whole suite.

Once the Group Leader completes the selection, all group members will automatically receive an email with their room details, including residence hall and room number.

Room Selection Process as a Group Member

Group Members in a roommate group:

- You **do not need** to complete the "Your Housing Application" process.
- Do not log in or attempt to select rooms on Room Selection Day. This helps prevent system errors and reduces unnecessary site traffic.
- Once your Group Leader finalises the selection, you will automatically receive an email with your room details, including the Residence Hall and Room Number.

Please note: By joining a Roommate Group as a Group Member, you grant your Group Leader the authority to select your room on your behalf. If your Group Leader selects a Residence Hall or Room Type that you do not prefer, you will have the option to request a Room Swap in August. However, swaps are not guaranteed, and it will be your responsibility to find someone willing to exchange rooms with you.

<u>Group Members not in a roommate group but interested in a Shared</u> <u>Apartment or Ensuite:</u>



- On the "Room Selection" page, you can view the current occupants of a Shared Apartment or Ensuite by clicking "Show Room Info".
- If you wish to join a Shared Apartment or Ensuite, you may select "Add to Cart" for the room.

What to Do If No Shared Apartment or Ensuite Rooms Are Available

If you log into StarRez on Room Selection Day and find no available rooms in a shared apartment or ensuite, you must decide as a group whether to:

- 1. Delete your current group and split into smaller groups.
- 2. **Consider joining a Shared Apartment or Ensuite with more rooms** than the number of students in your roommate group (e.g., opt for a 4-Bedroom Apartment instead of a 2-Bedroom Apartment).
- 3. Switch to Studio room selection.

Room Selection Best Practices

Participation in the roommate grouping process does not guarantee placement with your preferred roommates. Room assignments depend on availability, and given limited inventory, we encourage you to remain flexible with your preferences.

Since room selection operates on a first-come, first-served basis, the Northeastern University London Housing Team strongly encourages you and your Roommate Group to plan ahead by:

- Identifying and ranking your top three room preferences, including unit size, Residence Hall, and Room Type.
- Developing a backup plan in case your preferred rooms are unavailable. Consider:
 - How your group might split into smaller groups if needed.
 - If you'd like to select the same Residence Hall and floor for Studios.

By planning ahead and staying adaptable, you can help ensure a smoother housing selection process. This process will be monitored and supported by the Housing Team on Room Selection Day.

Studios

Room Selection Day: Thursday, 26th June and Wednesday, 27th June



Please note: The rooms shown in the image are for illustrative purposes only and may not be the only available options.

On the "Room Selection" page, you'll be able to choose the Residence Hall, Room Type, and Room Number for yourself. You can use the filter on the side to narrow down your options. Once you've made your selection, simply click "Add To Cart," just like with online shopping!



What to Do If No Studio Rooms Are Available

If you log into StarRez on Room Selection Day and find no available studio rooms, you will need to:

- 1. Join a Shared Apartment/Ensuite, as the absence of available Studios indicates that all have been booked.
 - You can view the current occupants of a Shared Apartment or Ensuite by clicking "Show Room Info".

The Housing Team will monitor and support this process on Room Selection Day.

Room Selection Best Practices

Indicating a preference for a Studio room in the pre-application form does not guarantee that you will receive one. Room assignments are based on availability, and due to limited inventory, we encourage flexibility in your preferences.

Since room selection follows a first-come, first-served approach, the Northeastern University London Housing Team strongly recommends that you and your Roommate Group plan ahead by:

- Identifying and ranking your top three room preferences, including unit size, Residence Hall, and Room Type.
- Creating a backup plan in case your preferred options are unavailable. Consider:
 - The size of a Shared Apartment/Ensuite you would be willing to join if no Studio rooms are available.

By planning ahead and staying adaptable, you can help ensure a smoother housing selection process. This process will be monitored and supported by the Housing Team on Room Selection Day.