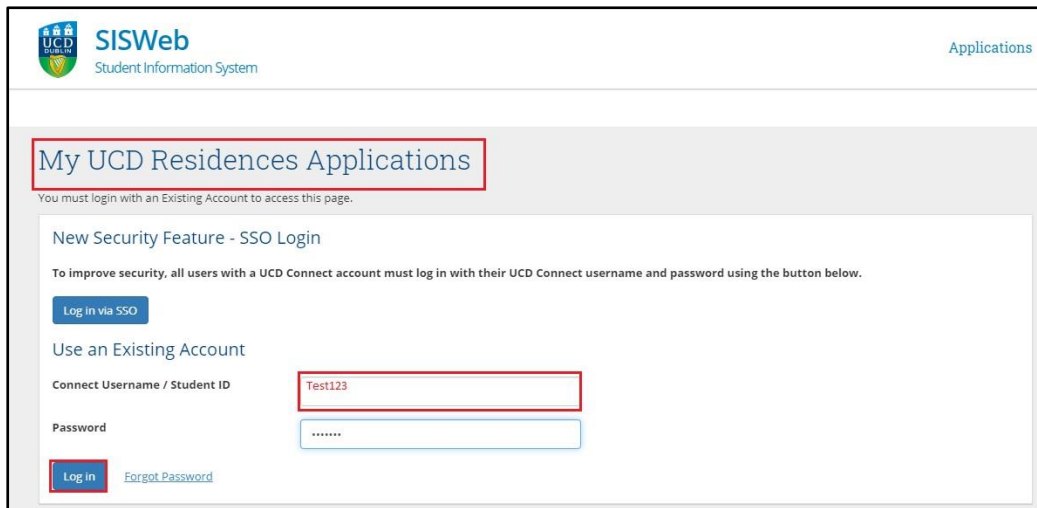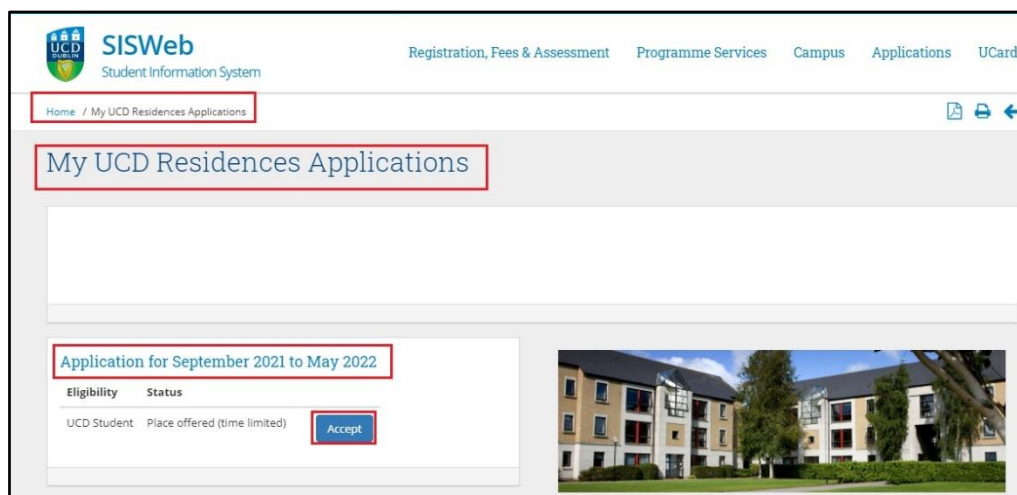# HOW TO PAY BOOKING DEPOSIT FOR ON-CAMPUS ACCOMMODATION IN UCD

1. Go to **MY UCD Residences Applications** **>** Login with **Connect Username/Student ID** & **Password**

2. In the '**MY UCD Residences Applications'** Screen you will see your available application. Click on the '**Appl**y' button to proceed.

If for you have any further booking queries please contact residenceroombooking@ucd.ie

3. You will now be brought to the '**Residences Application**' page. This will outline the relevant information including booking deposit amount.

Click on the '**Proceed**' to progress to the payment stage.

*IMPORTANT - Your Application will display academic term times which correspond to your period of study in UCD, e.g single trimester options will see an end date of the 23rd December 2021.

4. You are now in the '**UCD Residences Payment'** screen.

To proceed with payment you will need to enter your relevant card details and click on '**Pay now.**'

If for you have any further booking queries please contact residenceroombooking@ucd.ie

5. When payment is confirmed click on **'Continue'.**

6. You should now see your 'Status' as : '**Deposit Paid, Room Assignment Pending'**. To enter your accommodation preferences and details click on the '**Update Details'** button.

How to Enter UCD Accommodation Preferences.

1. Go to MY UCD Residences Application > '**Update Details**'

2. You will now be asked for several important pieces of information.

If for you have any further booking queries please contact residenceroombooking@ucd.ie

2.1 Accommodation Preferences: You are asked for your accommodation preferences with a maximum of three (3) choices/preferences available, please note all allocation of rooms will be subject to availability.

You MUST make at least one (1) choice and the first choice should be from the existing UCD Residences villages so that's, *Belgrove or Merville Residences (Apartment with Shared Bathroom)* OR *Ashfield, Glenomena, Roebuck Halls or Proby (Apartment with Private ensuite bathroom.)*

It will be possible to change/edit your preferences right up until you have a room allocated.

*Please note, only students who are studying for three trimesters will be eligible for a three trimester booking during the booking period. Requests to extend for the summer period can be made directly to UCD Residences room booking over the course of the 21/22 academic year.

2.2 Arrival Information: Please read the relevant information regarding international students travelling to Ireland during the pandemic. At a later date it will be possible to enter your proposed arrival date to UCD student residences. You will receive notification of this.

2.3 Click '**Submit**' to register your preferences.

Room Preferences and Arrival Information

You have secured a place in UCD Residences. Please answer the following questions to allow us to prepare for your arrival.

Room Preferences

We will aim to assign a room to you based on the room preference answers you provide below, subject to availability.

The apartments in our established Residences offer either (a) a private en-suite bathroom in each bedroom or (b) access to one or two bathrooms within an apartment shared with up to three (3) other apartment residents.

In addition to our established Residences, we hope to be able to offer availability in our new UCD Village development - see ucd.ie/residences/newstudentresidences for more details on the Village or contact residenceroombooking@ucd.ie.

Please visit ucd.ie/residences for details of facilities and pricing for each of the options below before choosing

Below, please choose which location/accommodation type you would prefer to be assigned to. You must choose at least one (1) preference and you MUST include either Belgrove/Merville or Ashfield/Glenomena/Proby/Roebuck Hall as one of your accommodation preferences as UCD Village places may be limited.

1) What is your 1st preference for

3) What is your 3rd preference for room assignment?

How long do you require accommodation for?
○ 2 Trimesters (September 2021 - May 2022)
○ 3 Trimesters (September 2021 - August 2022) *

This must match the duration of your course activities in the 2021/22 academic year.
* Follow links above for pricing information on three trimester stays

Early Arrival for International Students

Students arriving from outside Ireland in August/September 2021 may be required to follow Covid-19 quarantine or self-isolation measures in place at that time (see latest information at Irish Government Covid-19 Travel Advice). Where incoming residents are arriving from countries not designated as high risk by the Irish Government at the time of arrival, those residents will be will able to arrive early and quarantine or self-isolate in UCD Residences 14 days ahead of the start of the license to reside with no additional cost to their accommodation fees. The license to reside dates will differ according to student eligibility category. For more information on when your license period is due to begin see 2021/2022International FAQs.

UCD Residences strongly recommends all residents arriving from outside of Ireland to regularly check for travel updates with the Irish government (see latest information at Irish Government Covid-19 Travel Advice). UCD Residences will communicate any significant changes to accommodation policies and processes to incoming residents as they occur, and any information that you need to submit, such as arrival date, will be collected on this screen.

Submit

If for you have any further booking queries please contact residenceroombooking@ucd.ie