

How to Create a Roommate Group

Have a Roommate in Mind? If space is available, it is our goal to place a student with their preferred roommate. You can preference a roommate by creating a roommate group.

Note: You must have a complete housing application to create a roommate group and the person you are inviting must have a complete housing application.

-and-

Note: You may only list one student in your roommate group and you can only be part of one roommate group.

To create a roommate group:

1. My Missouri State → Campus Life → Housing → Application Update
2. Select **“Roommate Group”**

Missouri State University Housing Application

2021-2022 Academic Year

Complete My Housing Application for the 2021-2022 Academic Year [CLICK HERE](#)

Update Application Preferences [CLICK HERE](#)

Pay My Housing Deposit [CLICK HERE](#)

Sign My Terms & Conditions [CLICK HERE](#)

Roommate Group [CLICK HERE](#)

3. Select **“Create Group”**

Roommate Group Requests

[Create Group](#)



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4. Select “Invite”

To invite another student to your group, that student MUST have a completed housing application on file. Note: You may only list one student in your roommate group.

Roommate Group Requests		
<u>Janis Tester's group</u>	<u>Roommate</u>	<u>Status</u>
Leave	Janis Tester	Leader
Invite		



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5. Search for your preferred roommate based on the criteria provided. Please note: the student MUST have a housing application submitted.

Roommate Group Requests

Janis Tester's group	Roommate	Status
Leave	Janis Tester	Leader

[Invite](#)

Roommate Search Criteria

University ID:

Cell Phone:

Last Name:

First Name:

 [Search](#)

After the student you would like to request is listed as Found. You will need to click **“Select”** to list the student in your group.

Roommate Group Requests

Janis Tester's group	Roommate	Status
Leave	Janis Tester	Leader

[Invite](#)

Roommate Search Criteria

University ID:

Cell Phone:

Last Name:

First Name:

[Found: Gwen Tester](#)

 [Search](#) [Select](#)

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After the student you would like to request is listed as Found. You will need to click **“Select”** to list the student in your group.

Roommate Group Requests

<u>Janis Tester's group</u>	<u>Roommate</u>	<u>Status</u>
Leave	Janis Tester	Leader

[Invite](#)

Roommate Search Criteria

University ID:

Cell Phone:

Last Name:

First Name:

Found: Gwen Tester

6. Then hit **“finish”** to save this roommate request.

Roommate Group Requests

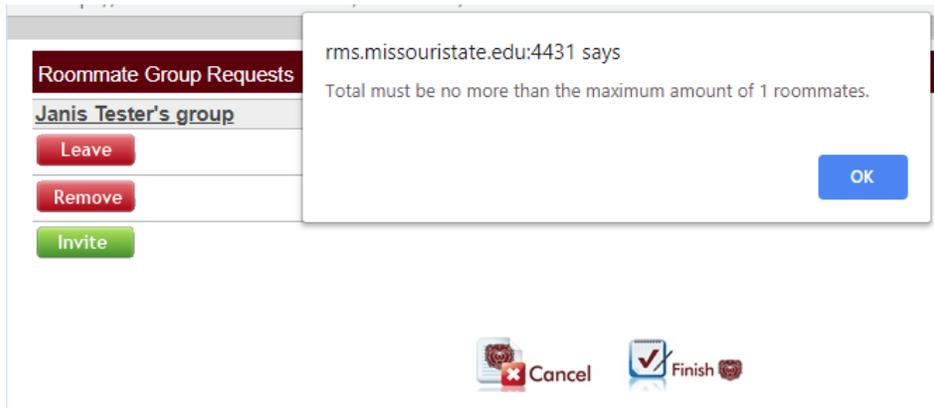
<u>Janis Tester's group</u>	<u>Roommate</u>	<u>Status</u>
Leave	Janis Tester	Leader
Remove	Gwen Tester	Invited

[Invite](#)

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Please note: You can only list one student in you roommate group.



7. The student you have listed on your application will receive an e-mail with instructions on how to accept your request to be a roommate group.

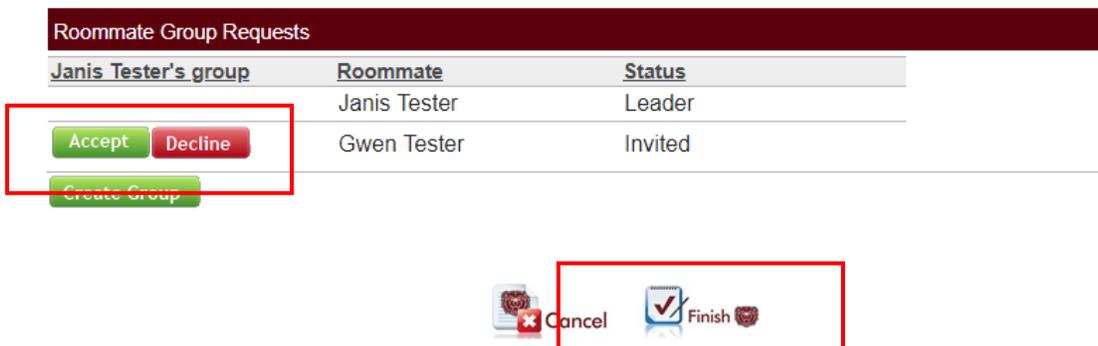
Hello Gwen Tester:

Janis Tester has listed you in their roommate group Janis Tester's group.

To accept Janis Tester's roommate invitation, you will need to update your application and accept their invitation.

Please note, you can only belong to one roommate group.

8. The other student will need to go in and either accept or deny the request.



Then hit **“finish”** to save if you are accepting or denying the roommate group request.