How do I submit a housing cancellation request? (students who have not 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 haven’t moved in yet, you can typically submit a cancellation request through your housing application.
6. Click on “Housing Application” and then select the term that you applied for.
7. On the “Application Status” page, click the “CANCEL APPLICATION” button.
7. Complete the short form and then click the “SUBMIT REQUEST” button.

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.