Spring Only 2017
Office of Residence Life: Residence Hall Application Instructions for New Students

If you have questions, please contact:

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housing@unk.edu

To apply for a room on campus (Residence Halls):

1. go to: www.unk.edu
2. move down to the bottom of your screen
3. click on “My Blue” under Resources.

"UNK has given me the tools and skills needed to make an impact in the supply chain management industry. By taking ownership of my education and really getting involved at UNK, I have experienced more than I thought possible.

Tylor Vose
SCM major from Ansley"
Log in using your NUID and password

Click on the Tools icon:

Click on Campus Housing:
Follow the instructions to log into your Housing Portal. Be sure to click the “save and/or continue” button at the bottom of each page of the application.

Select application
  a. Select 2017 Spring Semester

Step One: Begin Application
  • Click “Continue”

Step Two: Personal & Contact Details
  • Confirm that your information is correct. If it is not correct, you will need to change your information via MyBLUE.
  • Enter the contact information of the person we should contact if you cannot be reached. This should be someone who knows your routine and is a good friend.

Step Three: Profile/LifeStyle Questions
  • Answer these questions honestly. We use them to match you to a roommate if you do not find one yourself.

Step Four: Hall Preferences
  • Select your top three choices for halls.
    o Antelope Hall, Nester North and Nester South are for students over the age of 19 who are sophomore and above who have lived on campus for one semester. These are high demand suite style residence halls and maybe be full for Spring 2017. If you want to add your name to the waiting list for those halls click on the link in the Antelope/Nester paragraph.
    o Men’s Hall is for Honors Students only.
    o If you plan to stay on campus during breaks, choose break halls (Mantor, Randall, CTE or CTW)

Step Five: Meal Plan
  • Select your meal plan.
  • For more information about meal plans please visit our website:
Step Six Online Payment

- UNK requests a $50 payment to process your application. This is not refundable. The payment system will not accept VISA, please use a different credit card or domestic checking account information.
- After you have made your payment log back into your Housing Portal to complete your application.

Step Seven: Background Information

- Please answer the questions. (If you answer YES, you will be directed to the Upload Documentation page. Your application will need to be approved before you continue.)

Step Eight: Online Contract

- Click on the Terms and Conditions like and read the contract first.
- If you agree, please check the “I agree” box.
- You may be asked to type in the name of your parent or legal guardian if you are under the age of 19.

Application Status Link (located above step 8)

- This page will show whether or not your application is complete.
- Once you are assigned to a room, more information will appear here. You can check the status of your application at any time.
- Your roommate’s information will also appear here once you have been assigned.

We will assign rooms beginning mid December for the Spring Semester. We will send you an email once we have assigned you to your room. Please be sure to check your email regularly.