



Housing Application Instructions

Follow these step by step instructions to apply for Fall 2023-Spring 2024 housing at one of our Penn West campuses. Please, have a credit card, debit card, or your bank information (for an ACH check) available to complete the online application process.

1. Log in to your Penn West Experience Portal at my.pennwest.edu.
2. Click "Housing and Dining Portal" on the Student Quick Access card.
 - a. If you do not see the Student Quick Access card, click "Discover More" on the bottom right or the menu at the top left. You can search "student quick access" to find the card and save it to your page.
3. Click "Contracts."
4. Select the housing application for your assigned campus.
5. Read the terms and conditions of the contract thoroughly.
6. Electronically sign the agreement.
7. Click "Continue."
8. Complete "My Information" to help build your housing profile. This information will be helpful for roommate matching.
9. Provide emergency contacts, parent/guardian contact information, and a missing persons contact individual.
10. Pay the \$100 non-refundable application service fee.
11. Check your Penn West email for "Your Application has been Received" confirmation.
12. Watch your Penn West email for roommate selection and room selection information and dates. Both selection processes will also occur in the housing and dining portal.

