<u>Filling out your Housing Application and Paying your Housing Deposit</u>

1. To get started, go to your application status page at: https://apply.gonzaga.edu/apply/status.
2. Login using your email address and the password you have set.
   a. **Please note:** You will use the email with which you applied to Gonzaga.
   b. **Please note:** If you have not logged in to your application status page yet or you have forgotten your password, just click 'Forgot Your Password?' and follow the prompts.
3. Once logged in, you will see your most recent status update on the 'Status Update' section.
   a. If there is a yellow highlight behind the 'Status Update' section of your application status page, click 'View Update'. Once you have read the update, click 'Return to Application Status'
   b. If there is no highlight behind the 'Status Update' section of your application status page, proceed to step 4.
   c. **Please Note:** If you have already viewed your latest application status update but the yellow highlight remains, please contact the Office of Admission at admissions@gonzaga.edu or call 509-313-6572.

Complete your Housing Application

4. In the 'Forms' section, click on the 'Fill out your Residential Housing Application and pay your Housing Deposit' form.
5. Click the link to your Residential Housing Agreement, this will take you to ZagLiving. Create your account using the email you used on your application. Complete the steps to submit your housing application.

Pay your $200 Advance Room Deposit

1. Once you have completed your residential housing application on Zagliving (see above). Navigate back to your application status page at: https://apply.gonzaga.edu/apply/status.
2. In the 'Forms' section, click on the 'Fill out your Residential Housing Application and pay your Housing Deposit' form.
3. Answer 'Yes, I am ready to pay my housing deposit.' and click 'submit'
4. You should now be back to your application status page where you will see a payment due. Click the link to 'Submit Payment for 200.00 USD'.
5. On the 'Submit Payment' page, click 'Submit Payment'.
6. Select the Payment Method with which you would like to make this payment.
7. Fill out the payment form and click 'Continue'.
8. Check to ensure the information is correct, then click 'Pay'.
9. A receipt of the transaction will be sent to the email you put on the payment form.