

Pairing with a Roommate

1. Log into your [UST Housing Portal](#)
2. On the menu, click *Roommate, Room Selection, and Waitlists*
3. Click *Select Roommates*
4. Click *Search Roommate*
5. Filter your search by name and/or living preference. **You will only be able to see other students who have completed their Housing Agreements.**
6. Click *Begin Search*

From there, you'll see other students living on campus who fit your search criteria. Read through their living preferences and **send them a roommate request.**

Once you send a roommate request, you'll see them appear under "Roommate Requests" highlighted **yellow**. If you click on the 3 dots to the left of their name, you'll see an icon with an envelope. Click this to send them an email and introduce yourself!

If someone requests you as a roommate, you'll see that under "Pending Roommate Requests." If you click the 3 dots to the left of their name, you'll see an icon with a person and a plus sign. **Click this to match with your pending request. If you don't know them and want to check out their living preferences, use the method above to search them on the Search Roommates feature.**

If you end up with a new paired roommate after your select a room, email us at residencelif@stthom.edu – if you are both in the same room type, we can easily switch people around to get you with your new roommate request. **Please note that if you are in different room types, your request may not be able to be accommodated.**

Questions? Call us at 713-525-3836 or email residencelif@stthom.edu

Selecting a Room

1. Log into your [UST Housing Portal](#)
2. On the homepage, you'll see a **red button** labeled "**Select a Room/Suite**" (The same option is on the Menu > Roommate, Room Selection & Waitlists > Select a Room/Suite)
3. Click on *Select from Room List*
4. Click *Search Available Rooms*
5. Click *Select Room* based on the available options
6. Click *Submit Room Selection* to confirm the spot
7. If you'd like to be put on a waitlist for a room type that is currently unavailable, please see the Waitlist tab on the menu!

How Roommates effect Room Selection

- If you are paired with a roommate, only 1 of you needs to do these steps! The roommate pair will all automatically be placed in them room.
- If you would like to select a room without pairing with a roommate first, you will receive a random roommate.
- **If you have an unmatched roommate pair** and do not want to wait for your request to respond, **go back to the Roommate Section of the menu and delete those requests. An unmatched roommate request will limit your ability to select a room.**

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