**Housing Application Instructions**

**Sea Gull Square**

**Step 1: Getting Started**
You will need these things ready before you begin:

1. Checkbook for an e-check or credit card (MasterCard, Discover, American Express).
2. Your student GullNet login and password.
3. The Meal Plan you would like to request (Sea Gull Square residents are not required to have a meal plan).

**NOTE:**
- *All Pop-Up Blockers must be turned off.*
- *System Requirements: Internet Explorer 5.0 or higher OR Netscape 6 or higher on a PC. This application will not work on a Mac or with Firefox/Safari.*

**Step 2: Logging On**
Go to the Salisbury University GullNet website: [http://www.salisbury.edu/gullnet](http://www.salisbury.edu/gullnet)
1. Click the “log on” tab and enter your username and password. It is the same log on that you use to register for classes.
2. Once logged in, from the menu under self service, select Housing Application.
3. On the next page, select the “Add a New Housing Application” tab.

**Step 3: Payment Page**
1. Select the type of payment you would like to use: Electronic Check or Credit Card
2. Electronic Check (ACH) - accept the terms and conditions by checking the box. Enter your e-mail address, bank name, routing number, account number and acknowledge the checking agreement. Click Submit.
3. Credit card – We accept Mastercard, Discover and American Express. Accept the terms and conditions, enter your e-mail address, select your card type, enter your account number, expiration date and the name on the card. Click Submit.

With both payment types it will show a payment confirmation page. Please PRINT this page as a receipt of your payment. Click Finish to continue to the application.

**Step 4: Application**
You will now need to fill out the entire application.
1. Choose your Cluster Type: 4 bed by 4 bath; 4 bed by 2 bath; 2 bed by 2 bath.
2. Choose a meal plan (not required).
3. If there is a medical condition or disability that would influence assignment, please indicate and describe if applicable so we can best fit your needs.
4. Select if you are planning to graduate December 2011 or May 2012. Disregard if this does not apply to you. Click Continue.
5. Select your answers to the six roommate matching questions. Click Continue.
6. Agree to the terms and conditions of the housing contract by checking the agreement boxes next to each term/condition. Electronically sign the contract by checking the electronic signature box and typing in your signature. Upon typing your name, you are agreeing to the terms and conditions of the Residence Hall Contract and the Resident Hall Information Booklet. These publications are available on our web site at [www.salisbury.edu/housing](http://www.salisbury.edu/housing).
7. Click **Submit Completed Application**.

Step 5: Confirmation

The final page will thank you for your application and show your requested groups for each building. This means you have completed the application process and our office has received the application and housing deposit. **Please PRINT this page as a confirmation of your application.**

*Once all applications have been complete, you will receive instructions to return to your application and create your apartment group. Apartments will only be able to be made by students currently contracted with Sea Gull Square.*