

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'. 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 'Use an Existing Account' and contains two input fields: 'Connect Username / Student ID' and 'Password', both highlighted with red boxes. A 'Login' button is also highlighted with a red box, along with a 'Forgot Password' link. At the bottom, there is contact information for the Student Desk Connector and a phone number.

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. The top navigation bar includes links for 'UCD Home', 'Key Dates', 'Events', 'Noticeboard', 'UCD Connect', 'Policies & Regulations', and 'Current Students'. The SISWeb logo is in the top left, and navigation links for 'Registration, Fees & Assessment', 'Programme Services', 'Campus', 'Applications', and 'UCard' are in the top right. The breadcrumb trail shows 'Home / My UCD Residences Applications'. The main heading is 'My UCD Residences Applications'. Below this, there is a table with one application entry: 'Application for August 2020 to May 2021'. The table has columns for 'Eligibility' and 'Status'. The 'Eligibility' is 'UCD Student' and the 'Status' is 'New / Incomplete'. An 'Apply' button is located at the end of the row, highlighted with a red box and a red arrow pointing to it. To the right of the table is a photograph of a modern multi-story residential building.

- 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.

Home / My UCD Residences Applica... / UCD Residences Application

UCD Residences Application

Secure Your Accommodation Offer

As a Non-EU Undergraduate, you are eligible to secure an offer of a place in UCD Residences for the period **Aug 2020 to 17 May 2021**.

International Student Deposit Payment - €400.00

The payment entitles you to secure a place in UCD Residences and is subject to the terms and conditions of the license to reside. By making this deposit payment you are agreeing to the License to Reside for the 2020/2021 academic year.

The payment does not allocate or reserve a specific room for you. Your room will be allocated to you when you have:

- paid your deposit
- make your travel arrangements
- confirm your arrival date and time

A separate email will be sent to you once you have paid this deposit outlining the process for you to (a) identify your first and second preference for en-suite or shared bathroom facilities; and (b) complete your arrival date information once you have completed your travel arrangements. At this point you will be allocated a bedroom in a specific apartment in one of UCD's residential villages and we will try to match your preference to bathroom type subject to availability.

The License to Reside officially commences on the 10th September. However, students travelling from outside Ireland will be able to move into UCD Residences at any point from Thursday 20 August at no additional cost to allow them to self isolate. To facilitate the free early arrival you will be asked to pay the normal first instalment by the 19th August 2020.

Proceed

- 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.'**

Home / My UCD Residences Applica... / UCD Residences Applica... / Online Payment

Secure Payment

UCD Residences Payment

Deposit Payment for UCD Residences place

Amount € 400.00

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](#).

PAY NOW

Payment Details

Card Number

Card Number

Expiry

MM/YY

Security Code

Security Code

Cardholder Name

Cardholder Name

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

The screenshot shows a 'Secure Payment' page with a breadcrumb trail: Home / ... / UCD Residences / My UCD Residences Applica... / UCD Residences Applicatio... / Online Payment. The page title is 'Secure Payment'. On the left, under 'UCD Residences Payment', it says 'Deposit Payment for UCD Residences place' and shows an amount of '€ 400.00'. Below this, it states 'UCD's secure online payment service is provided by globalpayments.'. On the right, under 'Payment Status', the details are: Payment Reference: 1696809, Date: 07 Jul 2020, 13:50, Method: Credit/Debit Card, Amount: 400.00, Currency: EUR, and Status: Paid (indicated by a green checkmark). A message below reads: 'Thank you, your payment has been made successfully to UCD. Transaction processed.' At the bottom, there are two buttons: 'Print/Save' and 'Continue', with the 'Continue' button highlighted by a red box.

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

The screenshot shows the 'My UCD Residences Applications' page with a breadcrumb trail: Home / Campus / UCD Residences / My UCD Residences Applications. The page title is 'My UCD Residences Applications'. On the left, under 'Application for August 2020 to May 2021', there is a table with two columns: 'Eligibility' and 'Status'. The 'Eligibility' row shows 'Non-EU Undergraduate'. The 'Status' row shows 'Deposit Paid, Room Assignment Pending', which is highlighted by a red box. To the right of the table is a blue button labeled 'Update Details', also highlighted by a red box. Below the table is a link for 'Applications for Other Periods' with a plus sign icon. On the right side of the page, there is a photo of a modern building. Below the photo, there is a blue box with the text: 'PLEASE NOTE - Construction Works In Progress Find out more'. At the bottom, there is a section titled 'Eligibility and booking Information' with text: 'Your student status will determine your eligibility to book accommodation. For more information on **booking dates and allocation policy** please check the relevant information on UCD Residences website.' and contact information: 'UCD Residences booking support can be contacted at residences@ucd.ie or 00 353 1 716 5772 or 00 353 1 716 5773.'

7. You will be requested to enter two important pieces of information.

1. What is your room preference for bathroom facilities? – Private ensuite bathroom OR Shared apartment bathroom (S) OR No Preference

2. When do you expect to arrive in Ireland and check in at UCD Residences?

THIS INFORMATION CAN BE ADDED AT A LATER DATE WHEN TRAVEL PLANS ARE IN PLACE.

Click 'Save'.

Home / My UCD Residences Applica... / Room Assignment Preferences

Room Assignment Preferences

You have secured a place in UCD Residences. Please answer the questions below to allow us to assign you to an appropriate room before you arrive. If you cannot provide the information now, you can return to this screen at a later time to do so.

Under Irish Government Covid-19 regulations, anyone entering the country may have to self-isolate for 14 days at a nominated location. To facilitate this, UCD will allow incoming international students to check-in early on or after 20 August 2020 at no extra charge. Providing an accurate date of arrival is particularly important to allow us to smoothly manage this requirement for you and your fellow residents so please enter this information after you have confirmed your travel arrangements.

We will assign a room to you within a few days after you provide the information requested below. You will then receive an email with this information and details of what to do before travelling and on arrival at UCD.

1) What is your preference for bathroom facilities?

We will assign you to a room based on your preference, subject to availability

Private ensuite bathroom

Shared apartment bathroom(s)

No preference

Our apartments have either (a) a private en-suite bathroom in each bedroom or (b) one or two bathrooms within the apartment shared with other apartment residents. Charges for apartments with the latter arrangement are generally lower, see www.ucd.ie/residences for details.

2) When do you expect to arrive in Ireland and check in at UCD Residences?

You may pick a date on or after Thursday, 20 August 2020. Please finalise your travel arrangements first.

See [UCD Residences Website](#) for more information.

Save