



## 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](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"/>               | Where the payment is on behalf of someone else enter their name here |
| 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](mailto: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](mailto: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

1.

2.

PAY NOW

256-bit SSL encrypted