



Laurier Residence Application – Step-by-Step (Waterloo)

Video guide - https://www.youtube.com/watch?v=w-fSHa_DR00 (housing application guideline starts at 8 minute 30 seconds).

For incoming Laurier students starting in January/May/September. Follow these steps in order. Keep your Laurier username (before “@mylaurier.ca”) and password handy.

1) Access the Residence Portal

- Go to wlu-residence.symlicity.com.
- Click Resident.
- Log in with your Laurier username (everything before “@mylaurier.ca”) and your MyLaurier password.
- On the dashboard, under Applications, click Get Started.

2) Applicant Information

- Profile page: Enter/confirm your personal details.
- International student question: Select Yes if applicable.
- Click Next.

3) Inclusivity & Community Standards

- Diversity/Community statement: Read carefully.
- Check the acknowledgment box and click Next.

4) Room Assignment & Preferences

- Room assignment overview: Read how the placement process works.
- Campus & style: Choose your campus and preferred residence style(s) and room type(s) from the available options
- Rank your building/style preferences where prompted.
- Click Next.

5) Dining & Convenience Plan

- Waterloo: Select/confirm your meal plan
- Click Next.

6) Roommate & Community Matching

- Roommate request (optional): Add a friend's Laurier details if you mutually want to live together (both must request each other and choose the same preferences).
- Lifestyle questions: Answer the personal/lifestyle questionnaire honestly to help match you with a compatible roommate/community.
- Click Next.

7) Accommodations (If Needed)

- If you require medical/disability-related accommodations (e.g., nut-free, specific room features), complete the Residence Accommodation Request within the portal and upload your Supporting Documentation Form signed by a health-care professional.
- Click Next.

8) Agreements & Deposit

- Residence Agreement: Read the terms (contract period, fees, leaving residence policy).
- Acknowledge the terms as prompted.
- Follow the on-screen deposit payment instructions for the non-refundable residence deposit (pay by the deadline listed to keep eligibility for guarantees/lotteries).
- Click Next.

9) Review & Submit

- Review page: Check every section. To change an answer, click that section, edit, and return.
- When everything looks correct, click Submit.

10) Confirmation & Next Steps

- Email confirmation: Watch your @mylaurier.ca inbox for an email titled "*Residence application received.*"

- If you do not receive it within 24–48 hours, email info@laurieric.ca and cc: housing@wlu.ca with your full name, Laurier ID, and a brief description.
- Keep an eye on your email/portal for placement updates, move-in info, and payment schedules.

Helpful Notes & Tips

- Deadline awareness: Submit the application and deposit by the published deadline to be eligible for any residence guarantee/lottery.
- Ranking strategy: Provide several acceptable choices (style/building) to maximize your chances.
- Meal/Convenience plans: You can top up convenience/OneCard funds later. Choose a reasonable starting amount.
- Edits after submission: Use the portal to review/change sections until the stated lock date (if available). If you can't edit, email Residence.
- Support: Residence Office can help with portal issues, accommodations, or unique circumstances.

Have questions? Email: info@laurieric.ca