How to Request a Roommate and Add to Roommate Groups
Roommate Groups FAQ’s

• Students who are looking to reside on their own in a single room or would like a roommate and/or suitemates (if applicable) randomly assigned to them, **do not need to create or join a roommate group**.

• Students looking to reside with a particular roommate and/or suitemates (if applicable), or would like to search for a roommate and/or suitemates based on student profiles will need to create or join a roommate group.
Roommate Groups FAQ’s

• Students must be members of the same Classification (i.e. a First Year student cannot reside with a Graduate student).
• Only students who have a completed housing application, and do not already have a housing assignment can be added to a group.
• Students will only see other students of the same biological sex.
• In order for student to be searchable, they **MUST** have the “Display in Roommate Search Results” on the Roommate Matching Questionnaire page of the housing application **CHECKED**. Students who uncheck this box will not be found.
Search for a Roommate Options

To search for a roommate and/or suitemates (if applicable), students can choose one of two possible options on their housing application.

1. Search for Roommates by Details **(MUST have the student’s Hofstra ID#)**
2. Search for Roommates by Roommate Profiles **(prospective roommates that appear, will be based off of their Roommate Matching Questionnaire on the Housing Application)**.
Search For Roommates By Detail

- **The “Search for Roommates by Detail” option** is the option to use if a student already has a prospective roommate/suitemates (if applicable) they would like to live with.

- **Students will need the Hofstra ID# of the roommates/suitemates (if applicable) in order for a successful search.**

- **Enter** the prospective roommate/suitemates Hofstra ID# and **click** the “Search” button. Once the “Search” button is clicked, the prospective roommate/suitemates name will be displayed and students will have the ability:
  - Send Roommate Request
  - Send a message
  - View Profile

- **Students can choose to send potential roommate/suitemates a “Message” or send them a “Roommate Request” or “View Profile”.** If a student chooses to send a “Message”, this option will send the student a message to their Housing Application Portal and their Hofstra Pride email address.
Roommate Matching Questionnaire

• This is a students standard profile. Students will use this page to setup their profile types which will be used for matching with a potential roommate and/or suitemate. **Completing this page is extremely important if they are looking to be paired with a random roommate/suitemate.**

• Students should ensure they complete each prompt to increase the chances of a good match.
Search By Profile

• Students can search for roommate/suitemates (if applicable) by setting a parameter from the roommate matching questionnaire to consider potential roommates and/or suitemates (if applicable). "Some common search options include, ‘Cleanliness, bed time preference, and study habits’"

• Once a parameter is set, potential matches will show up by clicking on the “Search” button. The system will automatically calculate the students percentage match with other students.

• Students can choose to send the potential roommate a “Message”, send them a “Roommate Request” or “View Profile”. If a student chooses to send a “Message”, this option will send the student a message their Housing Application Portal and their Hofstra Pride email address.
Adding a Roommate to a Roommate Group

- After students communicated and confirmed a potential roommate/suitemate (if applicable) group, students MUST select a “GROUP LEADER”. (Please note, if there is more than one “GROUP LEADER”, the both “GROUP LEADERS” will not be able to find each other when they search for one another. When this happens, one of the Group Leaders will need to delete their group.

- Once a “GROUP LEADER” is decided, the “Group Leader” will send EACH student in the potential roommate/suitemate (if applicable) group a “Roommate Request”.

- The Group Leader will click on “Send Roommate Request” to begin the invitation process.

- Once a request is sent, students will see the name of their potential roommate/suitemate (if applicable) listed under “Outgoing Requests”. The intended roommate/suitemate (if applicable) will receive an email notifying them of this request. Click the “Save and Continue” button.
Confirming Roommate Group

• The requested roommate/suitemate (if applicable) will receive an email to their Hofstra Pride account and a portal message notifying them that someone has requested them to join their group.

• The requested roommate/suitemate (if applicable) will need to return to their housing application on their portal, click on the “Roommate Selection” tab and check for “incoming Request(s)”.

• They will have the ability to “accept” or “decline” the request. If a student “accepts” the request, they have joined the group.
Roommate Selection

• Once a group member has joined, they will be listed as a member of a group.