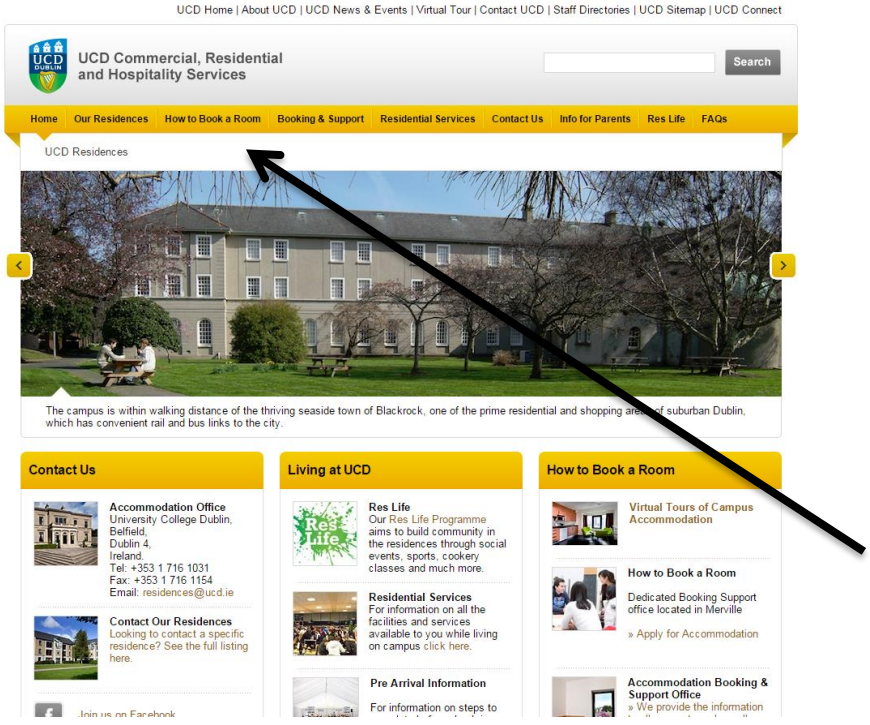
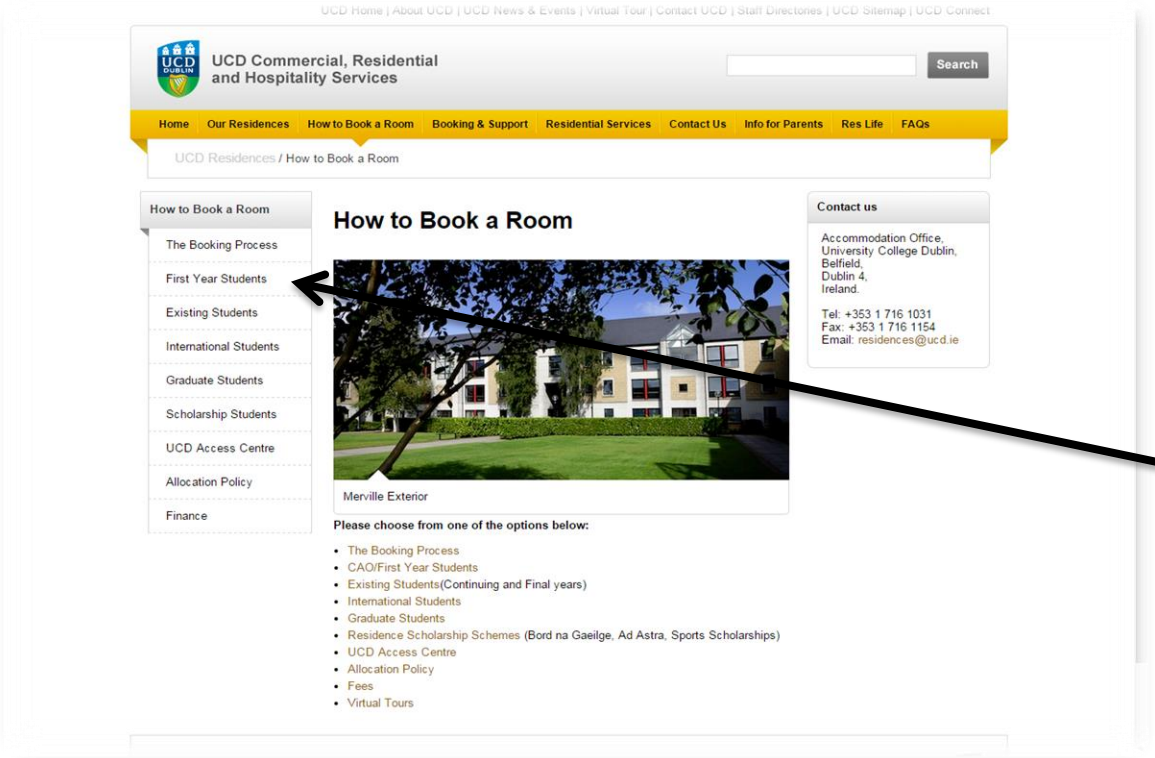
Information on booking accommodation in the UCD Residences

On the 10th May 2017 the priority waiting list for CAO applicants to apply for accommodation on residence will open and will remain open until 11th July 2017. The system is **no longer a first come first served system, it is a random allocation system.** All names added to the waitlist before 11th July 2017, are sorted by computer-generated random selection. This list ranks applications for allocation of accommodation purposed. We will send you an email confirming your rank on the list once this process is complete. You can add your name to the waiting list after the random allocation has taken place and you will be placed on the waiting list at the end of the ranking, in the order that you applied. **There is no charge to apply for accommodation** and the deposit is not paid until August when bookings commence. You do not need to select which residence you would like to stay in until August, should you receive an offer of accommodation. **Please note you must have UCD on your CAO form (at any preference number) in order to apply for accommodation with UCD Residences.**

Step 1:

- Log on to the UCD Residences website, www.ucd.ie/residences. Click on the tab "How to Book a Room" and then select "First Year Students" on the left hand column.
- Under Step 1 (on the website) you will see information referring to the opening of the applications on 10thMay 2017. A link will appear here when the applications open on 10th May. Click on the link to bring you to the application system.

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First Year Students
Existing Students
International Students
Graduate Students
Scholarship Students
UCD Access Centre
Allocation Policy
Finance
How to Book a Room
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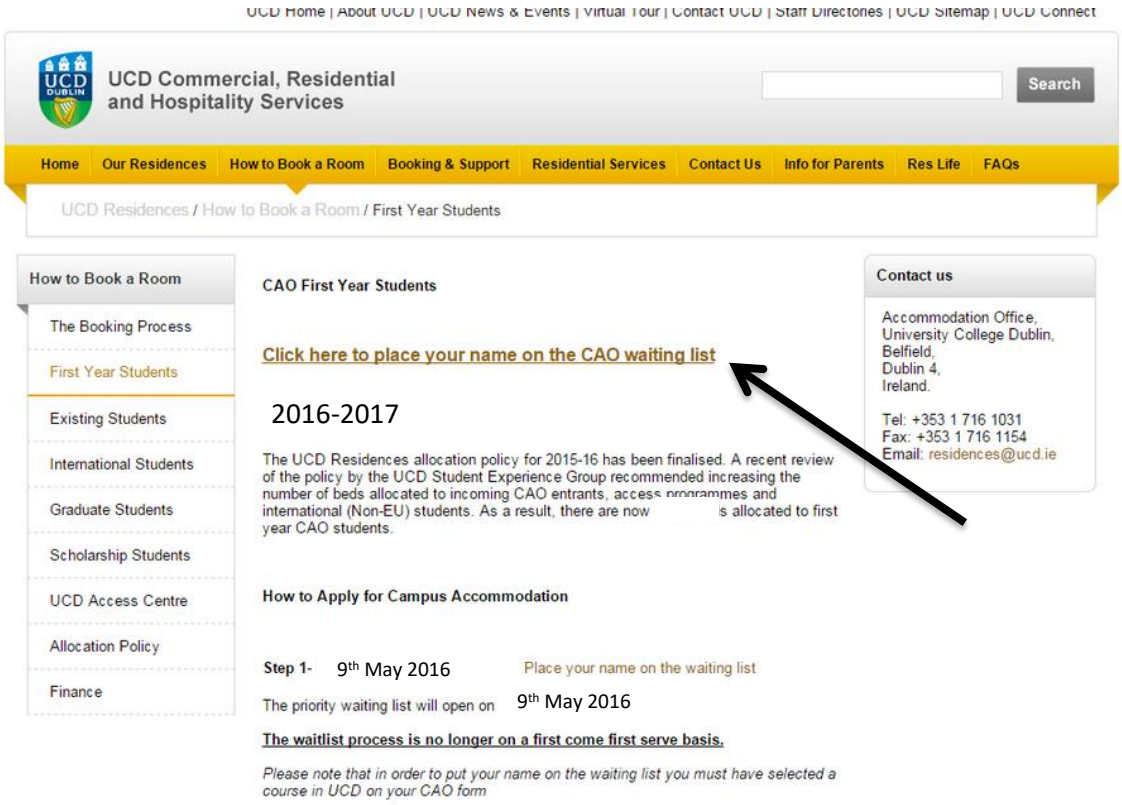
Accommodation Office,
University College Dublin,
Belfield,
Dublin 4,
Ireland.
Tel: +353 1 716 1031
Fax: +353 1 716 1154
Email: residences@ucd.ie
Merville Exterior
Please choose from one of the options below:
The Booking Process
CAO/First Year Students
Existing Students(Continuing and Final years)
International Students
Graduate Students
Residence Scholarship Schemes (Bord na Gaeilge, Ad Astra, Sports Scholarships)
UCD Access Centre
Allocation Policy
Fees
Virtual Tours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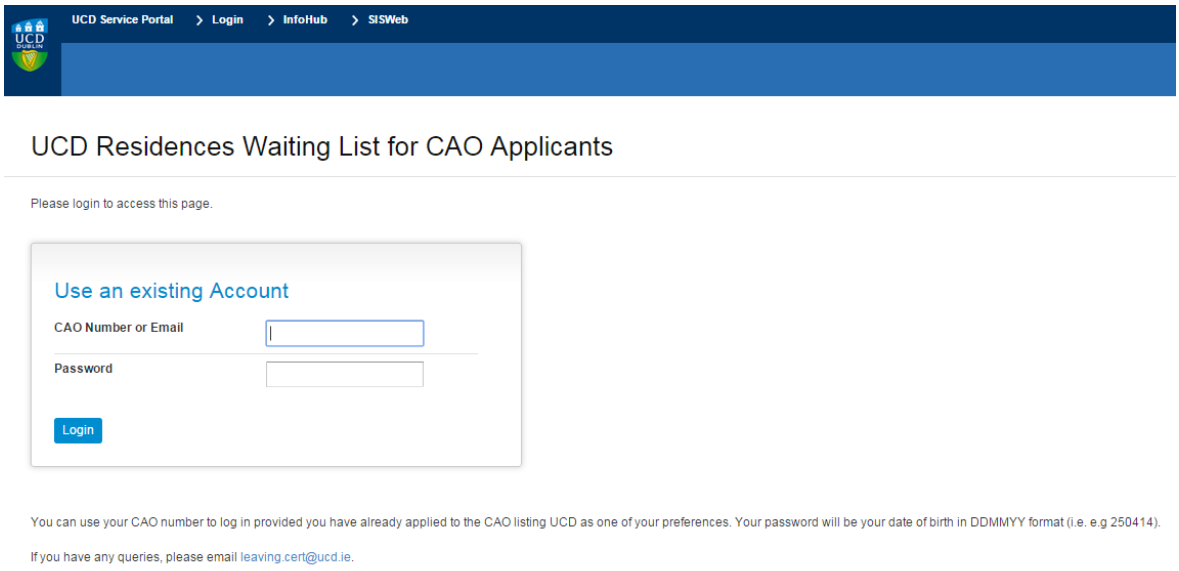
CAO First Year Students
Click here to place your name on the CAO waiting list
2016-2017
The UCD Residences allocation policy for 2015-16 has been finalised. A recent review of the policy by the UCD Student Experience Group recommended increasing the number of beds allocated to incoming CAO entrants, access programmes and international (Non-EU) students. As a result, there are now s allocated to first year CAO students.
How to Apply for Campus Accommodation
Step 1- 9th May 2016 Place your name on the waiting list
The priority waiting list will open on 9th May 2016
The waitlist process is no longer on a first come first serve basis.
Please note that in order to put your name on the waiting list you must have selected a course in UCD on your CAO form
Contact us
Accommodation Office,
University College Dublin,
Belfield,
Dublin 4,
Ireland.
Tel: +353 1 716 1031
Fax: +353 1 716 1154
Email: residences@ucd.ie

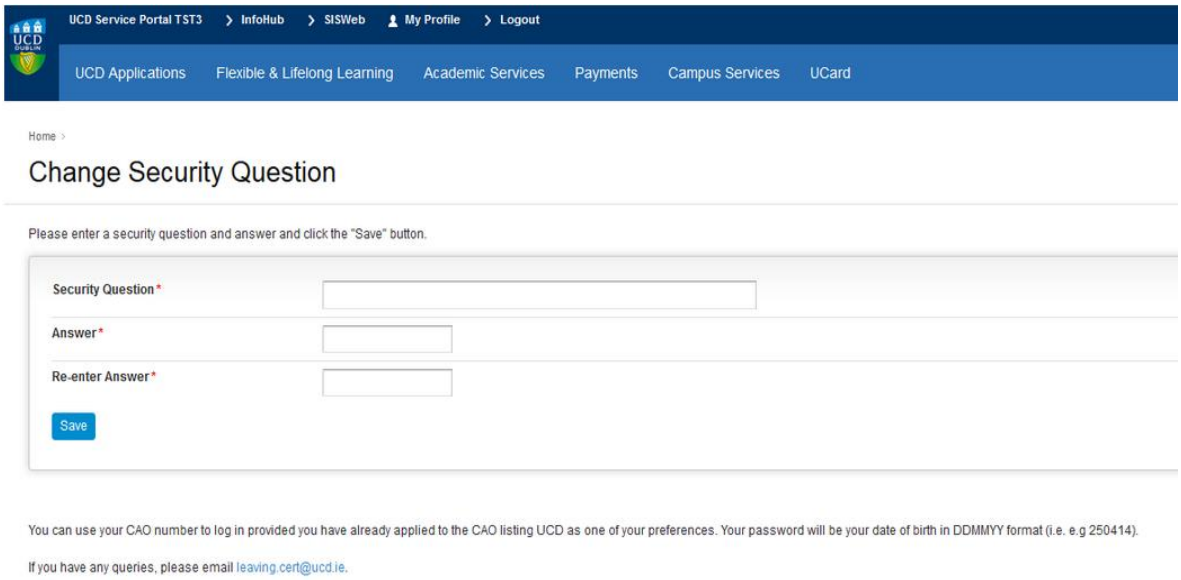
Step 2:

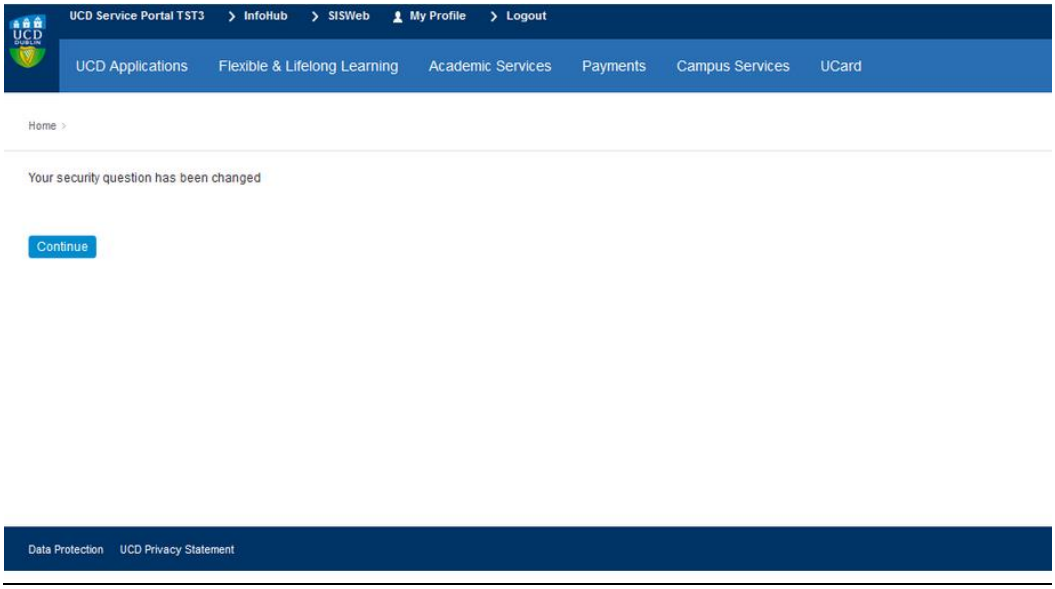
- The link will bring you to the application system on SISweb.
- You will need to enter either your CAO number **or** the email address you have used to register on the CAO along with your password.
- **By default, your password is your Date of Birth in the form DDMMYY** however if you have changed your password on CAO site please use that password.



Step 3:

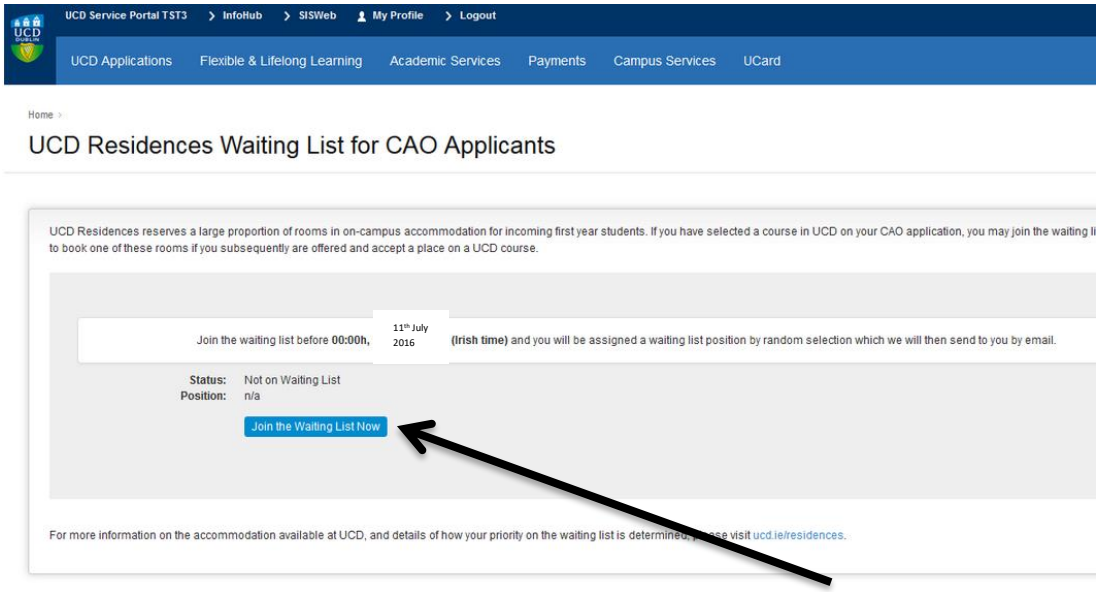
- Please create a security question and answer. Click “Save”.
- You will need to confirm on the next screen by clicking “Continue”.



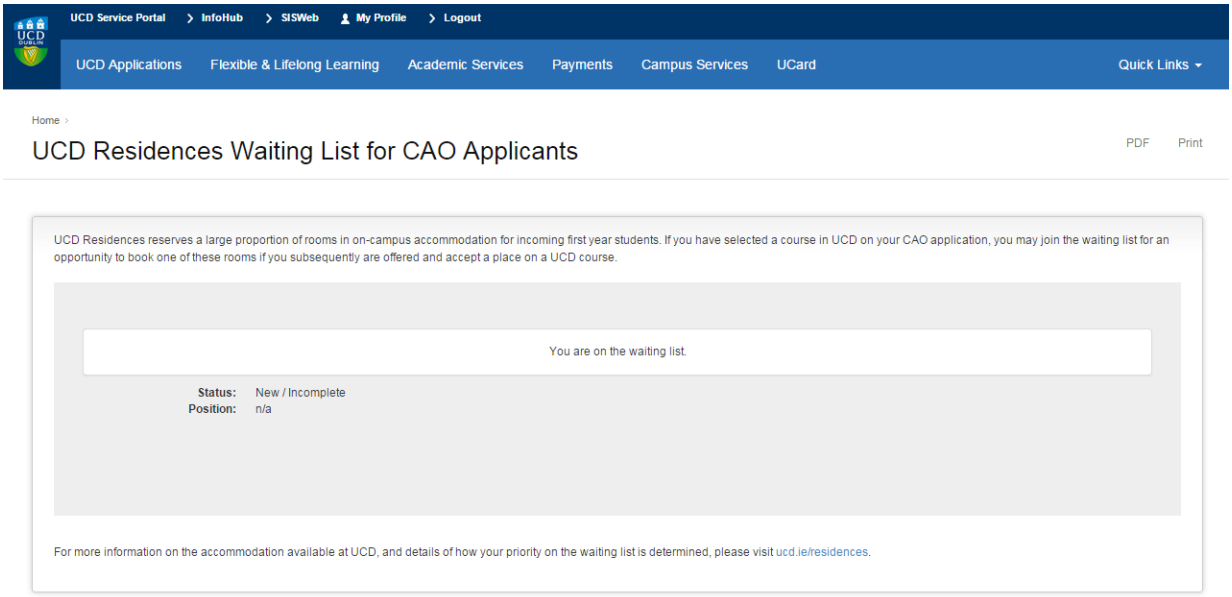


Step 4:

- To join the waiting list you will need to click "Join the Waiting List Now".



- This will add you to the UCD waiting list.
- There is no further action required on your behalf.



In mid-July (after July 11th 2017) you will receive an email (to the email address used when registering for the CAO) informing you of the number you have been randomly allocated on the waiting list.

In August once the CAO offers are released–dependent on students accepting their offer to UCD and their place on the waiting list students are emailed (to their new UCD Connect email address and also to their person email address used when registering for the CAO) and offered an opportunity to book a room. There is a 24-hour window to complete this booking and a deposit charge of €400 at this stage.

Important things to remember:

− We operate on a random allocated basis and not a first come first served system.

− The waiting list application opens on 10th May 2017. The list will close on 11th July 2017.

− You will not receive an email confirmation when you join the waitlist.

− You will be informed of your random allocation number on the waiting list in mid-July by email to your personal email address used when registering on the CAO.

− You have to have applied to UCD on your CAO list in order to be able to place your name on the waiting list

− If you have only added UCD to your CAO list via a recently submitted ” CAO change of mind” form you will need to wait until the CAO updates the college with your details in order to put your name on the waiting list. You can check online to see if your change of mind has been processed.

− If you are a student who deferred your offer last year use your 2017 student number to put your name on the Priority list. If you are having any issues, please contact the accommodation office.

− You should accept your CAO offer as soon as possible as you will only be offered the opportunity to book a room once the CAO inform UCD that you have accepted the offer (usually takes at least 48hrs for the CAO to notify UCD).

− In August UCD residences will email you to offer you the opportunity to book a room dependent on your place on the waiting list- This offer will **expire after 24 hours** so it is important that you check your email during this period – including your spam folder. **We cannot reinstate expired offers.**

− You should familiarize yourself with the different residence locations, facilities and prices so that you know what type of accommodation you want to book in August particularly in case your first choice is no longer available.