

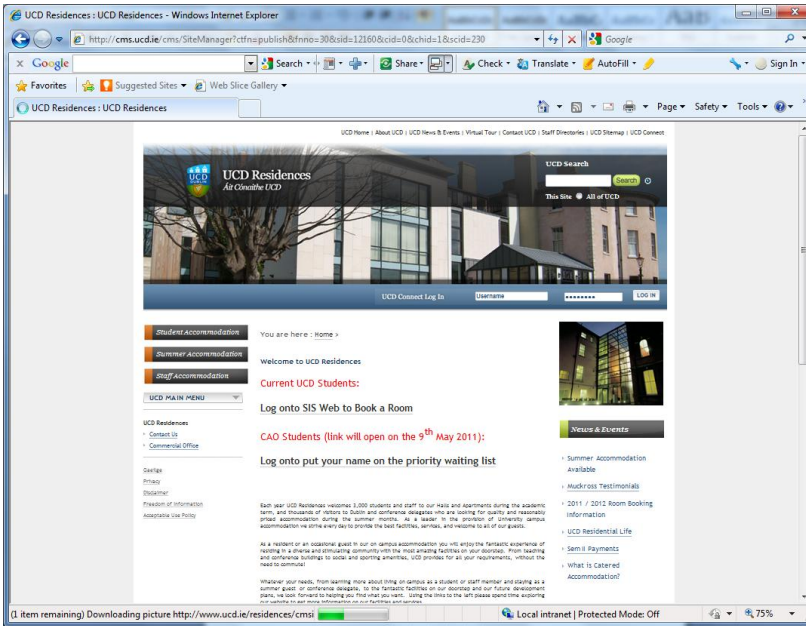
Step by Step guide for CAO students on how to book a room in UCD Residences

Stage 1

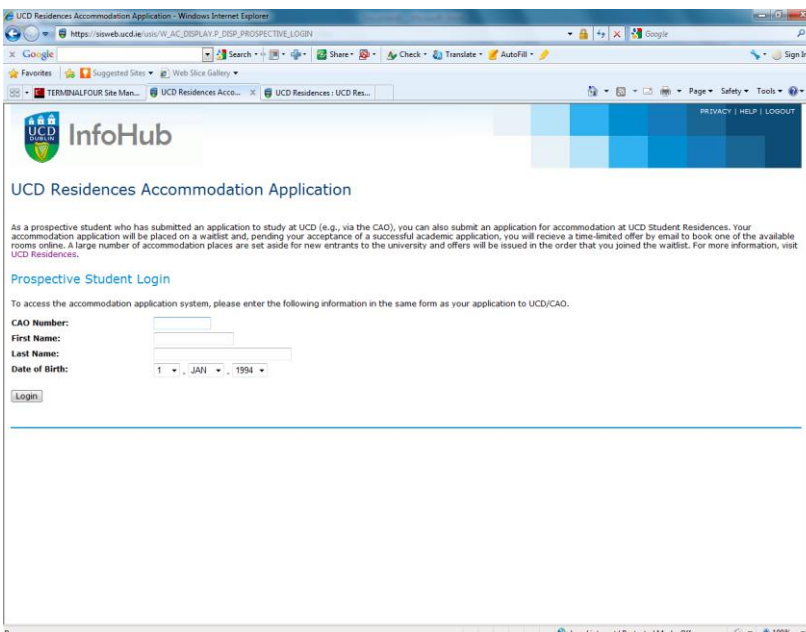
Applications will open initially on the 09th May 2012 allowing CAO students book a priority place on the waiting list (on a first come first serve basis) should they receive an offer of a place in UCD in the first round of CAO offers in August.

To place your name on the priority list follow the instructions below

- Log onto www.ucd.ie/residences



Click here to logon



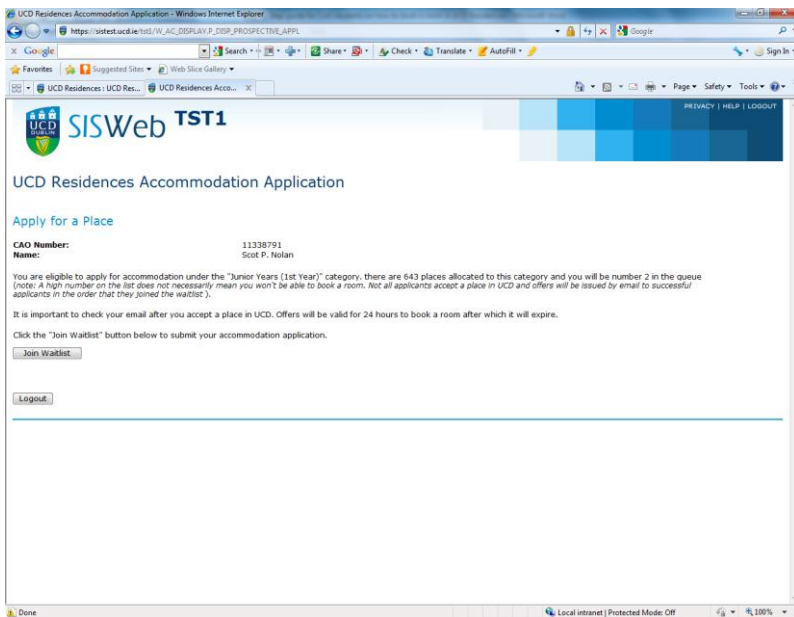
Enter your details

- CAO number
- First name
- Last Name
- Date of Birth

Click Login

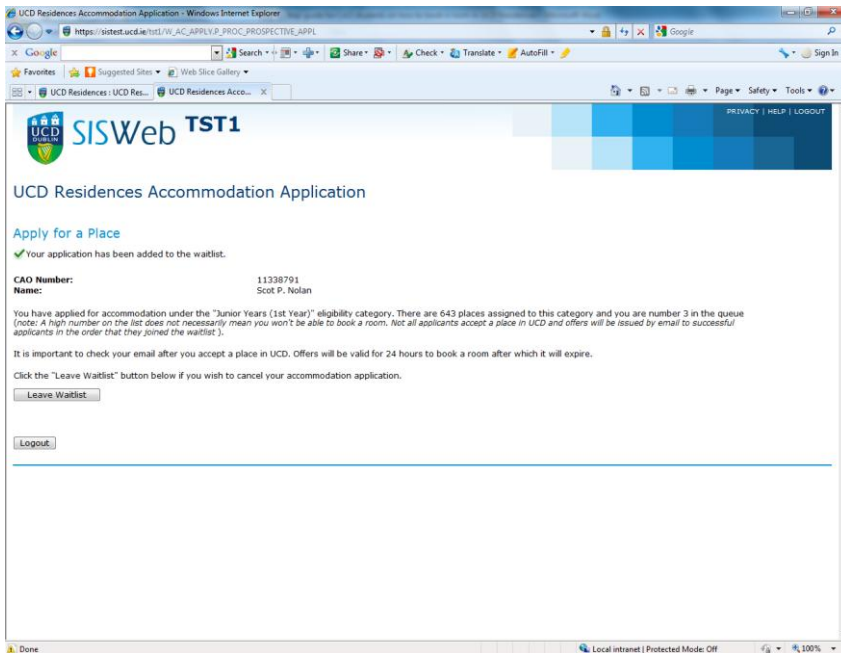


Verify details by
Clicking Yes



This will now inform you the number
you are on the waitlist.

Click to join waitlist



You can return and take your name off the waitlist any time if you wish. If you remove your name you can join again but you will join the waitlist at the end of the list.

Stage 2

Once the CAO offers are made in August students who receive an offer of a place in UCD must accept this offer before they can proceed with their accommodation booking.

Once the CAO inform UCD that they have accepted their place (2 days after the student has accepted their CAO offer) UCD residences will email the student inviting them to proceed and book a room. The offer emails will be sent at 16.00 each day during this phase of the booking process.

They will have a window of 24 hours to accept and finalise their room booking. It is the student's responsibility to ensure that they check their email regularly during this period as offers are only valid for 24hrs. Once the offer expires a student would have to rejoin the waitlist at the end.

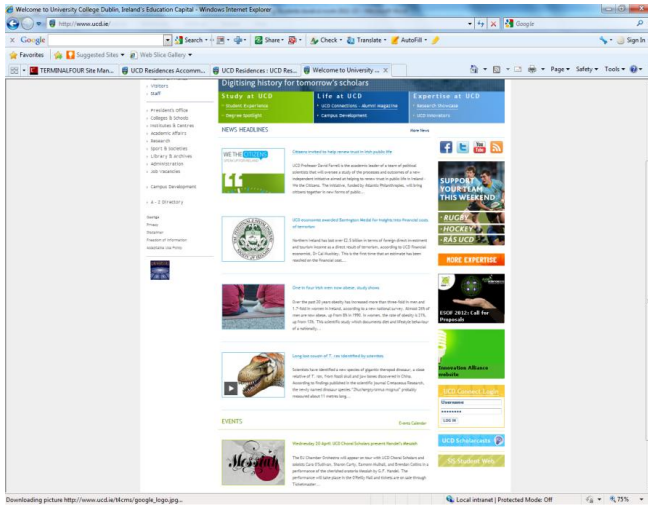
Students who are not successful in the first allocation will be offered rooms as they become available on the waitlist. The waiting list will be automated and will immediately offer rooms that come available to the next in the list. There will be a window in which students will be able to log on (24 hours), accept their offer and choose their room. It is imperative that students check their emails regularly during this period as offers are only valid for 24hrs.

Students must complete their room booking within 24 hours and in one transaction and will receive immediate confirmation. Spaces are allocated on a first come first serve basis.

The room booking system allows students choose which room they want and will provide basic information on the profile of students already booked into an apartment (e.g. first year, second year, postgraduate, male, female). Before you proceed to the booking page you should visit our website and look at the different types of accommodation, facilities and prices available at www.ucd.ie/residences

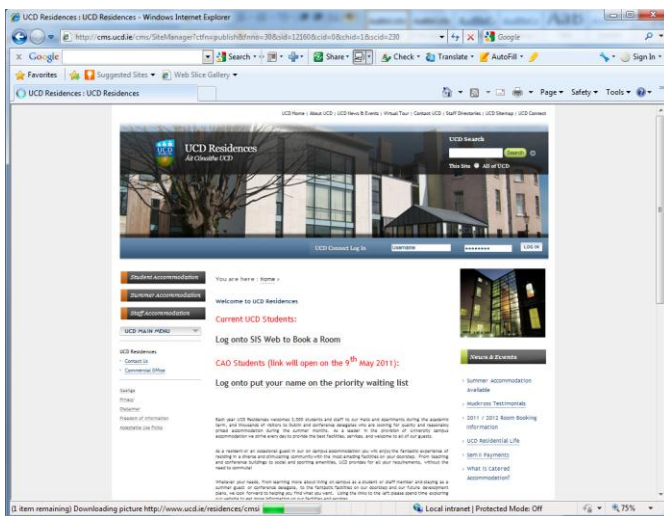
Bookings can be made through SIS Web

You can logon to the SIS either through the UCD home page www.ucd.ie



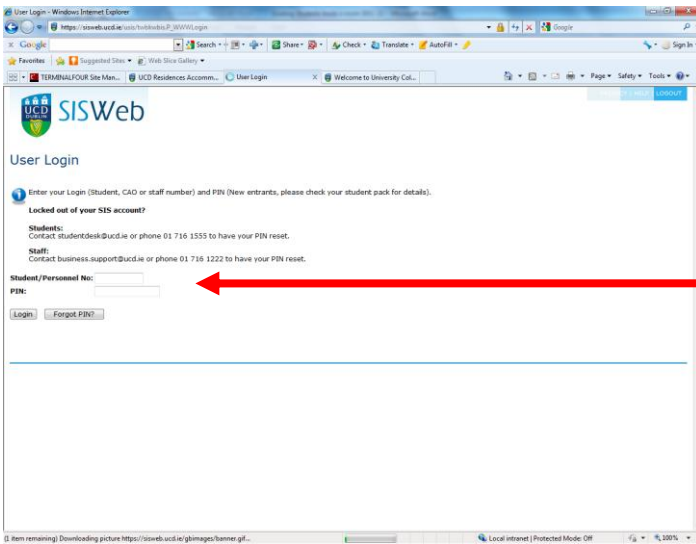
Click to go to the SIS Web

Or on the residences website www.ucd.ie/residences

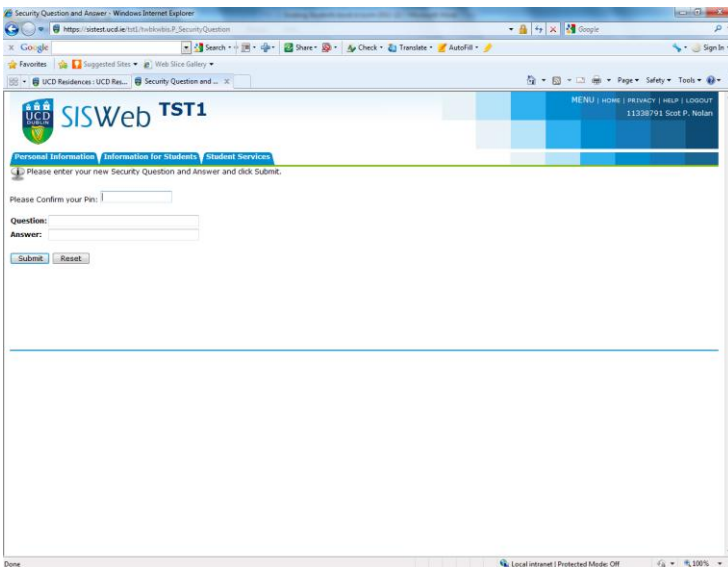


Click to go to the SIS Web

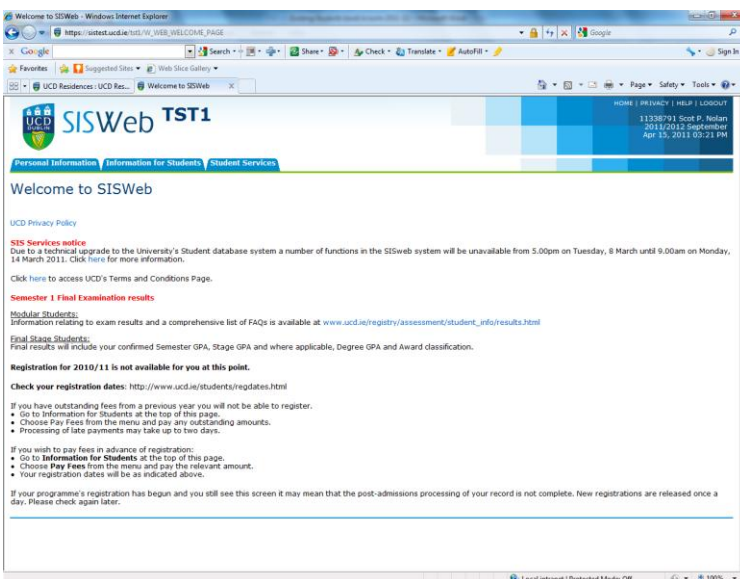
Your Login ID is your UCD Student Number and your default PIN is your date of birth 6 digits (DDMMYY).



Enter your login details



You may be asked to confirm your pin and provide a security question and answer



Click on tab – Student Services

UCD Connect | Student Services Menu | https://sisweb.ucd.ie/isis/W_HU_MENU/StudentServicesMenu

SISWeb | HOME | PRIVACY | HELP | LOGOUT | 10328701 David M. Farrell

Personal Information | Information for Students | **Student Services** | My UCard | InfoHub

Student Services Menu

[Previous Page](#)

- [Student Health Account](#)
View transactions on your Student Health Account, make payments and download receipts
- [UCD Residences](#)
Book on-campus accommodation and pay residential fees
- [My Surveys \(& Module Feedback\)](#)
Access any surveys to which you have been invited to respond
- [Student Assistance Fund](#)
Apply to the Student Assistance Fund
- [My Electronic Payments](#)
View details of electronic payments from UCD to you and update your bank account information
- [My Electronic Documents](#)
Access to an electronic certificate of attendance and your transcript
- [My Exam Supports](#)
Shows any examination supports which you receive
- [Upload your Photo](#)
Upload a photo which will be used on classlists and when your next ID Card is printed

From Menu Click on
UCD Residences

UCD Connect | UCD Residences | https://sisweb.ucd.ie/isis/wbkwbis_P_GenMenu?name=bmenu_P_AccStkMenu&p_mode=SISWEB

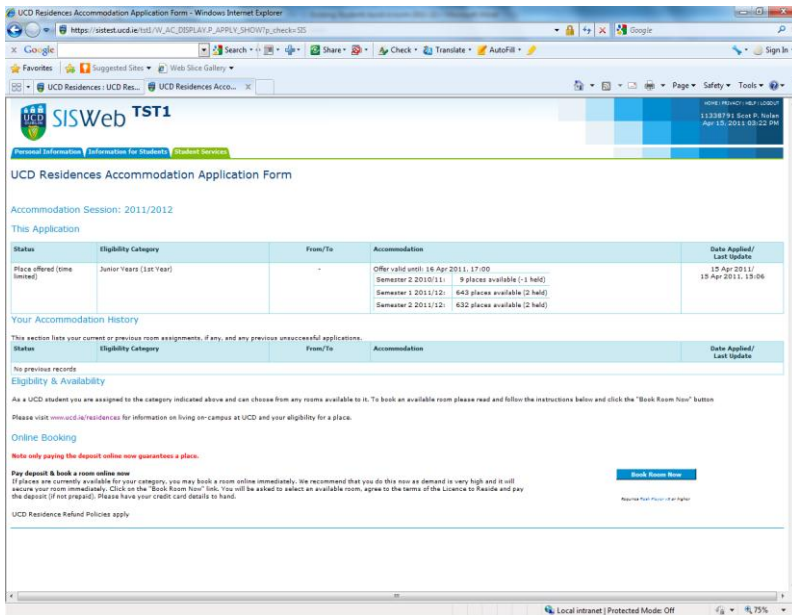
SISWeb | HOME | PRIVACY | HELP | LOGOUT | 10328701 David M. Farrell

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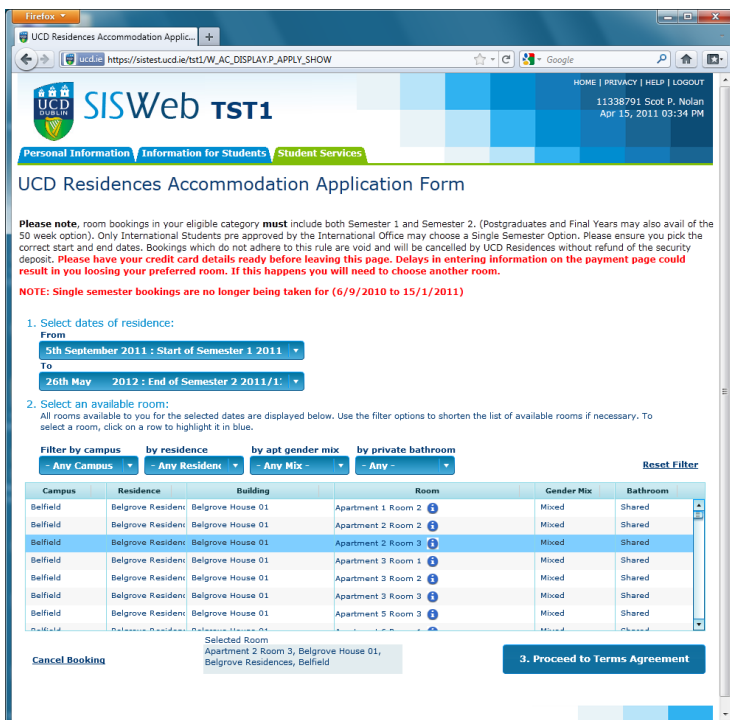
UCD Residences

- [Complete Your Booking](#)
Book a campus residence online including paying your deposit by credit or debit card
- [Pay Residential Fees](#)
View your Residence's account and pay any outstanding amounts by credit or debit card
- [Upload your Photo](#)
Upload a photo which will be used when your next ID Card is printed
- [Residence Details](#)
A summary of your room assignments, accommodation charges and service requests for your UCD residence

Click on **Complete
Your Booking**



Scroll down the page and Click on the symbol **Book Room Now**.




Select dates of residence

Filter by campus/residence/bathroom etc

Select an available room

Click on button **Proceed to terms Agreement**

Only preapproved International students are allowed to book rooms for a single semester. Single semester bookings by any other students will be void. All rooms available to you for the selected dates are displayed. Use the filter options to shorten the list of available rooms if necessary. To select a room, click on a row to highlight it in blue. To find out who already is in the apartment click on the  icon button.

Have your Credit/ Laser card ready as you will need to pay your deposit of €350 to secure the room.

You are now presented with your booking summary

1 2
Here is a summary of the accommodation you have selected, along with accommodation rules and fees. Please review everything carefully, complete the requested information, then click the **Pay deposit** button at the bottom of the page to proceed.

Please note that your selected room is currently being held for you temporarily and your booking is not confirmed until your application status states Successful on the itinerary page.

Licence Fees don't include optional Fees/Charges. For a full list of UCD Residence Options, please [click here](#). If you have chosen one of our catered residence options your catering will be included in the total Licence Fee.

Booking Summary		
Accommodation	Occupancy Period	Additional Detail
Apartment 2 Room 3, Belgrove House 01, Belgrove Residences, Belfield	5th September, 2011 to 28th May, 2012	There is a mandatory insurance policy in respect of personal belongings kept in the Residences. The premium is detailed in the Occupancy Charges Summary and is payable as part of the first instalment.

Occupancy Charges Summary		
Charge	Total Amount (€)	Additional Detail
Deposit	350.00	Payment schedules will be detailed on completion of this application and can be reviewed now on the UCD Residences Fee Options page. If you have chosen catered accommodation all of your catering is included in the Licence Fee detailed in this section.
Licence Charge	4,288.00	
Utilities Charge	388.00	
Insurance	35.00	

Important Information
All residents must download their Licence to Reside and ensure the relevant sections are completed. This Licence must be returned prior to the first check in date along with proof of payment of your first instalment. If you do not have the relevant documentation with you at the time of check in or have not paid your first instalment of the licence fee you will not be able to check in. UCD Residences reserves the right to change allocated accommodation as required which may result in a fee change - please see [Terms and Conditions of UCD Residences](#). All allocations are subject to our occupancy, finance, cancellation, and refunds terms, conditions and policies details of which can be found on our website www.ucd.ie/residences. It is the applicant's responsibility to ensure that they read the terms and conditions in full before accepting them.

I have read and agree to accept the terms and conditions of the Licence to Reside, and all policies and procedures relating to UCD Residences and to pay the fee due as per the schedule and present a printed copy thereof, signed by me and my guarantor, to the authorised agent of UCD at time of check in, on or before the first occupancy date applicable to this period.

In order to proceed with your application, you **must** tick the check box beside the agreement statement above. Please click the "Pay Deposit" link to pay your deposit and finalise your booking.

Once you have completed your application, your Licence to Reside document will download to your computer using your web browser's normal download facility. The Licence to Reside document can also be downloaded at any time after you confirm your room booking by re-visiting this page.

[Go Back](#) [Pay deposit](#)

In order to proceed with your application you must tick the check box beside the agreement statement

Click **Pay Deposit** to proceed to payment screen

UCD Residences Accommodation Application Form - Mozilla Firefox
https://sites.ucd.ie/htl/AC_APPLICATION_SUBMIT_ROOM?p_id=113886&p_bldg_code=EBLPH01&p_room_number=AD020003&p_etg_code=1

SISWeb TST1
HOME | PRIVACY | HELP | LOGOUT
11338791 Scot P. Nolan
Apr 19, 2011 02:18 PM

Personal Information | Information for Students | Student Services

UCD Residences Accommodation Application Form

Payment for UCD Residences

Please check the following details of the payment you are about to make. If satisfied that the details are correct, click the "Pay Deposit Now" button to continue. Our online payment service provider's secure webpage will open in a new browser window/tab to allow you to enter your debit/credit card details.

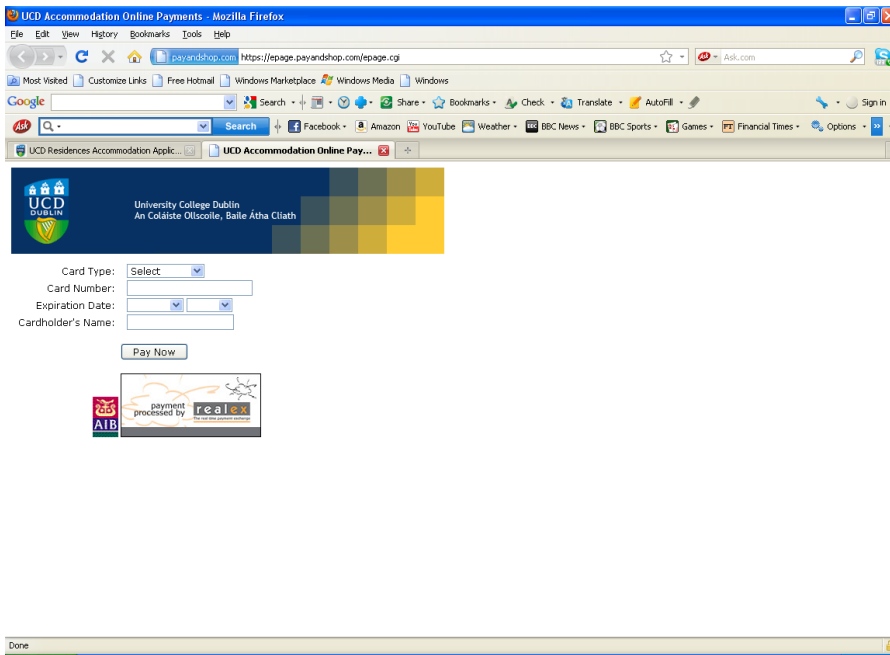
This is the accommodation deposit payment.

Payment on behalf of	Scot P. Nolan
Amount (€)	350.00
Payment ID	11338791110419141948
Email receipt to	Shirley.McLean@ucd.ie

[Go Back](#) [Pay Deposit Now](#)

Done

Click **Pay Deposit Now** to finalise your booking



Enter your Credit Card details
and click on **Pay Now**

You will then be informed your transaction was successful.

An e-mail will be sent to your selected e-mail address for confirmation.

In some cases you may see an error message which may be an issue with your credit limit or often banks put a limit on transactions they will allow to be processed on line. This can be a limit per transaction, per day per week or even per month. A Referral B message implies this is the problem. The banks do this in order to minimise the damage caused by identity theft. Please contact your bank and request their assistance in making the payment, unfortunately UCD cannot change help with this problem as it is due to banking restrictions.

Click 'Close' to return to the UCD Residences Service.



Your payment has been processed successfully. Thank you.

Amount Paid (€): 350

Payment ID: 08263663090731144442

We have sent an e-mail to TST2_k.kavanagh-ryan@ugrad.unimelb.edu.au for confirmation.

[\[Close \]](#)

Click link to close this browser window/tab and return to the UCD Residences service.