2-Person Flats Application
Available March 2\textsuperscript{nd} — March 16\textsuperscript{th}

This document contains step-by-step, visual instructions on how to complete the 2-person Flats housing application for the 2020-2021 academic year. If you have questions after reviewing this information, please contact Student Life at 903-813-2306 or studentlife@austincollege.edu.
Click on Student Housing Applications
Select the Two Person Housing Application from the drop down box

Click Submit
Read through the instructions.
Be sure to check the verification box after completed Step 1.
Verify your information is correct, then check the box.

**Your Information**

ID Number    0365981
Name         Kristie Roo
E-mail       kroo14@austincollege.edu

I have verified my information as listed above is correct.

**Roommates' Information**
Roommates' Information

Please fill in your intended roommates IDs and click submit to auto-populate their names. After checking each roommate's name, enter a duration of stay for each roommate and check the verify box. If a name comes up incorrectly re-enter the respective ID and click submit again.

Once you have verified all information click submit again to save your application.

Last 7 Digits of AC ID: 0123456

Name (click submit to populate): 

Duration: 

Verify: 

Click Submit

Enter the last 7 digits of the individuals you wish to room with
After clicking Submit, your roommates’ names should automatically populate. Check to ensure they are correct. If they are incorrect, check the ID number and try again.
After ensuring all roommates’ names are entered correctly, choose the duration each resident intends to reside in the Flat from the drop down menu. Then check the verify box for each individual.
After verifying everything is correct, click submit. You and your roommate will receive an e-mail in your Austin College account verifying you have submitted an application.