



2023/24 Student Deposit Payment Guide

Please see the below guide on how to pay the €735 booking deposit to confirm your room booking.

Step 1

Access the deposit payment portal via this link:

https://hub.ucd.ie/usis/W_HU_MENU.P_PUBLISH?p_tag=RESDEPOSIT-GLOBAL

Step 2

Enter your student ID in the Reference box. If you do not yet have a student ID, please enter your applicant ID. It is **crucial** that you enter this information correctly for our records. See below screenshot.

Online Payment Centre

Payment Details * indicates a required field

IMPORTANT - The reference field MUST contain your Student ID - 8 digit. If you don't have a Student ID yet you can enter your Applicant ID - A number

Event/Activity reference * Residential deposit 23/24 - Int'l UG

Amount * € 735

Reference 23456789 OR A12345678

Step 3

Enter your personal information. Ideally we would like you to enter your UCD Connect email address here, however if you do not yet have a UCD Connect email address, a personal email address is fine. Please note that all fields are mandatory. See below screenshot.

Your Details

Name * Joe Bloggs Where the payment is on behalf of someone else enter their name here

Email * joe.bloggs@ucdconnect.ie

Re-enter Email * joe.bloggs@ucdconnect.ie

Contact Phone No * 12345678

If you do not have a UCD Connect email address, you can use your personal email address.



Step 4

Click on “Online Payment” to proceed to the payment screen. See below screenshot.

Your Details

| | | |
|---------------------------|---|---|
| Name * | <input type="text" value="Joe Bloggs"/> | <i>Where the payment is on behalf of someone else enter their name here</i> |
| Email * | <input type="text" value="joe.bloggs@ucdconnect.ie"/> | |
| Re-enter Email * | <input type="text" value="joe.bloggs@ucdconnect.ie"/> | |
| Contact Phone No * | <input type="text" value="12345678"/> | |

In case of any issues with this payment please contact ResidenceFinance@ucd.ie

Online Payment

Step 5

Enter your payment details and click “Pay Now” to pay the booking deposit and secure your room booking. See below screenshot.

Secure Payment

Online Payment Centre

Event/Activity Residential deposit 23/24 - Intl UG

Payment on behalf of Joe Bloggs

In case of any issues with this payment please contact ResidenceFinance@ucd.ie

Amount € 735.00

Pay by Credit/Debit Card

You can proceed immediately with this payment by entering your Credit/Debit Card details.

If you encounter a problem or wish to change your payment account details, [click here](#) to reset the payment process and try again.

UCD's secure online payment service is provided by [globalpayments](#).

Payment Details

Card Number VISA MASTERCARD

Expiry

Security Code ?

Cardholder Name

PAY NOW

256-bit SSL encrypted Security provided by Global Payments