

## Lander University Housing Application/Contract Instructions

During this time frame, you will:

- Sign the Housing Contract
  - Pay the \$150 Non-Refundable Application Fee
  - Select and Confirm Roommates
1. In order to complete the above steps, simply log in to [MyLander](#) and click on “Housing Portal” located in the upper, right-hand corner of the homepage.
  2. Once you have successfully logged into the Housing Portal, you will click on “Application” in the navigation bar at the top of the page.
  3. Select the appropriate Housing Application and begin the process, then click the “Save & Continue” button to begin the process.
  4. Once you have completed the step above, the status bar at the top of the page will guide you through the application. Please read each item carefully and always remember to click “Save & Continue” at the bottom of each page.
- When you reach Step 7, you must pay the non-refundable \$150 Application Fee. Please note that the fee must be paid by credit card. No checks will be accepted. When you are ready to pay, click “Pay Now” and you will be redirected to the payment page.
  - During step 8, you will answer a few questions about your ideal roommate(s).
  - In step 9, you will set up your Web Profile. The username will default to your Lander University email prefix. (i.e. if your email address is john.doe@lander.edu, your username will simply be “john.doe”)
  - In step 10, you will be able to view suggested roommates and also search for your friends that you want to live with for the upcoming year. Your “Accepted Roommates” are who you will be assigned with.
  - In step 11, you will simply click “Save & Continue” to receive an email confirmation that we have received your application and application fee.

In Late Spring/Early Summer, The Housing Office will contact you via your Lander email and via your home mailing address with detailed instructions regarding room selection for the academic year. Instructions will also be available on the [Housing & Residence Life](#) webpage. If you have any questions, please do not hesitate to contact us at 864-388-8266 or at [housing@lander.edu](mailto:housing@lander.edu).