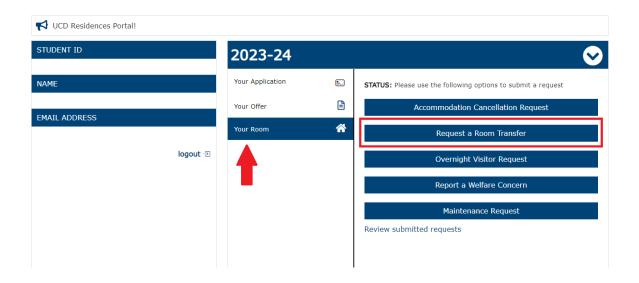


Room Transfer Request

Step 1.

- Login to the Residences Portal at residences.ucd.ie



Step 2.

- Click on "Your Room"
- Choose "Request a Room Transfer"

Request a Room Transfer Please note all transfer requests are subject to availability and cannot be guranteed. Applications are considered according to individual circumstances and availability. Current room type: Apartment - Ensuite Current room location: Ashfield House 1, Apt 6, Room 6 - Ashfield - Belfield Campus - University College Dublin Room Move Choice * Please enter the date you would like to move * Please select a reason as to why you wish to move * I understand that I am requesting to move room, and that I have read the accommodation guidelines and pricing lists. Submit Request

Step 3.

- Complete the necessary fields
- Tick the box confirming that you understand the process and click "Submit Request"