

## 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

| Contraction of the second seco | UCD Connect Sign On   |  |
|--|---|--|
| And the Link Conference of the Link Conferenc | Login to UCD Accommodation Booking System - Test  |  |
| Andrew Caracteria and Antonia<br>Antonia Caracteria and Antonia<br>Antonia Caracteria and Antonia<br>Antonia Caracteria antonia<br>Antonia Caracteria antonia  | Username  |  |
|  | Password  |  |
| an - Andrew Constanting of the second | Clear prior granting of permission for release of your information<br>to this service. <sup>(Matt is the)</sup><br>More Information |  |
| And a state of the | LOGIN   |  |
| an and a state and | Change your password  |  |
|  |   |  |

#### Step 2

In the Residences Portal, click "Create Application".

| University College Dublin<br>An Coláiste Ollscoile, Baile Átha Cl | liath                  |          |                  | Home   | Residences | Booking Info | Contact us |
|---|------------------------|----------|------------------|--|------------|--------------|------------|
|   | UCD Residences Portal! |          |                  |  |            |              |            |
|   | STUDENT ID             |          | 2023-24          |  | $\odot$    |              |            |
|   | NAME                   |          | Your Application | STATUS: Welcome to the UCD Residences Portal - Firstly you'l<br>click below to create an application | I need to  |              |            |
|   | EMAIL ADDRESS          |          |                  | Create application   |            |              |            |
|   |                        | logout 🕣 |                  |  |            |              |            |
|   |                        |          |                  |  |            |              |            |
|   |                        |          |                  |  |            |              |            |
|   |                        |          |                  |  |            |              |            |
|   |                        |          |                  |  |            |              |            |
|   |                        |          |                  |  |            |              |            |



#### 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.

| Your profile Prefere   | ence selection Application   | review Complete  |
|--|--|--|
| ion relating to <b>'Contact Information'</b> and <b>'N</b><br>s click here | lext of kin/Emergency Contact' is tak  | en from your UCD SISweb details.   |
|  | Next of kin/Emerge   | ncy Contact  |
| mation. Suspendisse in interdum ligula.<br>Juam erat volutpat.             | Nunc rutrum nulla ut pulvinar l<br>Fusce sit amet volutpat nisi. Al  | obortis. Suspendisse in interdum ligula.<br>iquam erat volutpat.   |
| Telephone number   | Name   | Address  |
| Telephone number   | Name   | Address line 1   |
| Mobile number  | Relationship to you  | Town/City  |
| 5555   | Relationship to you  | Town/City  |
| I would like to receive marketing  | Phone number   | County/State   |
| emails *   | Contact phone number   | County/State   |
| ○ Yes  | Email address  | Country  |
| No   | Email address  | Country  |
|  |  | Postcode/Zip   |
|  |  | Postcode/Zip   |
|  | <ul> <li>Your profile</li> <li>Prefer</li> <li>Ion relating to 'Contact Information' and 'N<br/>s click here</li> <li>mation. Suspendisse in interdum ligula.<br/>juam erat volutpat.</li> <li>Telephone number</li> <li>Telephone number</li> <li>Mobile number</li> <li>5555</li> <li>I would like to receive marketing<br/>emails *         <ul> <li>Yes</li> <li>No</li> </ul> </li> </ul> | Your profile     Preference selection     Application       Ion relating to 'Contact Information' and 'Next of kin/Emergency Contact' is takes click here       mation. Suspendisse in interdum ligula.       mation. Suspendisse in interdum ligula.       uam erat volutpat.       Telephone number       Mobile number       S555       I would like to receive marketing       emails *       Yes       No |

#### 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 impared 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

Back

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.

| -  | This will be marked and the set of the bar and the bar and the bar and the decay and for the set   |
|--|--|
| Description  | This will be most relevant for residents who are considering a shared bedroom preference           |
| Please write a brief description about             | What time do you typically wake up?  |
| yourself   | O Before 6am   |
|  | O Before 8am   |
|  | O Around 9am   |
|  | O After 11am   |
|  | O Around 12pm  |
|  | What time do you typically go to bed?  |
|  | O Before 9pm   |
|  | O Before 11pm  |
|  | O Around 12am  |
|  | O After 2am  |
|  | O After 3am  |
|  |  |
|  |  |
|  |  |
| Other requests                                     |  |
| Please enter any information you think is relevant | vant to your stay in Residences - please note we cannot guarantee to action any possible requests. |
| Please provide information                         |  |
|  |  |
|  |  |
|  |  |

# 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.

| Area      | Contract length  | Price per mon   | th  | View comp  |
|-----------|--|---|---|--|
| (All)     | (All)  | e1  | €899  | Summary  |
| Room type | Sort by  |   |   |  |
| (All)     | Sort by  |   |   |  |
|           | Belfield Campus - Villa  | ge Halls - Ensui  | Add to comparison   | accommodation pre<br>they are subject to<br>and cannot be guar<br>I understand th  |
|           | Belfield Campus - Villar<br>Campus University College<br>Dublin<br>Contract 37 weeks<br>length and 4 nights  | ge Halls - Ensui<br>Monthly price €1,2<br>Total price €10,4   | Add to comparison<br>te<br>14.11<br>196.17  | accommodation pre<br>they are subject to<br>and cannot be guar<br>I understand ti<br>preferences may no<br>guaranteed                    |
| Images    | Belfield Campus - Villar<br>Campus University College<br>Dublin<br>Contract 37 weeks<br>length and 4 nights<br>More 1nfo   | ge Halls - Ensui<br>Monthly price €1,2<br>Total price €10,4<br>Map  | Add to comparison<br>te<br>14.11<br>196.17<br>tr Add to basket                                      | accommodation pro<br>they are subject to<br>and cannot be guar<br>I understand ti<br>preferences may no<br>guaranteed<br>Continu<br>Back |
|           | Belfield Campus - Villa<br>Campus University College<br>Dublin<br>Contract 37 weeks<br>length and 4 nights<br>Pacifies More Info<br>Belfield Campus - Villa<br>Campus University College<br>Dublin<br>Contract 37 weeks<br>length and 4 nights | ge Halls - Ensui<br>Monthly price €1,2<br>Total price €10,4<br>Map<br>ge 1 - Ensuite<br>Monthly price €1,2<br>Total price €10,6 | Add to comparison<br>te<br>14.11<br>196.17<br>Add to basket<br>Add to comparison<br>36.11<br>386.37 | accommodation pr<br>they are subject to<br>and cannot be gue<br>I understand 1<br>preferences may n<br>guaranteed<br>Continu<br>Back     |



# 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

|           |  |                              |  |  | View comparisons   |
|-----------|--|------------------------------|--|--|--|
| Area      | Contract leng  | jth                          | Price per me   | onth                                     |  |
| (All)     | (All)  |                              | €1   | 6899                                     | Summary  |
| Room type | Sort by  |                              |  |  | Relfield Compus  |
| (All)     | Sort by  |                              |  |  | Apartment - Shared<br>Bathroom<br>€898.45 per month  |
|           | Belfield Campu   | us - Villag                  | e Halls - Ensi                                       | Add to comparison                        | Belfield Campus<br>Apartment - Ensuite<br>€1,110.50 per month  |
|           | Campus Univers<br>Dublin<br>Contract 37 wee<br>length and 4 r  | sity College<br>ks<br>nights | Monthly price €1                                     | ,214.11<br>),496.17                      | Belfield Campus X<br>Village Halls - Ensuite<br>€1,214.11 per month  |
| Images    | Facilities   | More Info                    | Мар  | ✓ Selected                               | Please note, though we will  |
|           | Belfield Campus<br>Campus Univers<br>Dublin<br>Contract 37 wee | JS - Villag<br>ity College   | e 1 - Ensuite<br>Monthly price €1<br>Total price €10 | Add to comparison<br>,236.11<br>0,686.37 | try and accommodate your<br>accommodation preferences<br>they are subject to availability<br>and cannot be guaranteed.<br>I understand that my<br>preferences may not be<br>guaranteed |
|           | length and 4 r   | hights                       |  | 1  | Continue   |
| Images    | Facilities   | More Info                    | Мар  | 🖶 Add to basket                          |  |
|           |  |                              |  | Add to comparison                        | 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<br>accommodation preferences a:<br>Minimum # of preferences req<br>Maximum # of preferences red | o best facilitate<br>s soon as possib<br>uired: 1<br>quired: 3 | your accommodation ree<br>le. A full breakdown of t                               | quests (subject to availa<br>the price of each resider       | bility), students are aske<br>nce can be found here. | d to indicate their top three  |
|--|--|---|--|--|--|
| Area<br>(All)  | Con<br>(A  | tract length  | Price per mont   | h  | View comparisons   |
| Room type<br>(All)   | Sort   | by<br>ort by  |  |  | Belfield Campus X<br>Apartment - Shared<br>Bathroom<br>C898.45 per month   |
|  | Belfield (<br>Campu<br>Contrac<br>lengt                        | Campus - Villag<br>s University College<br>Dublin<br>t 37 weeks<br>h and 4 nights | e Halls - Ensuit<br>Monthly price €1,21<br>Total price €10,4 | Add to comparison<br>CE<br>4.11<br>96.17             | Belfield Campus<br>Apartment - Ensuite<br>€1,110.50 per month       X         Belfield Campus<br>Village Halls - Ensuite<br>€1,214.11 per month       X  |
| Images   | Facilities   | More Info   | Мар  | ✓ Selected   |  |
|  | Belfield (<br>Campu<br>Contrac<br>lengt                        | Campus - Villag<br>s University College<br>Dublin<br>t 37 weeks<br>h and 4 nights | e 1 - Ensuite<br>Monthly price €1,23<br>Total price €10,6    | Add to comparison<br>6.11<br>86.37                   | <ul> <li>Prease note, dividgi we will<br/>try and accommodate your<br/>accommodation preferences<br/>they are subject to availability<br/>and cannot be guaranteed.</li> <li>I understand that my<br/>preferences may not be<br/>guaranteed</li> </ul> |
| Images   | Facilities   | More Info   | Мар  | ⇔ Add to basket                                      | Continue   |
|  |  |   |  | Add to comparison                                    | Back   |



#### 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

| Contact information Edit<br>Address  | Telephone number | Next of kin/Emergency<br>Name<br>Relationship to you<br>Phone number<br>Email address   | Contact<br>Address<br>Town/City<br>County/State<br>Country<br>Postcode/Zip |
|--|------------------|---|--|
| Additional Requirement<br>Do you need the adaptable features<br>within an accessible room?<br>No | t <b>S</b> Edit  | Your profile Edit<br>Describe Yourself<br>What time do you typically wake<br>up?<br>Before 8am<br>What time do you typically go to<br>bed?<br>Before 11pm<br>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 availibility and it is not possible to guarantee any accommodation type during the booking process. I understand Back