

## 2023/24 Accommodation Applications - Process Guide

To submit your accommodation application for 2023/24 UCD campus accommodation as a continuing student, please see the steps below.

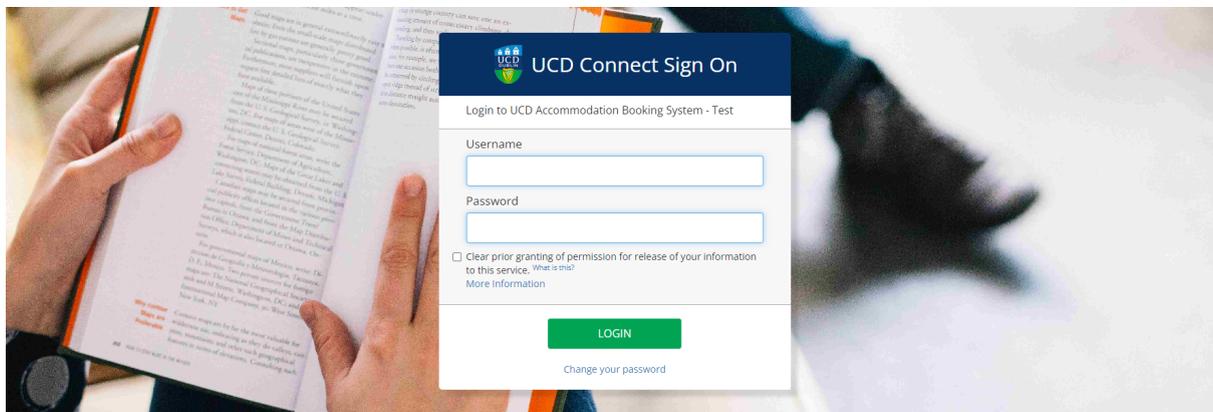
\*Applications will be subject to lottery randomisation.

### Step 1

Navigate to the new Residences Portal and log in using your UCD Connect information.

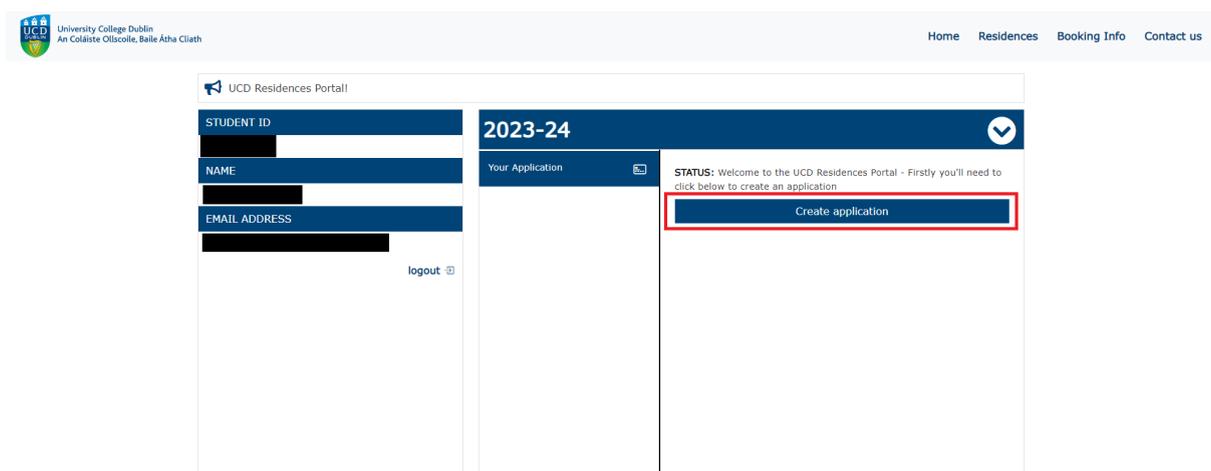
Username = Student Number/Student ID

Password = Unique password created by student



### Step 2

In the Residences Portal, click "Create Application".





### Step 3

You will be asked to enter and confirm some personal details. Please do so and continue to the next page(s).

\*Please note that the “Describe yourself” and “Early riser or night owl?” sections are not mandatory. Information entered here will only be viewable by room booking staff and not other students/flatmates. This information may be used for allocation purposes however entering information here does not guarantee any arrangements regarding allocation.



## About you

Please note, the following information relating to 'Contact Information' and 'Next of kin/Emergency Contact' is taken from your UCD SISweb details. To update your UCD SISweb details click [here](#)

Contact information	Next of kin/Emergency Contact																				
<p>Please review your contact information. Suspendisse in interdum ligula. Fusce sit amet volutpat nisi. Aliquam erat volutpat.</p> <table><tr><td><b>Address</b> 216 Road</td><td><b>Telephone number</b> Telephone number</td></tr><tr><td><b>Town/City</b> Address line 2</td><td><b>Mobile number</b> 5555</td></tr><tr><td><b>County/State</b> County/State</td><td><b>I would like to receive marketing emails *</b> <input type="radio"/> Yes <input checked="" type="radio"/> No</td></tr><tr><td><b>Country</b> United Kingdom</td><td></td></tr><tr><td><b>Postcode</b> Postcode</td><td></td></tr></table>	<b>Address</b> 216 Road	<b>Telephone number</b> Telephone number	<b>Town/City</b> Address line 2	<b>Mobile number</b> 5555	<b>County/State</b> County/State	<b>I would like to receive marketing emails *</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	<b>Country</b> United Kingdom		<b>Postcode</b> Postcode		<p>Nunc rutrum nulla ut pulvinar lobortis. Suspendisse in interdum ligula. Fusce sit amet volutpat nisi. Aliquam erat volutpat.</p> <table><tr><td><b>Name</b> Name</td><td><b>Address</b> Address line 1</td></tr><tr><td><b>Relationship to you</b> Relationship to you</td><td><b>Town/City</b> Town/City</td></tr><tr><td><b>Phone number</b> Contact phone number</td><td><b>County/State</b> County/State</td></tr><tr><td><b>Email address</b> Email address</td><td><b>Country</b> Country</td></tr><tr><td></td><td><b>Postcode/Zip</b> Postcode/Zip</td></tr></table>	<b>Name</b> Name	<b>Address</b> Address line 1	<b>Relationship to you</b> Relationship to you	<b>Town/City</b> Town/City	<b>Phone number</b> Contact phone number	<b>County/State</b> County/State	<b>Email address</b> Email address	<b>Country</b> Country		<b>Postcode/Zip</b> Postcode/Zip
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### Additional Requirements

UCD Residences have a number of wheelchair accessible rooms available for booking across the UCD Residence Villages. Priority for accessible rooms are given to students with a physical disability (for instance, students with mobility disabilities) or sensory disability (students who are blind/visually impaired or students who are Deaf/Hard of Hearing), who require the adapted features of the room. Wheelchair users should be advised to choose a room on the ground floor, if possible. Students with temporary injuries are not eligible for an accessible room.

Do you need the adaptable features within an accessible room?\*

- Yes  
 No

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Continue



## Your profile

Please tell us little bit about yourself and indicate any relevant preferences from those available to you. Please note this information will be only be viewable by UCD Residences staff and is not viewable by other residents or UCD departments. Please note we cannot guarantee that we will be able to satisfy requests or preferences made by incoming residents.

### Describe yourself

#### Description

Please write a brief description about yourself

### Early riser or night owl?

This will be most relevant for residents who are considering a shared bedroom preference

#### What time do you typically wake up?

- Before 6am
- Before 8am
- Around 9am
- After 11am
- Around 12pm

#### What time do you typically go to bed?

- Before 9pm
- Before 11pm
- Around 12am
- After 2am
- After 3am

### Other requests

Please enter any information you think is relevant to your stay in Residences - please note we cannot guarantee to action any possible requests.

Please provide information...

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Continue

## Step 4

You will now be on the application page and can browse our accommodation types. You can select up to three accommodation type preferences by clicking on "Add to basket". Your chosen preferences are shown on the right of this screen.

\* A minimum of one preference is required to proceed.

## Select your room preferences

In order for UCD Residences to best facilitate your accommodation requests (subject to availability), students are asked to indicate their top three accommodation preferences as soon as possible. A full breakdown of the price of each residence can be found here.

Minimum # of preferences required: 1

Maximum # of preferences required: 3

Area (All)	Contract length (All)	Price per month €1 <input type="text"/> €99
Room type (All)	Sort by Sort by	

View comparisons

### Summary

Please note, though we will try and accommodate your accommodation preferences they are subject to availability and cannot be guaranteed.

I understand that my preferences may not be guaranteed

Continue

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[Add to comparison](#)

**Belfield Campus - Village Halls - Ensuite**

Campus University College  
Dublin

Monthly price €1,214.11

Contract 37 weeks length and 4 nights

Total price €10,496.17

Images
Facilities
More Info
Map
Add to basket



[Add to comparison](#)

**Belfield Campus - Village 1 - Ensuite**

Campus University College  
Dublin

Monthly price €1,236.11

Contract 37 weeks length and 4 nights

Total price €10,686.37

Images
Facilities
More Info
Map
Add to basket



## Select your room preferences

In order for UCD Residences to best facilitate your accommodation requests (subject to availability), students are asked to indicate their top three accommodation preferences as soon as possible. A full breakdown of the price of each residence can be found here.

Minimum # of preferences required: 1  
Maximum # of preferences required: 3

Area: (All) | Contract length: (All) | Price per month: €1 - €899

Room type: (All) | Sort by: Sort by

[View comparisons](#)

**Belfield Campus - Village Halls - Ensuite**

Campus University College Dublin

Monthly price €1,214.11

Contract 37 weeks length and 4 nights

**Total price €10,496.17**

[Add to comparison](#)

✓ Selected

**Belfield Campus - Village 1 - Ensuite**

Campus University College Dublin

Monthly price €1,236.11

Contract 37 weeks length and 4 nights

**Total price €10,686.37**

[Add to comparison](#)

🛒 Add to basket

**Summary**

- Belfield Campus Apartment - Shared Bathroom €898.45 per month ✕
- Belfield Campus Apartment - Ensuite €1,110.50 per month ✕
- Belfield Campus Village Halls - Ensuite €1,214.11 per month ✕

ⓘ Please note, though we will try and accommodate your accommodation preferences they are subject to availability and cannot be guaranteed.
   
 I understand that my preferences may not be guaranteed

[Continue](#)  
[Back](#)

### Step 5

When you are satisfied with your preference selection, please click the box confirming that your preferences may not be guaranteed, and click "Continue".

## Select your room preferences

In order for UCD Residences to best facilitate your accommodation requests (subject to availability), students are asked to indicate their top three accommodation preferences as soon as possible. A full breakdown of the price of each residence can be found here.

Minimum # of preferences required: 1  
Maximum # of preferences required: 3

Area: (All) | Contract length: (All) | Price per month: €1 - €899

Room type: (All) | Sort by: Sort by

[View comparisons](#)

**Belfield Campus - Village Halls - Ensuite**

Campus University College Dublin

Monthly price €1,214.11

Contract 37 weeks length and 4 nights

**Total price €10,496.17**

[Add to comparison](#)

✓ Selected

**Belfield Campus - Village 1 - Ensuite**

Campus University College Dublin

Monthly price €1,236.11

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[Add to comparison](#)

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ⓘ Please note, though we will try and accommodate your accommodation preferences they are subject to availability and cannot be guaranteed.
   
 I understand that my preferences may not be guaranteed

[Continue](#)  
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## Step 6

You can now review your application before submitting it. Please ensure all of the information you have entered is correct. When you are satisfied, please click the box confirming that you understand the allocation process, and click “Confirm” to submit your application.

## Application review

Please note, the following information relating to 'Contact Information' and 'Next of kin/Emergency Contact' is taken from your UCD SISweb details and cannot be edited here.

To update your UCD SISweb details click [here](#)

<b>Contact information</b> <a href="#">Edit</a> Address [REDACTED] [REDACTED] Town/City County/State Waterford City Country Ireland Postcode Telephone number [REDACTED] Mobile number [REDACTED] Receive marketing emails No	<b>Next of kin/Emergency Contact</b> Name Relationship to you Phone number Email address Address Town/City County/State Country Postcode/Zip
<b>Additional Requirements</b> <a href="#">Edit</a> Do you need the adaptable features within an accessible room? No	<b>Your profile</b> <a href="#">Edit</a> Describe Yourself What time do you typically wake up? Before 8am What time do you typically go to bed? Before 11pm Other Requests



**Accommodation preferences** [Edit](#)

- Belfield Campus, Apartment - Shared Bathroom
- Belfield Campus, Apartment - Ensuite
- Belfield Campus, Village Halls - Ensuite

Please tick the below box to indicate you understand the following factors for accommodation allocation.

The above accommodation preferences indicate my preferred my accommodation type.

The allocation of accommodation room types to incoming residents will always be subject to availability and it is not possible to guarantee any accommodation type during the booking process.

I understand

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[Confirm](#)