Online Residence Application and Registration Step by step

The student will enter his student number and pin before he will be able to go online and apply or register for a residence. Then he/she must proceed to the residence application function.

Step 1:
- Then click on the residence rules and regulations process. He/she must “Accept” the rules to be able to continue with his/her application.
It will display that his/her acceptance was logged. This can be viewed on SREGB-8 – Certificate Seen records.

**Step 2:**
- Proceed to the next process to Submit the Residence Application. Make use of the list of values by
  - Enter the academic year
  - Residence period
  - And building and click on the proceed with application button.

It will display the record has been captured.

The student will then receive a Residence Application Notification which will display the student residence details.