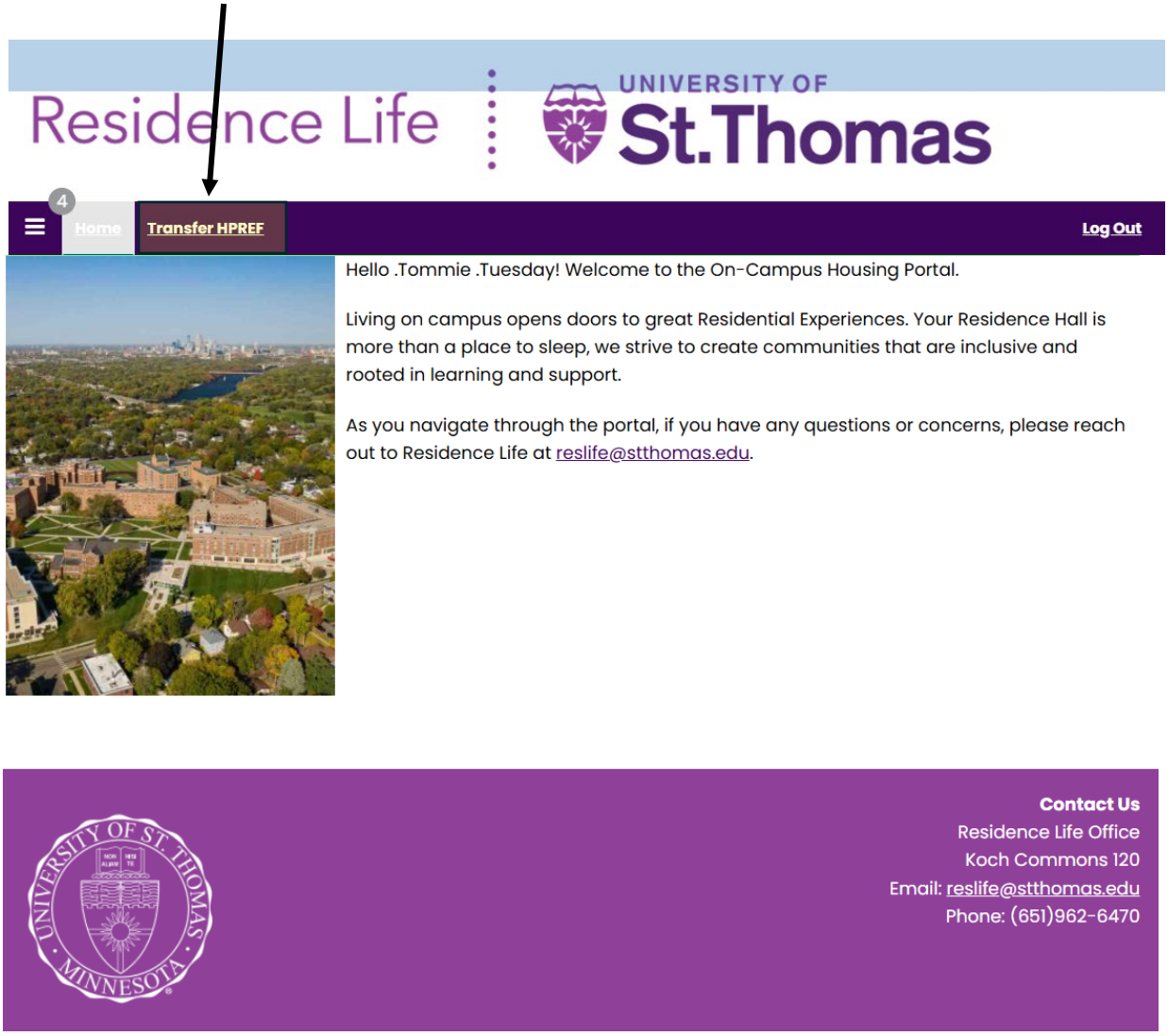
TRANSFER STUDENT HOUSING PREFERENCE FORM (HPREF) GUIDE

STEP 1. Log In to the student housing portal and select Transfer HPREF.

- Sign on to the Residence Life Housing Portal at https://stthomasmn.starrezhousing.com/StarRezPortalX/
- Select **Transfer HPREF** found on the purple menu bar.



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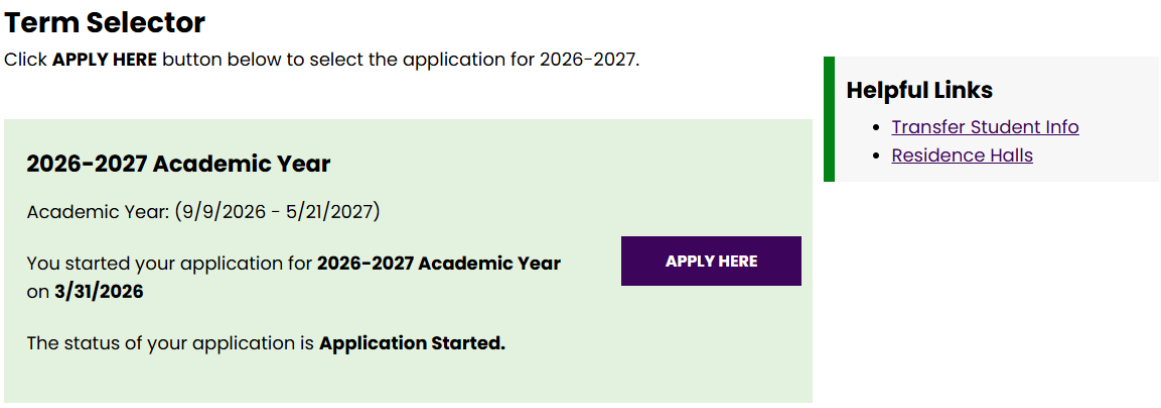
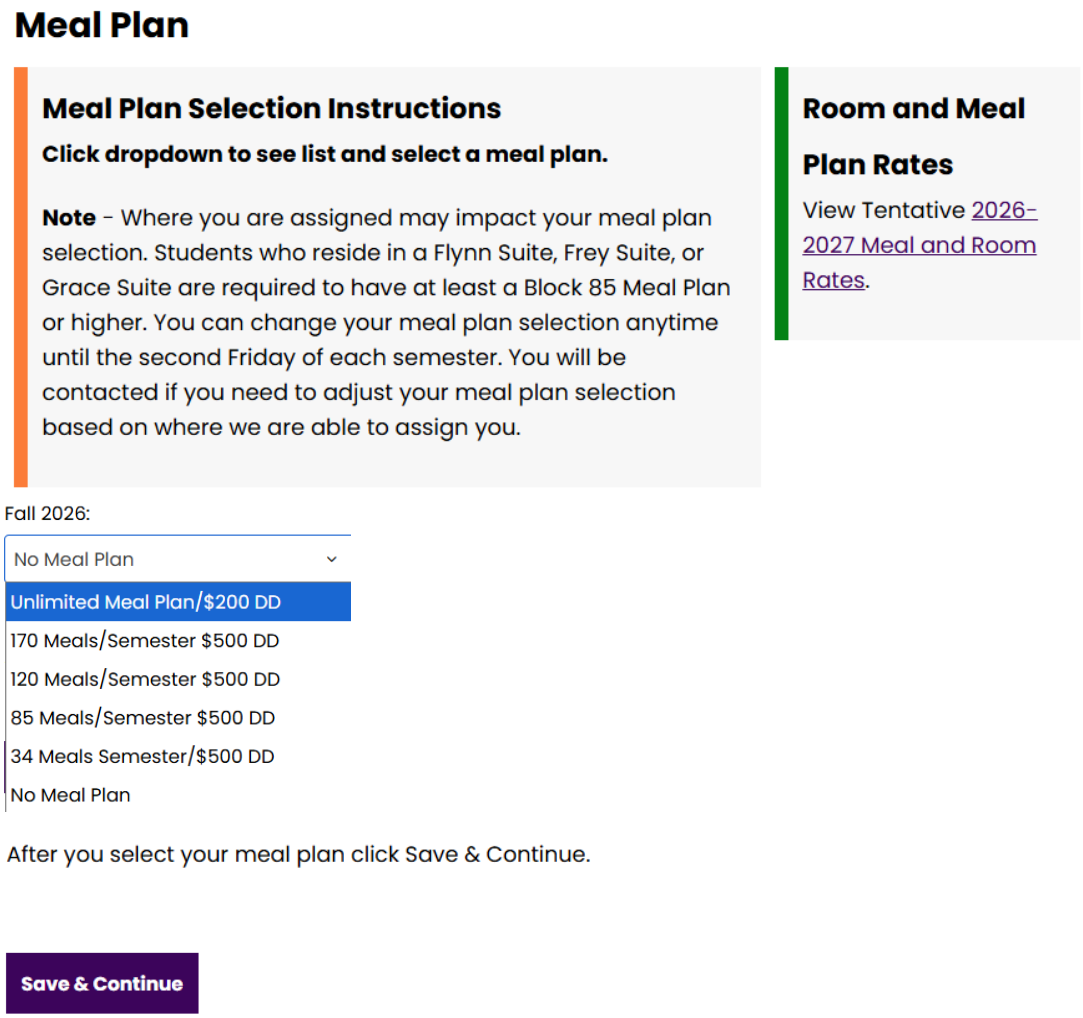
STEP 2. You are applying for 2026-2027 Academic Year. Click Apply Here button.



STEP 3. Read the meal plan note and click dropdown arrow to select from the list.



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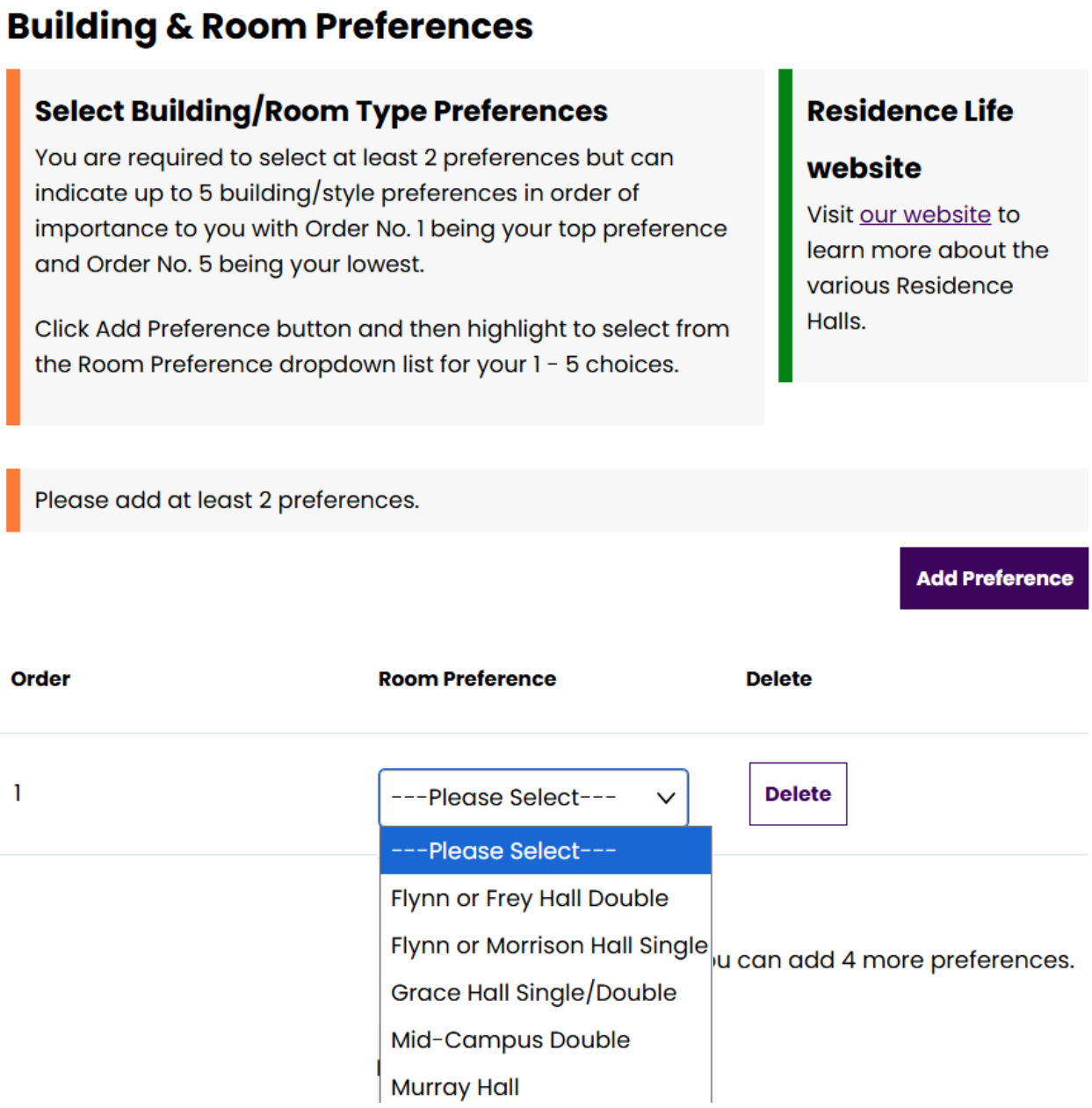
STEP 4. Required – Select at least two and up to five building/room type preferences.



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STEP 5. OPTIONAL - Single Room Preference and Other Requests for Consideration.

Instructions - Single Room Preference

IMPORTANT - please read instructions below before you make your choice.

Click in the box to place a check mark if you are ONLY INTERESTED in a SINGLE ROOM. This could include your own bedroom within a 3 or 4 bedroom apartment or your own bedroom in a suite style layout where you share a bathroom with other residents.

If you will accept any space on campus, leave box blank and you may click in the box to remove a check mark if you change your mind.

☐ Click in the box if you are ONLY INTERESTED in a SINGLE ROOM

Instructions - Requests for Consideration

Do you have any Roommate Requests or any other considerations?

Type their Full Name and St. Thomas ID in the text box below and provide a reason for consideration.

Type response in the text box below.

When done click Save & Continue.

Save & Continue

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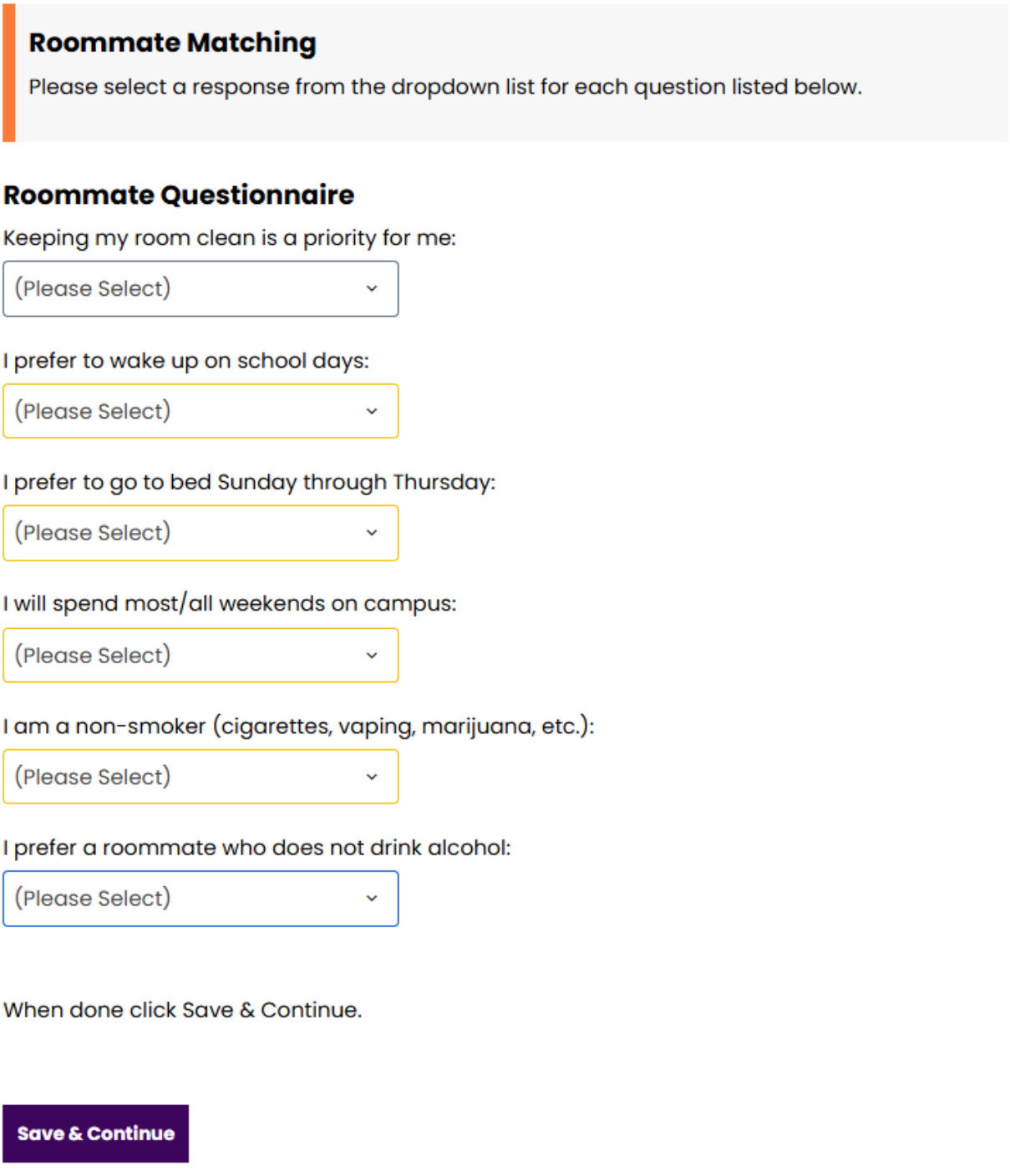
STEP 6. Click dropdown arrows and select your response for Roommate Matching.



Roommate Matching

Please select a response from the dropdown list for each question listed below.

Roommate Questionnaire

Keeping my room clean is a priority for me:

(Please Select)

I prefer to wake up on school days:

(Please Select)

I prefer to go to bed Sunday through Thursday:

(Please Select)

I will spend most/all weekends on campus:

(Please Select)

I am a non-smoker (cigarettes, vaping, marijuana, etc.):

(Please Select)

I prefer a roommate who does not drink alcohol:

(Please Select)

When done click Save & Continue.

Save & Continue

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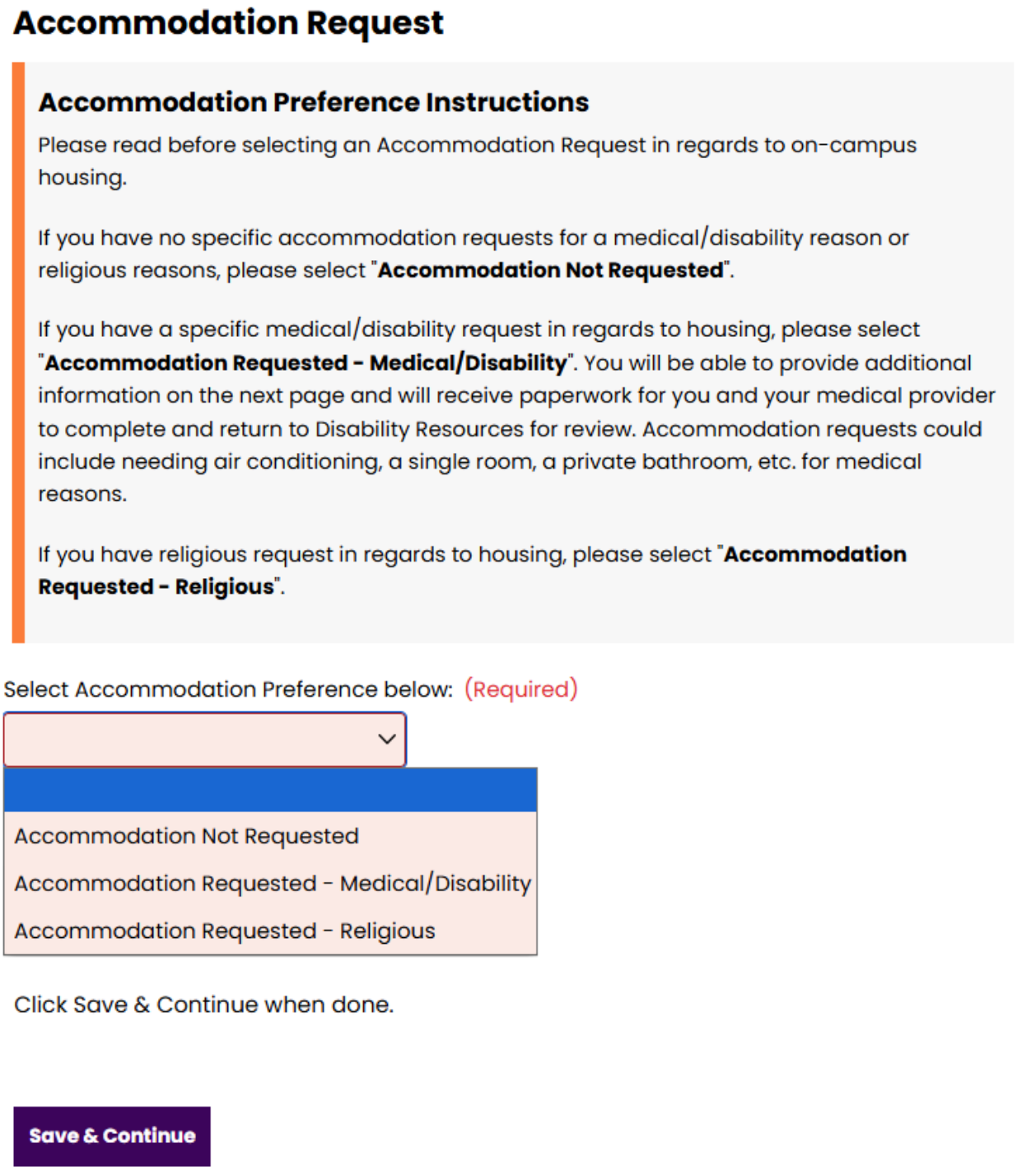
STEP 7. Click dropdown arrow and select an Accommodation Preference.



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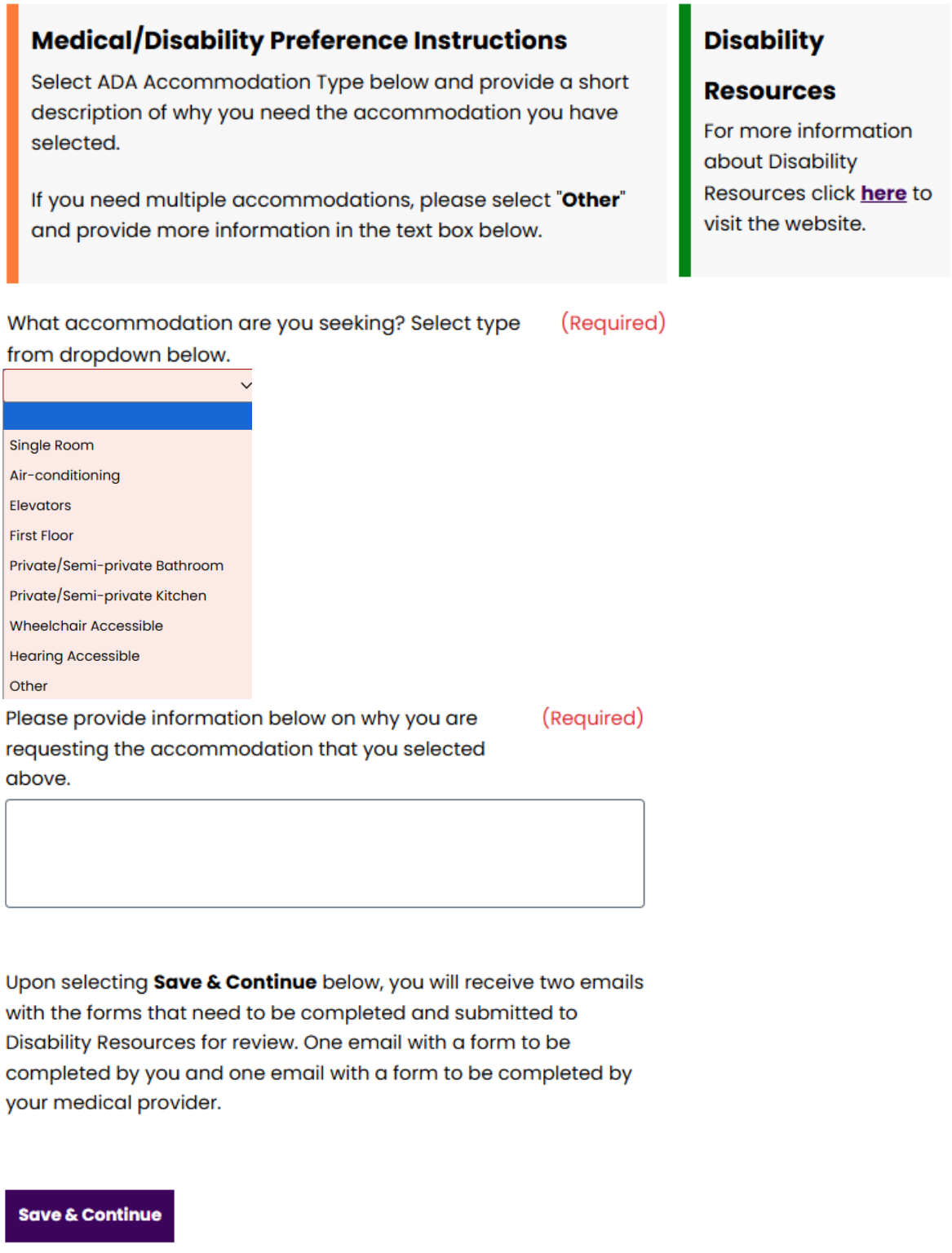
STEP 8. If you selected "Accommodation Requested – Medical/Disability" in Step 7, you will land on the page below for you to provide information for your request.



Medical/Disability Preference Instructions

Select ADA Accommodation Type below and provide a short description of why you need the accommodation you have selected.

If you need multiple accommodations, please select "**Other**" and provide more information in the text box below.

Disability Resources

For more information about Disability Resources click **here** to visit the website.

What accommodation are you seeking? Select type from dropdown below. (Required)

- Single Room
- Air-conditioning
- Elevators
- First Floor
- Private/Semi-private Bathroom
- Private/Semi-private Kitchen
- Wheelchair Accessible
- Hearing Accessible
- Other

Please provide information below on why you are requesting the accommodation that you selected above. (Required)

Upon selecting **Save & Continue** below, you will receive two emails with the forms that need to be completed and submitted to Disability Resources for review. One email with a form to be completed by you and one email with a form to be completed by your medical provider.

Save & Continue

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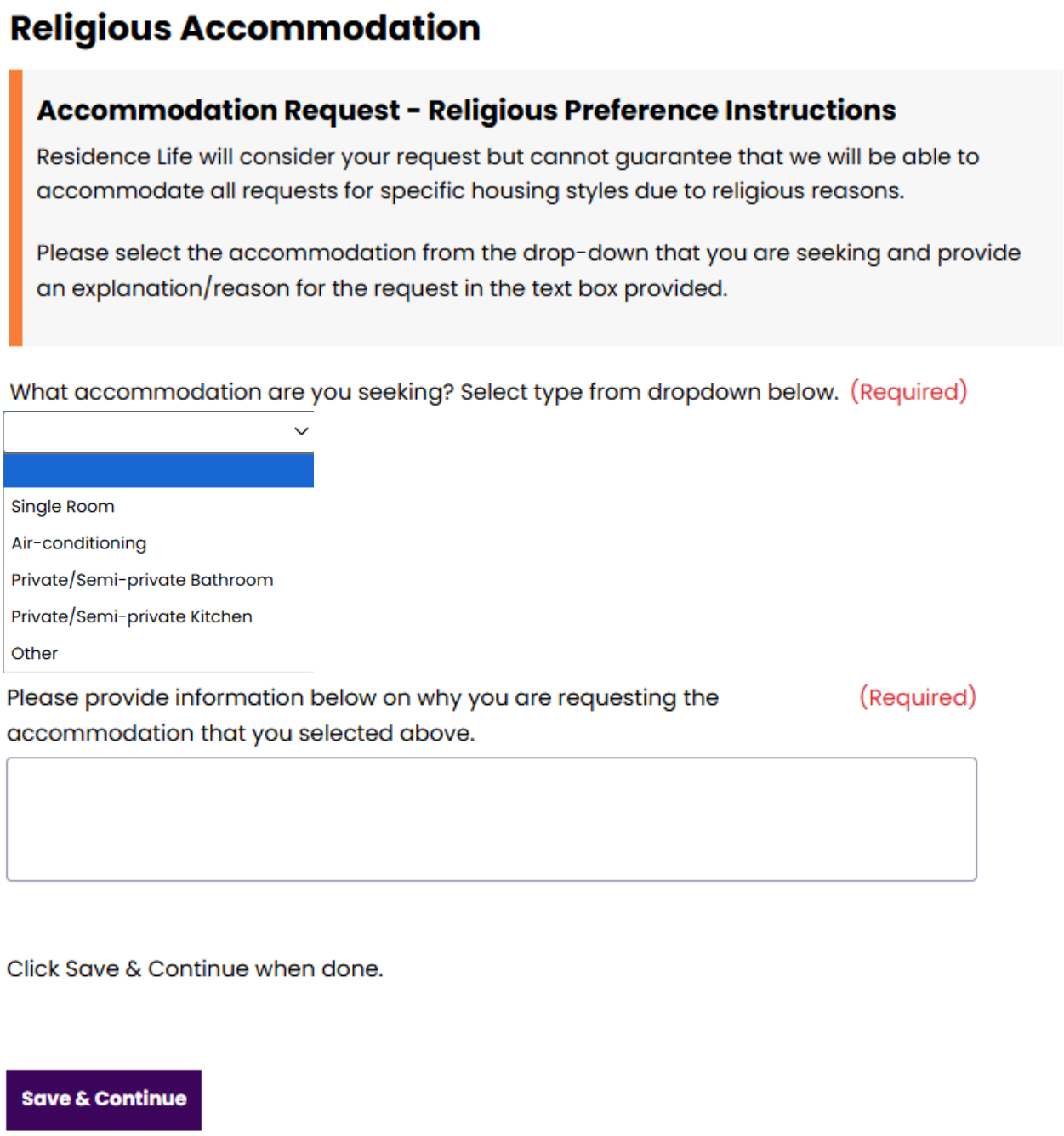
TRANSFER STUDENT HOUSING PREFERENCE FORM (HPREF) GUIDE

STEP 9. If you selected "Accommodation Requested – Religious" in Step 7, you will land on the page below for you to provide information for your request.



Religious Accommodation

Accommodation Request - Religious Preference Instructions

Residence Life will consider your request but cannot guarantee that we will be able to accommodate all requests for specific housing styles due to religious reasons.

Please select the accommodation from the drop-down that you are seeking and provide an explanation/reason for the request in the text box provided.

What accommodation are you seeking? Select type from dropdown below. (Required)

- Single Room
- Air-conditioning
- Private/Semi-private Bathroom
- Private/Semi-private Kitchen
- Other

Please provide information below on why you are requesting the accommodation that you selected above. (Required)

Click Save & Continue when done.

Save & Continue

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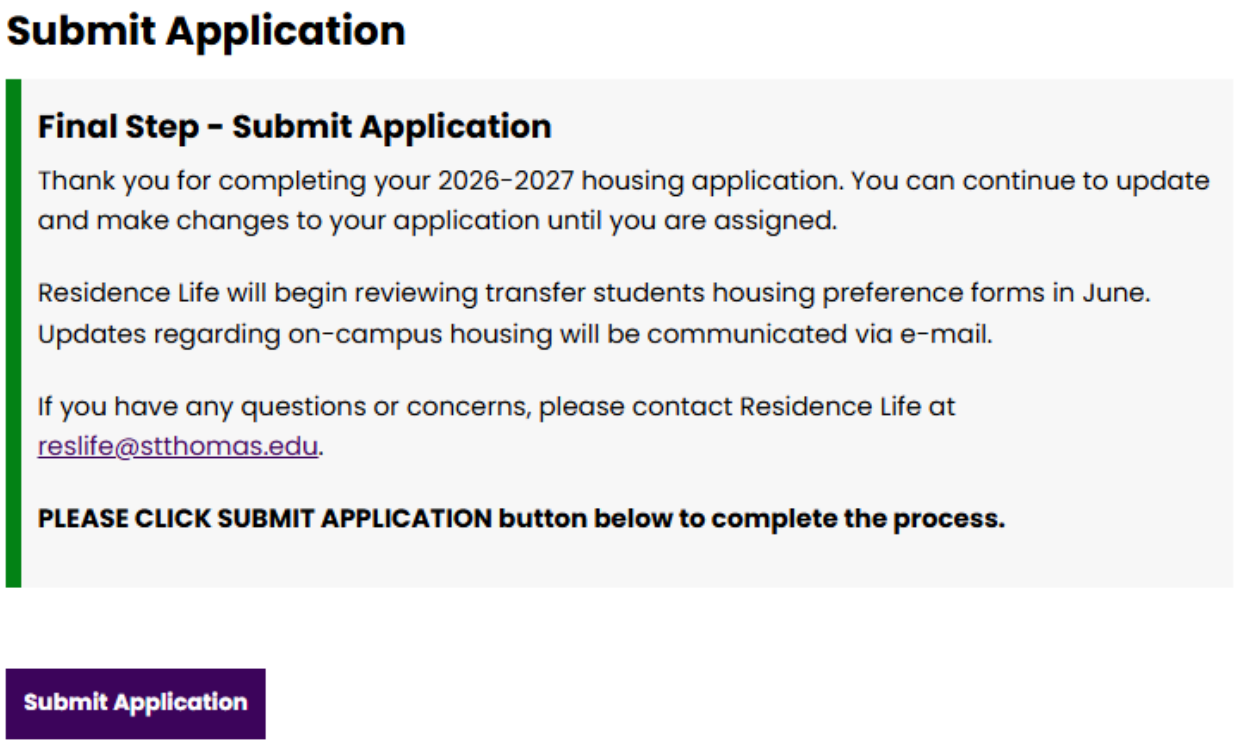
STEP 10. Final Step – Click Submit Application button found at the bottom of the form.