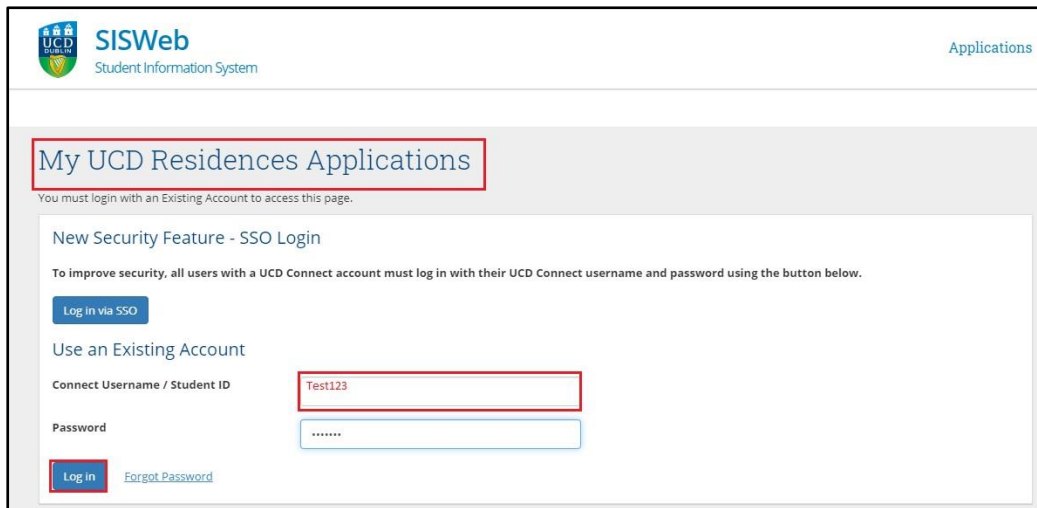


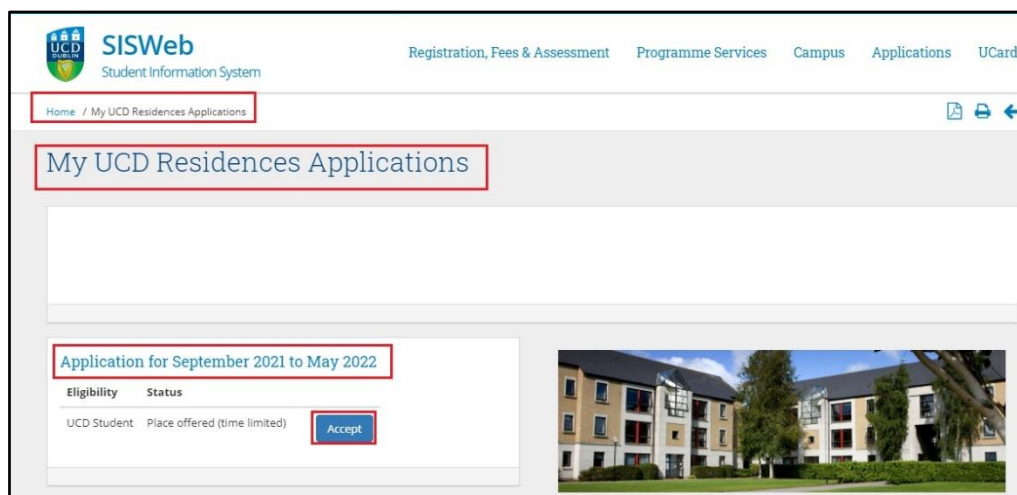
HOW TO PAY BOOKING DEPOSIT FOR ON-CAMPUS ACCOMMODATION IN UCD

1. Go to [MY UCD Residences Applications](#) > Login with **Connect Username/Student ID & Password**



The screenshot shows the SISWeb Student Information System login page. At the top left is the UCD logo and 'SISWeb Student Information System'. At the top right is a link for 'Applications'. The main heading is 'My UCD Residences Applications', which is highlighted with a red box. Below it, a message states: 'You must login with an Existing Account to access this page.' The login section is titled 'New Security Feature - SSO Login' and explains that users must log in with their UCD Connect username and password. There is a 'Log in via SSO' button. Below that, the 'Use an Existing Account' section contains a 'Connect Username / Student ID' field with the text 'Test123' (highlighted with a red box) and a 'Password' field with masked characters. At the bottom of the login section are 'Log in' and 'Forgot Password' links.

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



The screenshot shows the 'My UCD Residences Applications' page. At the top is the SISWeb header with navigation links: 'Registration, Fees & Assessment', 'Programme Services', 'Campus', 'Applications', and 'UCard'. Below the header is a breadcrumb trail: 'Home / My UCD Residences Applications'. The main heading 'My UCD Residences Applications' is highlighted with a red box. Below this is a large empty box. Further down, there is a section titled 'Application for September 2021 to May 2022' (highlighted with a red box). This section contains a table with two columns: 'Eligibility' and 'Status'. The 'Eligibility' row shows 'UCD Student' and the 'Status' row shows 'Place offered (time limited)'. To the right of the table is an 'Accept' button. To the right of the table is a photograph of a modern multi-story residential building with a glass facade and greenery in front.

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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.

The screenshot shows the 'UCD Residences Application' page. At the top, there is a header with the title 'UCD Residences Application'. Below this, there is a section titled 'Secure Your Accommodation Offer' which states: 'As an UCD Student, you are eligible to secure a place in UCD Residences for the period 02 Sep 2021 to 18 May 2022.' Below this, it says 'Deposit Payment - €400.00' and explains that the payment secures a booking in UCD Residences subject to the terms and conditions of the License to Reside. At the bottom, there is a section for 'Bookings for 2021/22 Academic Year' and a blue 'Proceed' button.

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.**'

The screenshot shows the 'UCD Residences Payment' screen. On the left, there is a section titled 'UCD Residences Payment' with a sub-header 'Deposit Payment for UCD Residences place'. Below this, it shows the 'Amount' as '€ 400.00'. There is a 'Pay by Credit/Debit Card' button and a note stating: 'You can proceed immediately with this payment by entering your Credit/Debit Card details.' Below this, there is a link to 'click here to reset the payment process and try again.' On the right, there is a 'Payment Details' section with input fields for 'Card Number', 'Expiry', 'Security Code', and 'Cardholder Name'. At the bottom right, there is a large blue 'PAY NOW' button.

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

The screenshot shows a 'Secure Payment' page for UCD Residences. On the left, under 'UCD Residences Payment', it says 'Deposit Payment for UCD Residences place' and shows an 'Amount' of '€ 400.00'. On the right, under 'Payment Status', it lists: 'Payment Reference: 18/8628', 'Date: 07 Jul 2020, 13:56', 'Method: Credit/Debit Card', 'Amount: 400.00', 'Currency: EUR', and 'Status: Paid'. A message says 'Thank you, your payment has been made successfully to UCD. Transaction processed.' At the bottom right, there are two buttons: 'Print/Save' and 'Continue', with the 'Continue' button highlighted by a red rectangle.

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**'

The screenshot shows the 'SISWeb Student Information System' interface. The top navigation bar includes links for 'Registration, Fees & Assessment', 'Programme Services', 'Campus', 'Applications', and 'UCard'. The main heading is 'My UCD Residences Applications'. Below this, there is a table with two columns: 'Eligibility' and 'Status'. The first row shows 'UCD Student' under 'Eligibility' and 'Deposit Paid, Room Assignment Pending' under 'Status'. To the right of this row is a button labeled 'Arrival & Assignment Update Your Details', which is highlighted with a red rectangle. There is also a small image of a UCD building to the right of the table.

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

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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 room assignment?

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 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 [2021/2022 International 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

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