

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 10th May 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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UCD Commercial, Residential and Hospitality Services

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UCD Residences

The campus is within walking distance of the thriving seaside town of Blackrock, one of the prime residential and shopping areas of suburban Dublin, which has convenient rail and bus links to the city.

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

Contact Our Residences
Looking to contact a specific residence? See the full listing here.

Living at UCD

Res Life
Our Res Life Programme aims to build community in the residences through social events, sports, cookery classes and much more.

Residential Services
For information on all the facilities and services available to you while living on campus click here.

Pre Arrival Information
For information on steps to

How to Book a Room

Virtual Tours of Campus Accommodation

How to Book a Room
Dedicated Booking Support office located in Merville
» Apply for Accommodation

Accommodation Booking & Support Office
» We provide the information

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UCD Residences / How to Book a Room

How to Book a Room

- The Booking Process
- First Year Students
- Existing Students
- International Students
- Graduate Students
- Scholarship Students
- UCD Access Centre
- Allocation Policy
- Finance

How to Book a Room



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 Gaelige, Ad Astra, Sports Scholarships)
- UCD Access Centre
- Allocation Policy
- Fees
- Virtual Tours

Contact us

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UCD Residences / How to Book a Room / First Year Students

How to Book a Room

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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 is 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

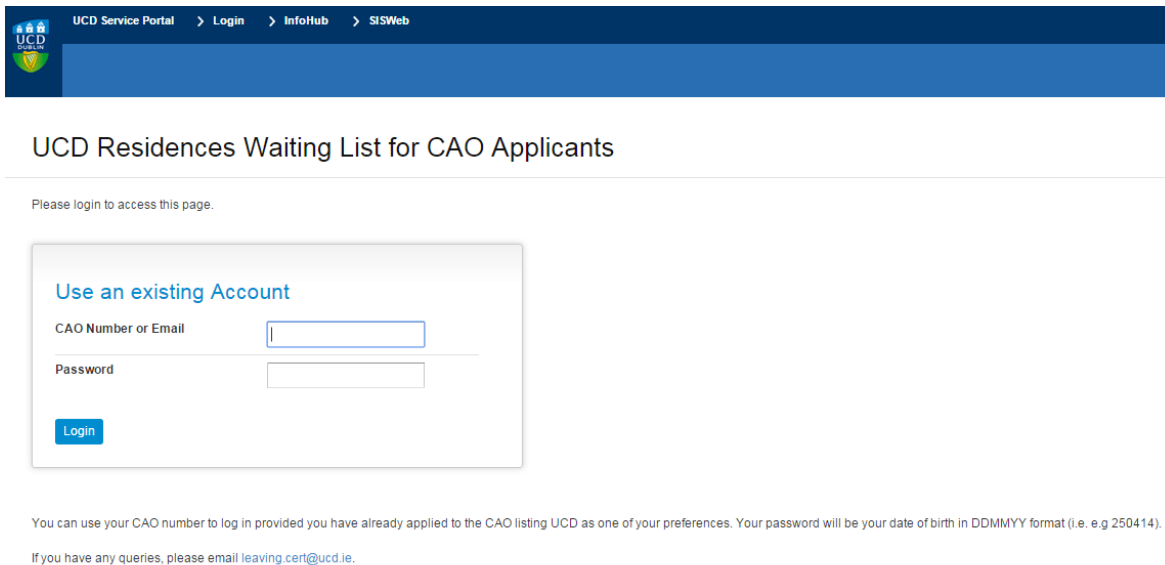
Contact us

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Tel: +353 1 716 1031
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Email: residences@ucd.ie

Step 2:

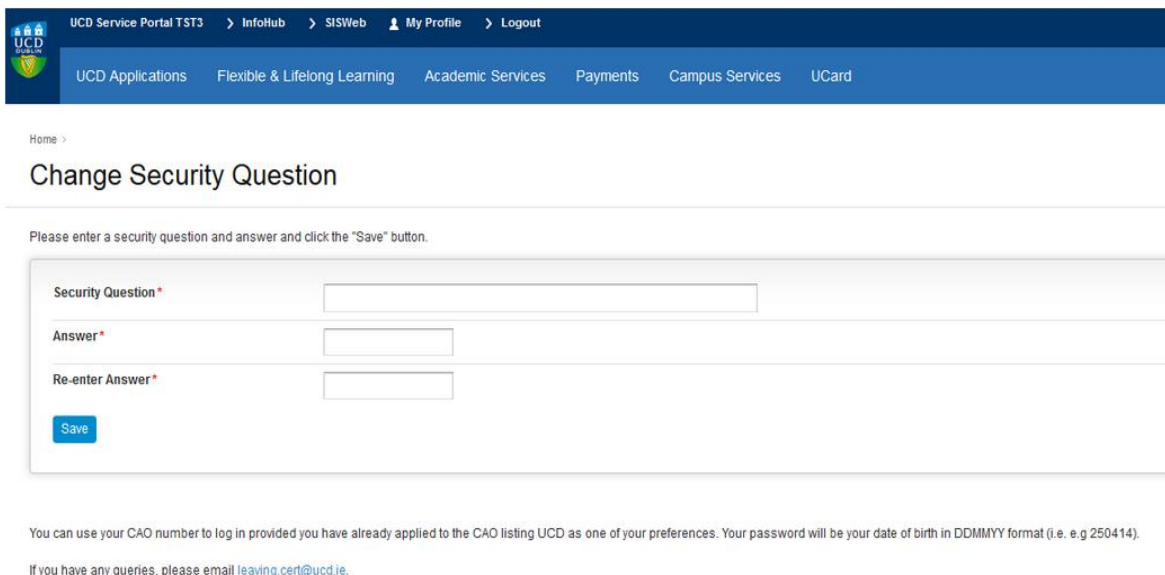
- The link will bring you to the application system on SISweb.
- You will need to enter either your CAO number or the email address you have used to register on the CAO along with your password.
- **By default, your password is your Date of Birth in the form DDMMYY** however if you have changed your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



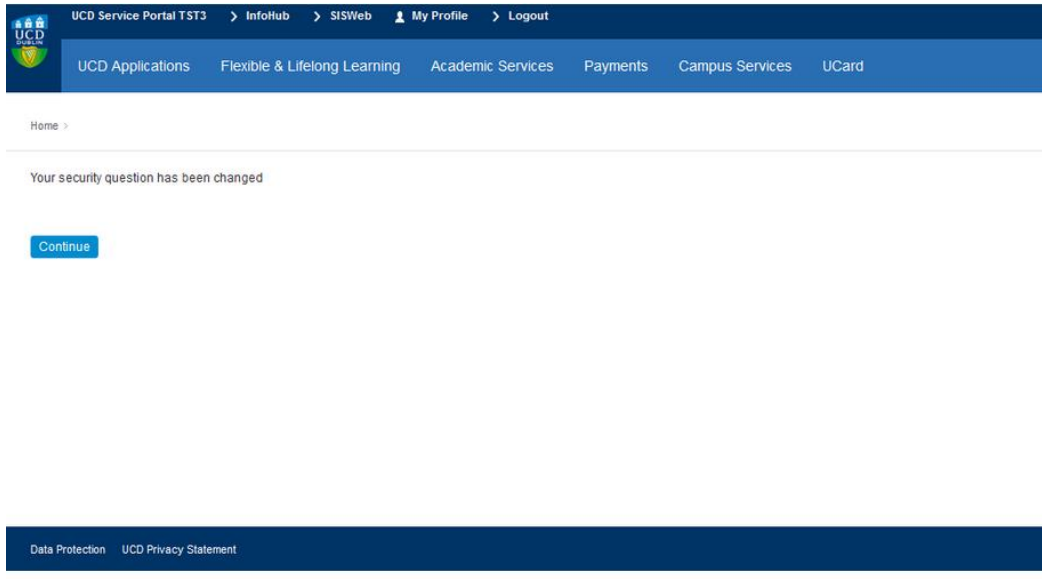
The screenshot shows the UCD Service Portal navigation bar with links to Login, InfoHub, and SISWeb. The main heading is "UCD Residences Waiting List for CAO Applicants". Below the heading, it says "Please login to access this page." There is a login form titled "Use an existing Account" with two input fields: "CAO Number or Email" and "Password". A blue "Login" button is at the bottom of the form. Below the form, there is a note: "You can use your CAO number to log in provided you have already applied to the CAO listing UCD as one of your preferences. Your password will be your date of birth in DDMMYY format (i.e. e.g 250414). If you have any queries, please email leaving.cert@ucd.ie."

Step 3:

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

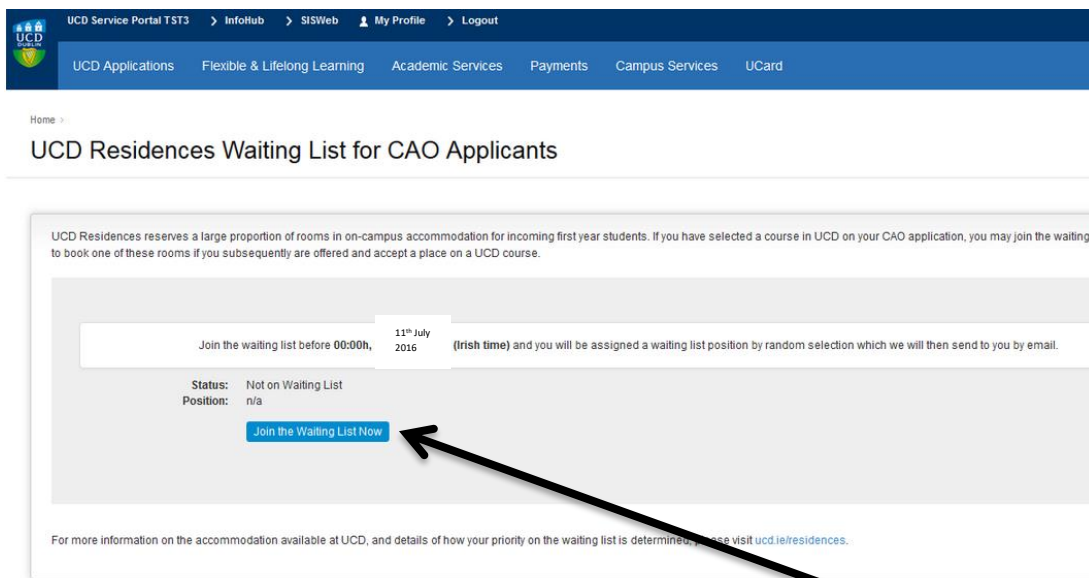


The screenshot shows the UCD Service Portal navigation bar with links to Home, InfoHub, SISWeb, My Profile, and Logout. The main heading is "Change Security Question". Below the heading, it says "Please enter a security question and answer and click the 'Save' button." There is a form with three input fields: "Security Question*", "Answer*", and "Re-enter Answer*". A blue "Save" button is at the bottom of the form. Below the form, there is a note: "You can use your CAO number to log in provided you have already applied to the CAO listing UCD as one of your preferences. Your password will be your date of birth in DDMMYY format (i.e. e.g 250414). If you have any queries, please email leaving.cert@ucd.ie."



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.

UCD Service Portal > InfoHub > SISWeb > My Profile > Logout

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Home > UCD Residences Waiting List for CAO Applicants PDF Print

UCD Residences reserves a large proportion of rooms in on-campus accommodation for incoming first year students. If you have selected a course in UCD on your CAO application, you may join the waiting list for an opportunity to book one of these rooms if you subsequently are offered and accept a place on a UCD course.

You are on the waiting list.

Status:	New / Incomplete
Position:	n/a

For more information on the accommodation available at UCD, and details of how your priority on the waiting list is determined, please visit ucd.ie/residences.

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.