<u>WHAT YOU NEED:</u>

1. MBU Student email and password
2. Current Health Insurance Card & Immunization Record
3. 10-20 minutes

<u>HOUSING APPLICATION</u>

1. Visit *mobap.erezlife.com* and sign in with your **MBU student email and password.**
2. Select "Apply for Housing" under "Recommended Actions" on the welcome screen. OR look for "View Housing Application" and follow that link.
3. You will be asked if you have lived on campus before, answer, then click "save".
4. You will be sent to a green "Apply Now" button. Select that to start the application.
5. Fill out the entire application.
    a. For your housing options, **you must select at least 2 of the housing options**. Make sure your *most preferred housing option is on top of the list.*
    b. Make sure you are reading EVERYTHING. You are signing a YEAR LONG contract. If you need special accommodations, there are directions in the application for that as well.
6. After you complete the medical information, you will need to hit "save".
7. You will be sent to the terms and agreements page. <u>***DO NOT EXIT UNTIL YOU COMPLETE THIS!***</u>
8. Read and select the check boxes then click "Submit Application".
9. **Remember your housing application is not considered complete until your $100 Housing Application Fee is paid and you are fully admitted to the University.**

<u>CHOOSING A ROOMMATE:</u>

1. All parties must have a complete housing application before you can start this process.
2. Sign in and go to *Roommate Profile* on the left-hand side menu and turn it **ON.**
    a. Here you can also add a photo and update personal information.
    b. You can update information you want others to see by scrolling down and selecting what you are comfortable with people seeing. Everything will be on private initially.
    c. You can also add your social media usernames so people can connect with you.
    d. Make sure you select "save" at the bottom of the page after any updates.
3. Talk with those you plan to live with and decide which building you all want to live in.
4. Select a point person to start the Roommate group and have that person log in to Erezlife and select "Roommate Groups" on the left-hand menu.
5. Select "Create New Roommate Group" and create a unique group name.
6. *<u>Under emails add each person's MBU STUDENT EMAIL to the email textbox,</u>* then select "save".
7. Once you have added their MBU STUDENT EMAIL to the email text box, they will receive an email that they have been invited to the roommate group.
8. If you invite someone to your group and they receive the email, <u>they need to log on and accept your invitation to the Roommate Group</u>. If they do not do so, you will notice they do NOT have a green check mark next to their name in the roommate group. This could be because they haven't logged on yet to accept, or it may be because they have found another roommate group. *<u>We highly recommend talking with people before you get to this awkward exchange.</u>*