



Overnight Visitor Request

Step 1.

- Login to the Residences Portal at residences.ucd.ie

The screenshot shows the UCD Residences Portal interface. On the left, there is a user profile section with fields for STUDENT ID, NAME, and EMAIL ADDRESS, and a 'logout' button. The main navigation area is titled '2023-24' and contains three menu items: 'Your Application', 'Your Offer', and 'Your Room'. A red arrow points to the 'Your Room' menu item. To the right of the navigation, there is a 'STATUS' section with a dropdown arrow and a list of request options: 'Accommodation Cancellation Request', 'Request a Room Transfer', 'Overnight Visitor Request' (highlighted with a red box), 'Report a Welfare Concern', and 'Maintenance Request'. Below these options is a link to 'Review submitted requests'.

Step 2.

- Click on “Your Room”
- Choose “Overnight Visitor Request”

Register your Guest

UCD Residents are permitted overnight visiting guests but they must be accompanied by the resident at all times.

In order to comply with safety regulations and ensure the welfare of other community members UCD has Overnight guest policy.

UCD Residents are allowed a one guest for **two** consecutive nights in any 7 day period.

Students are responsible for the conduct of any invited visitor to the residence and all guests should be registered.

Please provide us with the details of your guest below and the dates when they will be staying with you.

The screenshot shows the 'Register your Guest' form. It contains four input fields: 'Guest name *', 'Date of birth of guest', 'Relationship of the guest e.g. friend, brother, sister etc', and two date selection fields: 'Please select the arrival date below *' and 'Please select the departure date below *'. At the bottom left is a 'Return to Hub' button, and at the bottom right is a 'Submit Request' button, which is highlighted with a red box.

Step 3.

- Complete the necessary fields
- Click “Submit Request”