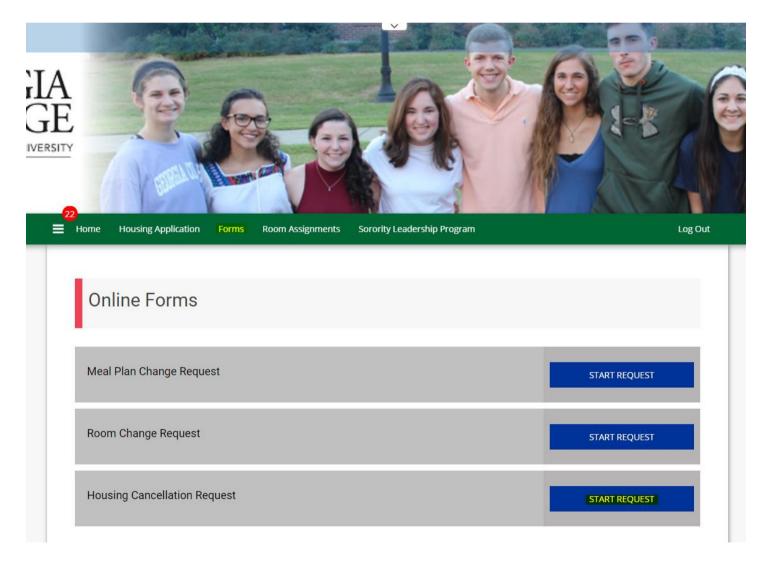
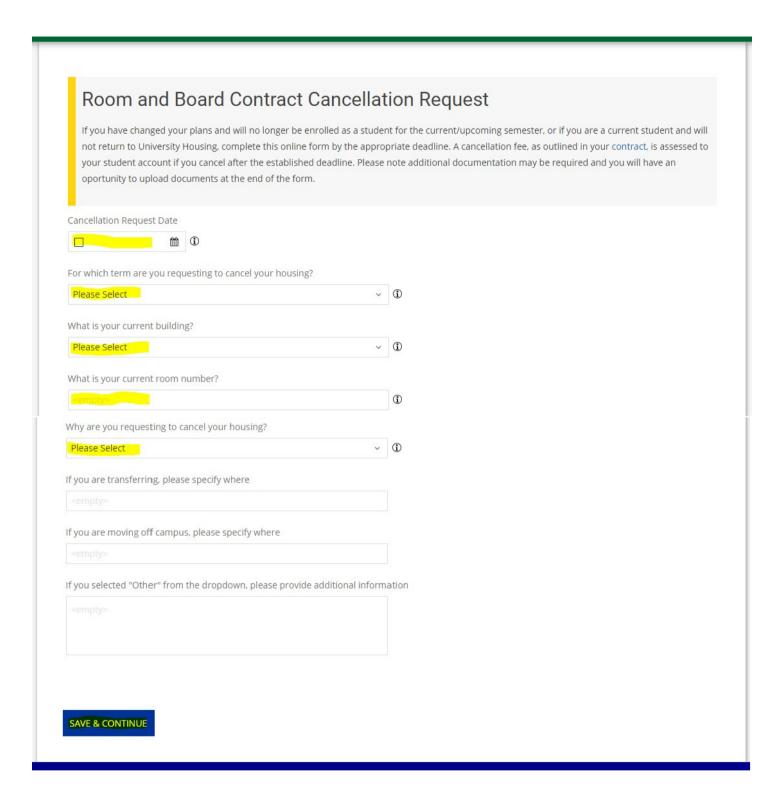


How do I submit a housing cancellation request? (students who have already moved in)

- 1. Log into Unify.
- 2. Click on the "Service Apps" tab.
- 3. Scroll down and click on the "Housing Application" icon (icons are in alphabetical order).
- 4. If a new page or tab does not appear, you will need to allow pop-ups for the site.
- 5. If you have already moved in, or you are not able to submit a request through your housing application, click on "Forms" and then select the Housing Cancellation Request form.



6. Fill in all of the required fields and then click the "SAVE & CONTINUE" button.



7. Some cancellation requests require additional documentation. If you are required to submit documentation, use the file upload at the bottom of the page to attach your documents and then click "SUBMIT REQUEST". If your cancellation request does not require any additional documentation, just click "SUBMIT REQUEST".

Please Upload Your Files Below Certian cancellation requests require accompanying documentation. If your reason for cancelling is not listed below, please click "SUBMIT REQUEST" at the bottom of the page now. 1. If you are transferring - Please upload a copy of your acceptance letter. 2. If you doing a Co-Opt/internship outside Baldwin County - Please upload details regarding your internship. 3. If you are student teaching outside Baldwin County - Please upload details regarding where you will be student teaching. 4. If you selected "Other" - Please upload documentation regarding your specific situation. If you do not have your documentation ready to upload now, you can either come back to this page at a later date or submit your request now and then email your documentation to housing@gcsu.edu once it is gathered. File Upload SUBMIT REQUEST

8. Once your request is submitted a confirmation will be displayed and a separate confirmation that your request has been received will be sent to your GCSU email.