



# University College Dublin

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## Residential Services

### How To Nominate your Bank Account (SEPA Zone)

Welcome to SISWeb

Please login to access this page

**Use an existing Account**

Email, UCD ID or Connect Username: 12345678

Password: [masked] [Forgot Password](#)

[Login](#)

[If you have a problem logging into InfoHub, please contact infohub@ucd.ie](#)

1. Log into your SISweb Portal account using your UCD ID (Student Number) and your Password/PIN which is by default your Date of Birth in the form DDMMYY.
2. Click “Login”

SISWeb Policies & Regulations Favourites FAQs My Profile Email Logout

Registration, Fees & Assessment Programme Services Campus Applications Quick Links

Home > Welcome to SISWeb Previous Page

**Document Verification**

Students who accepted a place through the UCD Applications System must complete document verification procedures. Semester 2 examination results will not be released to students who have not done so.

**SERVICE ANNOUNCEMENT** at 16:46 on Thursday, 19 May  
Please note that InfoHub, SISWeb, and Banner will be unavailable on **Sunday 5th June from 6am until 5pm**. This outage is required to carry out essential maintenance on the system. During the outage, staff and students will be unable to access the above systems and associated services, including Gradebook. Please ensure that you are not logged into Gradebook on or just before 6am on the 5th June as any changes made may be lost. If you have any queries about this outage, please contact [itsupport@ucd.ie](mailto:itsupport@ucd.ie)

[Enter Registration Process](#)  
Click here to commence Registration

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3. Please click on “Campus”.



# University College Dublin

## Residential Services

SISWeb Policies & Regulations Favourites FAQs My Profile Email Logout

Registration, Fees & Assessment Programme Services Campus Applications Quick Links

Home > Campus Previous Page

- [UCD Residences](#)  
Book campus accommodation and pay residential fees
- [My Student Health Account](#)  
View transactions on your Student Health Account, make payments and download receipts
- [My Electronic Payments](#)  
View details of electronic payments from UCD to you and update your bank account information
- [UCD Sport & Fitness Membership](#)  
Sign up for access to UCD Sport & Fitness
- [My Email Archive](#)  
View emails sent to you via UCD's Targeted Communications System in the past 12 months
- [What's On at the UCD Cinema](#)  
View listing of upcoming films in UCD Cinema and book tickets online
- [My Clubs and Societies](#)  
See what clubs and societies have recorded you as a member
- [Apply for a UCD Parking Permit](#)  
View how to apply for a UCD parking permit along and access your unique Parking PIN
- [UCD Notice Board](#)  
The UCD Notice Board is a central location to post information for all students and staff
- [UCD Events Calendar](#)  
An online calendar of events coming up in UCD
- [Book Student IT Training](#)  
Book free IT training with IT Services

Terms & Conditions UCD Privacy Statement

4. Please click on “My Electronic Payments”.

Home > Campus

## My Electronic Payments

Print Previous Page

TABLE OF CONTENTS

### Past & Pending Payments

Payment From	Details	Amount (€)	Payee Bank Account	Last Update	Status
You have no past or pending payments					

### Nominate a Bank Account

To receive any pending or future payments from UCD, please enter the details of a bank account to which payments can be made by electronic fund transfer.

[Enter Bank Account Details](#)

You will need the name of the bank, the name of the account holder and the identity number/codes of the bank branch and account.

SEPA (Single Euro Payment Area) countries including Ireland: You must enter valid BIC and IBAN codes for bank accounts in any in these countries:

Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Gibraltar, Greece, Hungary, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom.

5. In the My Electronic Payments page, click on “Enter Bank Account Details” if you have not already provided your bank information.



# University College Dublin

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## Residential Services

Home > Campus > My Electronic Payments >

### My Nominated Bank Account Previous Page

Country*	<input type="text" value="Ireland"/>	<small>Please enter the country where your Bank is located</small>
Name of Bank/Branch*	<input type="text"/>	
Account Holder Name*	<input type="text"/>	
BIC/SWIFT/RTN*	<input type="text"/>	
IBAN*	<input type="text"/>	

**Notes**

The last two entries identify the bank branch and individual account to which payment will be made. Exactly what you enter here depends on the country where the nominated account is located, as follows:

- 1. SEPA (Single Euro Payment Area) countries including Ireland:** You must enter valid BIC and IBAN codes for payments to be made to bank accounts in any in these countries: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Gibraltar, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom.
- 2. U.S.A.:** Enter the BIC of the bank branch. If the BIC is unavailable, use the nine-digit Routing Transit Number (RTN) for INTERNATIONAL WIRE TRANSFERS instead but BIC is strongly recommended. Enter the Account Number in the IBAN Field.
- 3. Canada:** Enter the BIC or electronic Routing Number (9 digits with a leading zero) of the bank branch. Enter the Account Number in the IBAN Field.
- 4. Rest of the World:** Many countries in Europe but outside the SEPA zone, in the Middle East and elsewhere use BIC (also known as SWIFT Code) and IBAN for electronic money transfers. Please consult your bank and enter BIC and IBAN if either are available for your nominated account. Only if they are not available, should you enter the Branch Code in the BIC field and Account Number in the IBAN field.
- 5. Allowed Characters:** Only characters from the English alphabet should be used when inputting payment details. When entering BIC and IBAN codes, please use all uppercase characters and omit spaces and hyphens.

6. Finally, please enter your bank details and click save once complete