Housing Instructions
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## Types of Housing

### Living and Learning Villages – On Campus Residence Halls

<table>
<thead>
<tr>
<th>Village</th>
<th>Description</th>
<th>Application</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Village</td>
<td>Exchange students are encouraged to apply to live in Global Village (GV) where international students are paired with American roommates. GV is devoted to introducing international students to American culture, exposing American students to other cultures, and making the entire community aware of global issues through exciting academic and cultural programming as well as fun social activities. There are also excursion opportunities offered exclusively to Global Village residents. This is a competitive village and your application will be carefully reviewed. For priority consideration, you must have your application in by May 1st. Global Village is located in Alexander Hall. <a href="http://housing.ncsu.edu/global-village">http://housing.ncsu.edu/global-village</a></td>
<td><a href="http://housing.ncsu.edu/global-village">Submit Application</a></td>
<td>Alexander Hall</td>
</tr>
<tr>
<td>Arts Village</td>
<td>Arts Village is a great option for students interested in the arts. Includes free tickets to performances and events on NC State’s campus and in the greater Raleigh area as well as village programs, events and opportunities to express one’s creativity. Students will also be enrolled into a mandatory 1 credit course, <a href="http://housing.ncsu.edu/arts-village">AVS100 - The Arts Forum</a>. Arts Village is located in Turlington Hall. <a href="http://housing.ncsu.edu/arts-village">http://housing.ncsu.edu/arts-village</a></td>
<td><a href="http://housing.ncsu.edu/arts-village">Submit Application</a></td>
<td>Turlington Hall</td>
</tr>
<tr>
<td>WOW Village</td>
<td>Women of Welch Village is an all-women’s dormitory focusing on women’s leadership, empowerment, self-awareness, diversity and social justice. It provides women with specialized in-hall programming, group discussions, WOW mentors, and opportunities for campus and community involvement, as well as Fall and Spring Break trips to Washington DC and New York City. <a href="http://housing.ncsu.edu/women-of-welch-village">http://housing.ncsu.edu/women-of-welch-village</a></td>
<td><a href="http://housing.ncsu.edu/women-of-welch-village">Submit Application</a></td>
<td>Welch Hall</td>
</tr>
<tr>
<td>Wood Wellness Village</td>
<td>This village is focused on supporting a healthy, balanced life. Members are required to enroll in a two-credit course in the fall semester. Offers high impact programming created exclusively for Wellness Village residents. Accepts applicants for the Academic Year only. <a href="http://housing.ncsu.edu/wood-wellness-village">http://housing.ncsu.edu/wood-wellness-village</a></td>
<td><a href="http://housing.ncsu.edu/wood-wellness-village">Submit Application</a></td>
<td>Welch Hall</td>
</tr>
</tbody>
</table>

### On-Campus Apartments

<table>
<thead>
<tr>
<th>Village</th>
<th>Description</th>
<th>Application</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wolf Village</td>
<td>Wolf Village is an on-campus apartment option that is typically more appealing to graduate and older students. Students will be living in a four person apartment with single bedrooms. <a href="http://housing.ncsu.edu/wolf-village-apartments">http://housing.ncsu.edu/wolf-village-apartments</a></td>
<td><a href="http://housing.ncsu.edu/wolf-village-apartments">Submit Application</a></td>
<td>Turlington Hall</td>
</tr>
</tbody>
</table>

### Other Housing Notes

- There is an additional application for students to fill out if they choose to apply to live in one of the villages (note that Wolf Village is an apartment, not a living and learning village). Please take the application process seriously since some of the villages are competitive in their acceptance of students.
- Students choosing to live in on-campus residences other than Global Village or Wolf Village may be charged an early check-in fee.
- Most residence halls, including these villages, are closed during breaks and students will need to vacate their rooms (Thanksgiving, Winter, and Spring). Most students use these times to travel. However, students who need to stay in the Raleigh area during the breaks can apply for guest housing through University Housing.
- Home stays/host families are not available as housing options.

More information on on-campus housing options, living and learning villages, including application instructions can be found on University Housing's website [http://housing.ncsu.edu](http://housing.ncsu.edu).

### Off-Campus Apartments (within walking distance of campus)

Students who are not interested in on-campus housing are responsible for finding their own housing. While we do not endorse any specific off-campus apartment complexes we have partnered with Valentine Commons [http://valentinecommons.com](http://valentinecommons.com/) to create a seamless process for NC State Exchange Students to apply to live in their facilities. All of the instructions are attached. Valentine Commons is located right on the edge of campus, so it is well suited for exchange students.

If you would like to live at another off-campus location, please understand that the Study Abroad Office will not be able to assist you with that process. You will want to keep in mind that public transportation is more limited in Raleigh, so living close to campus is advisable.
Steps to Apply for On-Campus Housing

Step 1 - Change your NC State student password

- Go to the website https://sysnews.ncsu.edu/passwd
- Enter your unity ID in the “unity username” box.
- Enter your current password in the “current password” box.
  - Your current password is the last four (4) digits of your student ID number and the first four (4) digits of your birthday (month and day in that order). Use zero (0) in front of single digit months and days
  - EXAMPLE: If your student ID number is 123456789 and your date of birth is May 14, 1989, then your current password would be: 67890514.
- Enter a new password that you know privately in the “new password” box.
  - Follow the tips on the right side and bottom of the screen for how to create a secure password and password strength requirements.
- Enter that same new password you created in the “new password (again)” box.
- Select “change password”.
- The system will tell you if it has been successful or not. Please follow any further instructions it gives.
- Please allow for up to one hour for all changes to take effect campus-wide before you attempt to login to any of your accounts.

Unity Password Change Tool

By filling out this form, you can change your Unity password. To do so, please enter your Unity username, current password, your new password (twice), and click Change Password. Please note that CIT has implemented password strength requirements, which are outlined below.

- Include numbers and letters
- Include uppercase and lowercase letters
- Do not use dictionary words
- Passwords are case-sensitive
- Do not reuse old passwords
- Set up remote identification for password resets (RPA)
- Reset GroupWise Generic Account Passwords
- Reset Google, campus, Account Passwords
- More on passwords
Step 2 - Add “Study Abroad Office” as your emergency contact

1. Go to [http://www.ncsu.edu/](http://www.ncsu.edu/) and select RESOURCES on the top right side of the screen. MyPack Portal should then be the second choice.

2. Select the large red “S” for Faculty/Staff/Student
3. Log into MyPack with your student unity ID and password (that you just changed through https://sysnews.ncsu.edu/passwd.

4. Select “Main Menu”
5. Select “Student Self Service”
6. Select “Campus Personal Information”
7. Select “Emergency Contacts”
8. Select “Add Emergency Contact”
9. Enter “NCSU Study Abroad” in the Contact Name box.
10. Select “Other” under Relationship drop down
11. Select the box for “Same Address As Individual”
12. Select the box for “Same Phone as Individual”
13. Select “Save.”

Step 3 – Apply for NC State housing on-campus in Global Village or Wolf Village* (*minimum age 20 years old to apply to Wolf Village)

1. Login to MyPack following steps 1-3 within the overall step 2 above (adding Study Abroad as emergency contact).
2. Select “Main Menu.”
3. Select “Student Self Service.”
4. Select “Campus Living.”
5. Select “Prospective Residents.”
6. Select “Housing Application.”

![Housing Application Image]

7. Select the term and continue.

![Select Term Image]

8. Confirm that the Study Abroad information is listed on the emergency contact section and continue.

![Emergency Contact Image]
9. Confirm that the Study Abroad information is listed on the personal information section and continue.

10. Select “Go to questionnaire.”

11. Answer all campus safety questions and save.
12. Select the on-campus housing option you choose (Residence hall= Global Village). Select the appropriate check box. Continue.

13. Answer all personal preference questions.

14. Answer all accommodation questions and continue.
15. Continue through the next screen showing building/room preferences. You do NOT need to complete this section. This section will appear differently for Global Village and Wolf Village applicants.

Step 15- Global Village Applicants

16. Continue also through the roommate selection page. You do NOT need to complete this section.
17. Agree to the terms in the housing questionnaire by selecting “I agree” and then continue. If you do not accept the terms as listed, your application for housing will not be processed.

1. IF YOU WANT TO LIVE IN **GLOBAL VILLAGE** PLEASE CONTINUE YOUR PROCESS BELOW.
   a. Return to the prospective residents screen in MyPack (steps 1-5 above) and select “Living/Learning Applications.”
   b. Select “Apply” for Global Village
   c. Answer all application questions and select “agree” to complete your application. If you do not accept the terms as listed, your application for housing will not be processed.
   d. YOUR GLOBAL VILLAGE APPLICATION IS NOW COMPLETED.

2. IF YOU WANT TO LIVE IN **WOLF VILLAGE** YOU ARE DONE WITH THE HOUSING APPLICATION.

   See the following link for additional housing information:

   [http://housing.ncsu.edu/campus-living](http://housing.ncsu.edu/campus-living)

**Step 4 – Access your NC State email account**

1. Enter the website [http://google.ncsu.edu/accessibility/gmail](http://google.ncsu.edu/accessibility/gmail) and learn about the GoogleAps that NC State uses.
2. Click “Gmail” on the top, left side menu. Or, you can enter the NC State Gmail by entering the website [http://gmail.ncsu.edu](http://gmail.ncsu.edu).
3. Login into Gmail with your student ID and newly changed password from step 1.
4. Click the “Sign In” button.
5. Once finished, logout of Gmail.
A picture tour of Valentine Commons
Student High Rise Apartments

“Courtyard and Main Entrance to Valentine Commons”
“VC is so close you can see it from everywhere”
Just a look inside at some of the amazing amenities
Just a look inside at some of the amazing amenities

Don’t forget about downtown... just minutes away
A look inside our High Rise Apartments
Step #1

• Send inquiry to Matt Woods (Mwoods@capstonemail.com). Indicate the type of apartment and the lease period you would like. If you want to live with other “study abroad” students, send one email and put your future roommates on copy. Be sure to indicate you are a “Study Abroad Student”
  
• **STUDENTS SHOULD NOTE THAT LEASES SHORTER THAN 12 MONTHS WILL INCREASE IN PRICE**

• Once you get confirmation that the lease term you requested is available follow the link to apply online: https://www.on-site.com/apply/property/165155

• The link will direct you to our site and you will be able to select the type of apartment (2, 3, or 4 bedroom). Short term leases will not appear on the website all leases will reflect 12 months. Below I have attached a screenshot of what this will look like. Choose the type of apartment (2, 3, or 4 Bedroom) and click apply on the right. **The prices you see listed reflect that of a 12 month lease agreement**

• Once you click apply the box below will appear (**please note this demonstration has been done for a 2 bedroom apartment**). Choose the 12 month option, even if you would like a shorter term, the term will be adjusted later in the process. Then click continue
You will be redirected to this page, be sure to read through the document, check the box and select the method of which they heard about Valentine commons and click continue.
• After clicking “continue” you will be redirected to the following page, all information must be filled in to move to the next section. NON US Citizen’s will select “Use a different ID” for the social security number section. See notes below for further information.

**Personal Information**

- First Name: 
- Last Name: 
- Social Security #: Use a different ID. 
- Driver’s Lic. #: 
- Date of Birth: 
- Cell Phone: 
- Telephone: 
- Email Address: 

**Current Address**

- Country: United States 
- Street Address: 
- City, State: 
- Zip Code: 
- Landlord Name: 
- Landlord Phone: 
- Landlord Fax: 
- Rent: per month 

PLEASE NOTE THAT DATE OF BIRTH SHOULD BE IN THE FOLLOWING FORMAT: Month/date/year

International Phone numbers will not work for this section, please use the following: 9197204023

This will appear in place of Social Security – Select “NONE”
After clicking “Save & Continue” you will be redirected to the following page, all information must be filled in to move to the next section. Please be **HONEST** about your personal habits. This form is used in roommate matching and only works if you are open and honest about yourself and what you are looking for!

**Students should be open and honest in all of these sections, these will help with how we find the perfect roommate for each student. Students SHOULD NOT say “I want American Roommates” we will redact it from the form as we cannot match based on nationality. If students are ok with living with 1 or 2 other study abroad students/or not - please indicate so in “Describe what you look for in a room.” If students have specific roommate request they will need to indicate that in the “do you have specific roommates” section.**

**Please note that all Roommates need to complete their own Rental Application and Lease Agreement.**

<table>
<thead>
<tr>
<th>Applicant Information</th>
<th>Additional Questions</th>
<th>Roommate Matching</th>
<th>Background Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Gender:</td>
<td>Nearest:</td>
<td>Have you ever pled “guilty” or “no contest” to, or been convicted of a crime?</td>
</tr>
<tr>
<td></td>
<td>Which School Will You Be Attending?</td>
<td>Personality:</td>
<td>Have you ever pled “guilty” or “no contest” to, or been convicted of a crime?</td>
</tr>
<tr>
<td></td>
<td>Move-in Classification</td>
<td>Focus:</td>
<td>Requests are not guaranteed but if space is available, they will be filled in a first-come, first-served basis.</td>
</tr>
<tr>
<td></td>
<td>Major:</td>
<td>Visitors:</td>
<td>Please specify —</td>
</tr>
<tr>
<td></td>
<td>Preferable Method of Contact:</td>
<td>Activity Level:</td>
<td>Describe Yourself:</td>
</tr>
<tr>
<td></td>
<td>Referred by:</td>
<td>Drink:</td>
<td>Describe what you look for in a roommate:</td>
</tr>
<tr>
<td></td>
<td>Emergency Contact Name:</td>
<td>Smoke:</td>
<td>(list 3 traits/characteristics you look for in a roommate)</td>
</tr>
<tr>
<td></td>
<td>Emergency Contact IPhone #:</td>
<td>If you smoke, will you only smoke outside?</td>
<td>Please specify —</td>
</tr>
<tr>
<td></td>
<td>Is your permanent address different from the current address?</td>
<td>Do you have any Pets?</td>
<td>Please specify —</td>
</tr>
<tr>
<td></td>
<td>Living at Current Address Until:</td>
<td>Would you be okay living with a pet?</td>
<td>Please specify —</td>
</tr>
<tr>
<td></td>
<td>Will you provide a guarantor for this application?</td>
<td>1st Bedroom Preference:</td>
<td>Please specify —</td>
</tr>
<tr>
<td></td>
<td>A guarantor will be required unless the student has their own source of income.</td>
<td>2nd Bedroom Preference:</td>
<td>Please specify —</td>
</tr>
</tbody>
</table>

**Select the option: “I’m and international student and will provide a copy of my I20”**

**I-20 is the generic term we use for your DS2019.**

**How would you like your prospective roommate to contact you prior to your arrival?**

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**North Carolina State University**
After clicking “Save & Continue” you will be redirected to the following page:

Students will then be directed to the last page of the application; this is when the coupon code will need to be used. I have outlined below how that works and it will reduce the fees down, and then the student will be able to pay. **UNTIL THE COUPON CODE HAS BEEN APPLIED DO NOT PUT IN CREDIT CARD NUMBER OR IT WILL CHARGE THE FULL AMOUNT. AFTER THE APPLICATION OF THE COUPON CODE THEN STUDENT CAN ENTER CREDIT CARD INFORMATION**

- First enter coupon code “studyabroad”
- Check all four boxes at the bottom of the page
- Click apply (the page will refresh and update the information at the top to reflect the discount)
- Insert credit card information
- Check the boxes at the bottom again
- Click submit application

**Please note that all credit card payments are subject to processing fees**

Once the application is submitted, this step is complete. ****ONLY STUDENTS SIGNING A 12 MONTH AGREEMENT WILL PROCEED TO THE LEASE DOCUMENT, IF YOU HAVE BEEN APPROVED FOR A SHORTER LEASE TERM PLEASE DO NOT SIGN THE LEASE DOCUMENT UNTIL IT HAS BEEN REGENERATED WITH THE CORRECT TERMS!
Step #2

• Once the application has been submitted students will email Matt Woods (mwoods@capstonemail.com) to indicate they have complete the application process. At that point Matt will regenerate and send the lease document with the amended price and lease end date per the original request. ***if the students will be signing the lease agreement for 12 months and subleasing in December/May student will continue through to the lease document, please email Matt Woods to indicate in advance that you are planning to leave early and will be in search of a sublease ((no fee will be charged to study abroad students wishing to sublease))

Step #3

• Once the lease agreement has been signed students should email a copy of the DS2019 and Passport to Matt Woods (mwoods@capstonemail.com) **If these documents are not available at time of signing please send them over as soon as they are available.
• Once Valentine Commons has received the lease agreement you will be sent an email from Matt Woods offering the exclusive “Study Abroad Welcome Pack” that will include several “First Night” items as well as necessary items for the apartment that may be difficult to get the first day in Raleigh. Welcome packs are optional for a one time fee and will be set up in your apartment prior to your arrival. Payment for these packs will be made during payment for first month rent. Welcome Packs cost $100 and will include the following:
  • Shower Curtain, Shower Liner, Shower Curtain Hooks, Towel(2), Washcloth(2), overnight toiletries, Bedroom Lamp, Pillow, Sheets & Duve and one pack of Hangers

Step #4

• Matt Woods or a Representative of Valentine Commons will email out Roommate Assignments on or before July 1st along with FAQ’s and Move in Newsletter with information about move in day.
• Rent must be paid in prior to receiving keys for move in, detailed information about how to set up your account will be sent via email along with the newsletter and roommate information
  • RENT IS DUE ON THE 1st of each Month
• Students are encouraged to apply for a housing insurance for the period of their lease
• Valentine Commons will recommend a housing insurance to students and students will be able to apply for it online before their departure to Raleigh through a third party company