OFFICE OF HOUSING & RESIDENCE LIFE

HOW TO
APPLY FOR HOUSING

Middle Georgia State University

New Students:

1
- **Before applying, please make sure your MGA email is setup.** Follow the path below to find the instructions.
  - *Visit www.mga.edu >> Click Menu >> Current Students >> Email >> Go to Instructions - Click New Student Webmail Login*

2
- Login into your Banner/SWORDS account to access the StarRez Housing Portal.
  - *Visit www.mga.edu >> Click Menu >> Current Students >> Banner/SWORDS >> SWORDS Student Login*

3
- Follow the path below to access the Housing Application in StarRez:
  - *Under the menu entitled Student Information >> Click StarRez Housing Portal>> Click Login (top-right hand corner)>> MGA-Student SSO Login*

4
- Select *Housing Application* at the top and on the next page click *Apply* next to the term you are applying for.

5
- After completing the first 3 pages, it will prompt you to submit a payment of $155 for the application fee. Please note that this fee is required only once and is non-refundable.

Disclaimer: The housing application fee is NON-REFUNDABLE. Requests for a refund will be denied if you change your mind after you pay. Also, please be advised to press *Pay Now* ONCE when submitting your payment. Clicking multiple times will result in multiple charges to your method of payment.

6
- Once the application fee has been paid, please wait 30 minutes for processing, then log back in to complete the remaining steps of the application.

7
- Please complete all steps until you have reached the *Application Summary* page.

478.934.3027 (Cochran)   **housing@mga.edu**   **478.477.5046 (Macon)**