

commuters: housing release request

office of
residential &
commuter life
CapitalUniversity

Whether commuting from your home address or elsewhere, all commuter students are responsible for completing the housing release request form. Students should verify eligibility and must receive approval from the office of residential and commuter life.

STEP ONE: LOGIN



CapitalUniversity

Sign in with your Capital **username** or **email** address.

username or email

Password

Sign in

Sign in using your Capital **username** and your **password**.

If you need assistance, please call the Capital Helpdesk at 614-236-6508.

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- LOGIN TO YOUR HOUSING DASHBOARD HERE. [HTTPS://CAPITAL.EREZLIFE.COM](https://capital.erezlife.com)



STEP TWO: SELECT "HOUSING OVERVIEW"

Dashboard - eRezLife

https://capital.erezlife.com

Applications & forms

Home Calendar Help

General

My profile

Assessments

Jobs

Job overview

Job postings

Housing

Housing overview

My meal plans

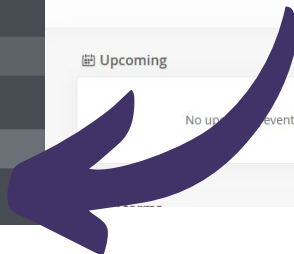
RECOMMENDED ACTIONS

apply for housing

Upcoming

No upcoming events in the next 3 days.

- CLICK "HOUSING OVERVIEW" IN THE LEFT HAND NAVIGATION



STEP THREE: APPLY NOW

The screenshot shows a user interface for 'Applications & forms'. On the left is a navigation menu with options: Home, Calendar, Help, General, My profile, Assessments, Jobs, Housing, and Housing overview. The main content area has a search bar and a user profile 'Zoe Washburne'. Below this is the 'Application forms' section with the instruction: 'Start your residence application by clicking the "Apply now" button for the application you are interested in.' A table lists the applications:

Name	Deadline	Status	
Commuter Student: Housing Release Request Form (Fall 2023)	Feb 22, 2023		Apply now

A purple arrow points from the top right towards the 'Apply now' button in the table.

- SELECT APPLICATION FOR "COMMUTER STUDENT"