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 Health Insurance, 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