

RANKEN

TECHNICAL COLLEGE

RESIDENTIAL LIFE

STUDENT HOUSING CHECKLIST

STEPS AFTER COMPLETING THE HOUSING APPLICATION

CHECK YOUR RANKEN EMAIL ACCOUNT

- After completing the Admissions process. You will receive your username and password for InsideRanken.org in the mail.
- Log in, scroll down on the page and see "Check Your Ranken Email".
- Click the link in the sentence.
- Log in and read your Move In email.

PAY THE HOUSING DEPOSIT

- There is a link in the Move In email to pay the deposit. You can also...
- Go to Ranken.edu
- Search "Housing Deposit"
- Pay the Housing Deposit online
- The Housing Deposit is to cover damages upon the final move out. The deposit does NOT hold a room assignment.

COMPLETE & RETURN HEALTH PAPERWORK

- Your Move In email will have the following required paperwork
- Medical History Form
- Immunizations Form
- Proof of Health Insurance: All students in housing are required to have Health Insurance. If the student does not have have, a resource to obtain it will be emailed to the student.
- A COVID VACCINATION IS REQUIRED TO LIVE ON CAMPUS.

SIGN THE HOUSING CONTRACT

- There is a link in the Move In email to sign the Housing Contract
- Fall contracts are Aug- May
- Spring contracts are Jan-May
- Summer contracts are Jun-Aug
- Contracts ended early will result in a \$400 Housing Contract Cancellation Fee

COMPLETE FINANCIAL AID/PAYMENTS

- Room Assignments are given based on completion of all financial obligations.

ATTEND NEW RESIDENT ORIENTATION & MOVE IN DAY

- Details on the New Resident Orientation will be sent in the Move In email.
- Attendance is required before moving into Walker Hall.

**ALL PAPERWORK CAN BE SENT TO
ATTN: RESIDENTIAL LIFE
EMAIL: reslife@ranken.edu FAX: 314-371-0241**