



UCD Residences

Accommodation Application Guide

**Spring Trimester
2023/24**



+353 (0)1 716 7000



residences@ucd.ie

UCD Residences

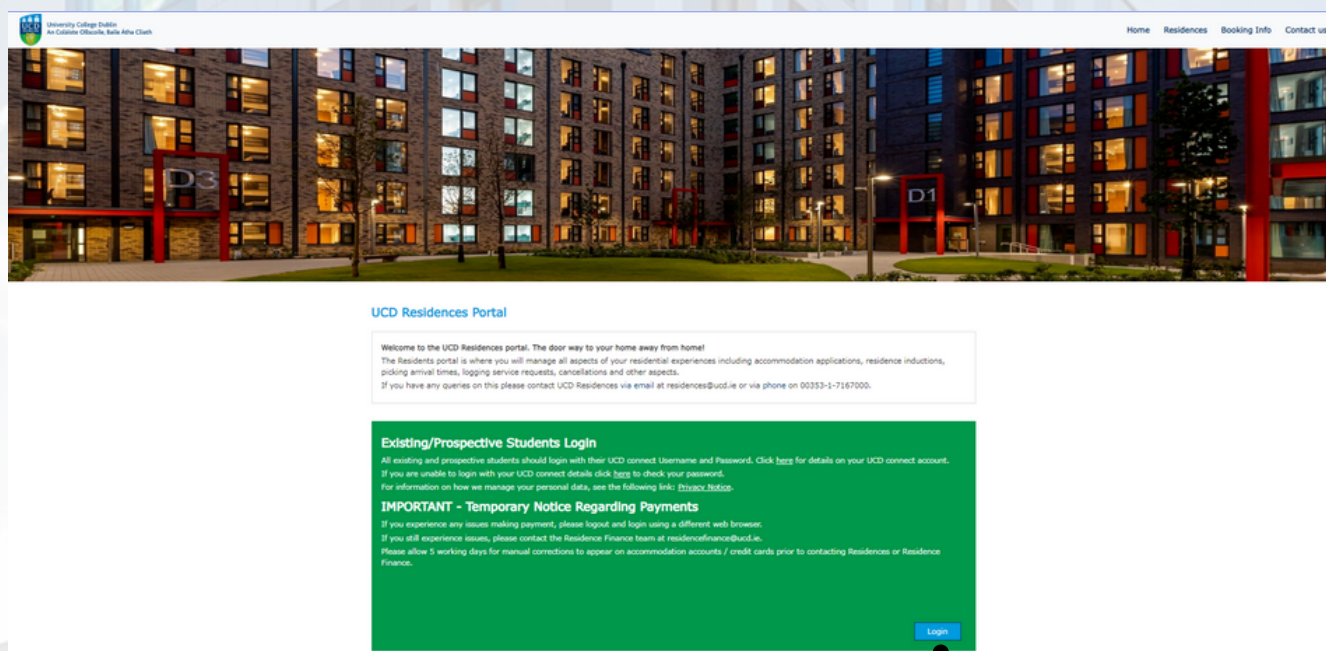
Thank you for choosing to study with us here in UCD. We are excited to welcome you to our lively, modern and diverse campus where you will meet students from all walks of life and become a part of our vibrant and active community

An integral part of our University community is our residences. Simply follow the 9 easy steps below on how to submit your accommodation preferences for the upcoming trimester.

UCD Residences

1.

Go to the residences portal at residences.ucd.ie and sign in using your student ID number and password

A screenshot of the 'UCD Connect Sign On' form. The form has a dark blue header with the UCD logo and the text 'UCD Connect Sign On'. Below the header, the text 'Login to UCD Residences' is displayed. The form contains two input fields: 'Username' with the placeholder text 'Enter your student Number here' and 'Password' with the placeholder text 'Enter your password here'. Below the password field is a checkbox labeled 'Clear prior granting of permission for release of your information to this service. What is this?' and a link 'More Information'. At the bottom of the form is a green 'LOGIN' button and a link 'Change your password'.

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2.

An application on your behalf will have been created. To submit your preferences click 'Review application'.

UCD Residences Portal!

<div>STUDENT ID</div> <div>16360403</div> <div>NAME</div> <div>Test</div> <div>EMAIL ADDRESS</div> <div>tadhg.maloney@ucd.ie</div> <div>logout</div>	<div>2023-24</div> <div><div>Your Application</div><div>Your Offer</div><div>Your Room</div><div>Statement/Payments</div></div> <div><div>STATUS: Your application has been submitted, we will contact you if you are successfully allocated a room or if we need any further information</div><div>Review application</div></div>
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Click on 'Review application'

UCD Residences

3.

On the next page, under Application review, you will see a summary of the information we have so far. To continue with choosing your preferences, click on 'Edit Application' in red.

Application review

Please find the details of your application below.

Should there be any errors with regard to your application please get in touch with us at residences@ucd.ie

Application submitted: 14/11/2023 00:00:00

Contact information

Address ucd village
Town/City dublin
County/State Dublin
Country Ireland
Postcode D04 C1P1

Telephone number +353-
[REDACTED]
Mobile number
Receive marketing emails

Next of kin/Emergency Contact

Name
Relationship to you
Phone number [REDACTED]
Email address
[REDACTED]
Address ucd village
Town/City dublin
County/State Dublin
Country Ireland
Postcode/Zip D04 C1P1

Additional Requirements

Do you need the adaptable features within an accessible room?

Your profile

Describe Yourself
What time do you typically wake up?
What time do you typically go to bed?
Other Requests

Accommodation preferences

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Edit Application

Click on 'Edit Application'

Withdraw Application

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4.

“**About You**” section you will see contact information if this information is incorrect or missing it can be amended via the “To update your UCD SISWeb details click here”.

About you

Please note, the following information relating to 'Contact Information' and 'Next of kin/Emergency Contact' is taken from your UCD SISweb details and cannot be edited here.

Once edited, your details can take up to 24 hours to update here.

To update your UCD SISweb details [click here](#)

Contact information

Please review your contact information.

Address

ucd village

Telephone number

[REDACTED]

Town/City

dublin

Mobile number

Mobile number

County/State

Dublin

I would like to receive marketing emails *

- ☐ Yes
☐ No

Country

Ireland

Postcode

D04 C1P1

Next of kin/Emergency Contact

Please review your next of Kin/Emergency contact.

Name

Name

Address

ucd village

Relationship to you

Relationship to you

Town/City

dublin

Phone number

[REDACTED]

County/State

Dublin

Email address

[REDACTED]

Country

Ireland

Postcode/Zip

D04 C1P1

Select yes or no for marketing

Additional Requirements

UCD Residences have a number of wheelchair accessible rooms available for booking across the UCD Residence Villages. Priority for accessible rooms are given to students with a physical disability (for instance, students with mobility disabilities) or sensory disability (students who are blind/visually impaired or students who are Deaf/Hard of Hearing), who require the adapted features of the room. Wheelchair users should be advised to choose a room on the ground floor, if possible. Students with temporary injuries are not eligible for an accessible room.

Do you need the adaptable features within an accessible room?*

- ☐ Yes
☐ No

Let us know if you require a room with accessible features

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Continue

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5.

“Your Profile” : You have the option to enter and confirm some personal details and continue to the next page(s).
*Please note that the “Describe yourself” and “Early riser or night owl?” sections are not mandatory. Information entered here will only be viewable by room booking staff and not other students/flatmates. This information may be used for allocation purposes however entering information here does not guarantee any arrangements regarding allocation.

Your profile

Please tell us little bit about yourself and indicate any relevant preferences from those available to you. Please note this information will be only be viewable by UCD Residences staff and is not viewable by other residents or UCD departments. Please note we cannot guarantee that we will be able to satisfy requests or preferences made by incoming residents.

Describe yourself

Description

Please write a brief description about yourself

Early riser or night owl?

This will be most relevant for residents who are considering a shared bedroom preference

What time do you typically wake up?

- ☐ Before 6am
- ☐ Before 8am
- ☐ Around 9am
- ☐ After 11am
- ☐ Around 12pm

What time do you typically go to bed?

- ☐ Before 9pm
- ☐ Before 11pm
- ☐ Around 12am
- ☐ After 2am
- ☐ After 3am

Other requests

Please enter any information you think is relevant to your stay in Residences - please note we cannot guarantee to action any possible requests.

Please provide information...

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Continue

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6.

Here you can choose your top 3 preferences for accommodation. Choose your preferences by clicking 'Add to basket' beginning with your first preference, followed by your second preference, and finally your third

Select your room preferences

In order for UCD Residences to best facilitate your accommodation requests (subject to availability), students are asked to indicate their top three accommodation preferences as soon as possible. A full breakdown of the price of each residence can be found [here](#).

Minimum # of preferences required: 1

Maximum # of preferences required: 3

Area (All)	Contract length (All)	Price per month €1 ————— €2
Room type (All)	Sort by Sort by	

[View comparisons](#)


Summary

i Please note, though we will try and accommodate your accommodation preferences they are subject to availability and cannot be guaranteed.

☐ I understand that my preferences may not be guaranteed

[Continue](#)

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Belfield Campus - Apartment - Ensuite

Campus University College Dublin
Monthly price €1,350.80
Contract 19 weeks length and 1 nights
Total price €5,969.66

[Add to comparison](#)

[Images](#) [Facilities](#) [More Info](#) [Map](#) [Add to basket](#)



Belfield Campus - Apartment - Shared Bathroom

Campus University College Dublin
Monthly price €1,107.25
Contract 19 weeks length and 1 nights
Total price €4,893.33

[Add to comparison](#)

[Images](#) [Facilities](#) [More Info](#) [Map](#) [Add to basket](#)



Belfield Campus - Village Halls - Ensuite

Campus University College Dublin
Monthly price €1,476.50
Contract 19 weeks length and 1 nights
Total price €6,525.18

[Add to comparison](#)

[Images](#) [Facilities](#) [More Info](#) [Map](#) [Add to basket](#)

To add a preference, click on 'Add to basket' in the order of your preference beginning with your first through to your third.

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7.

In this example, Village 1 - Ensuite is the first preference, Apartment - Ensuite is the second preference, and so on. These are your preferences, however we cannot guarantee you will be offered any of these types of accommodation. If you are happy with this, click the box to confirm and then click continue. Otherwise you can tick the x in the summary and re-choose your preferences.

[View comparisons](#)

Summary

Belfield Campus Village 1 - Ensuite
€1,503.34 per month

X

Belfield Campus Apartment - Ensuite
€1,350.80 per month

X

Belfield Campus Studio Twin - Shared Bathroom
€1,052.38 per month

X

i Please note, though we will try and accommodate your accommodation preferences they are subject to availability and cannot be guaranteed.

☐ I understand that my preferences may not be guaranteed

[Continue](#)

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Preference 1

Preference 2

Preference 3

Click 'I understand' that you are not guaranteed to receive an offer of accommodation for the selected residences, that it is simply an indication of your personal preference

Click 'Continue'

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8.

In the following screen, you will be shown a summary of the details you have entered. If this is all correct, selected the 'I Understand' and click 'Confirm'.

Application review

Please note, the following information relating to 'Contact Information' and 'Next of kin/Emergency Contact' is taken from your UCD SISweb details and cannot be edited here.

To update your UCD SISweb details click [here](#)

Contact information [Edit](#)

Address ucd village

Town/City dublin

County/State Dublin

Country Ireland

Postcode D04 C1P1

Telephone number [REDACTED]

Mobile number

Receive marketing emails No

Next of kin/Emergency Contact

Name

Relationship to you

Phone number [REDACTED]

Email address [REDACTED]

Address ucd village

Town/City dublin

County/State Dublin

Country Ireland

Postcode/Zip D04 C1P1

Additional Requirements [Edit](#)

Do you need the adaptable features within an accessible room?

No

Your profile [Edit](#)

Describe Yourself

What time do you typically wake up?

What time do you typically go to bed?

Other Requests

Accommodation preferences [Edit](#)

- ☒ Belfield Campus, Village 1 - Ensuite
- ☒ Belfield Campus, Apartment - Ensuite
- ☒ Belfield Campus, Studio Twin - Shared Bathroom

Please tick the below box to indicate you understand the following factors for accommodation allocation.

The above accommodation preferences indicate my preferred my accommodation type.

The allocation of accommodation room types to incoming residents will always be subject to availability and it is not possible to guarantee any accommodation type during the booking process.

☒ I understand

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Click 'I understand'

Click 'Confirm'

[Confirm](#)

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9.

Congratulations! You have successfully submitted your application and accommodation preferences. You will receive an email confirmation of this as well. If you like, please leave us feedback on your experience using the black box on the right.

Application confirmed

Your application has been confirmed. You can review your application at any time via the Hub page of the residences portal.

We will be in touch in the coming weeks with regard to room allocations.

[Return to hub](#)

Rate this process

Before you go... how would you rate your experience of this process?





UCD Residences

**Please contact us if you have any queries. More information is available on our website:
www.ucd.ie/residences**

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