

We look forward to welcoming you to your new UCD Home.

UCD offers you not only a high quality housing package, but a warm and friendly environment to live in whilst studying. We would like to take this initial opportunity to detail a few key steps you will need to follow before arrival so please read it thoroughly.

Your accommodation will be available for you to check in from 12.00 noon on the date your license to reside commences.

To view your booking or license to reside please log on to your account on the [SIS web](#) Default Password- date of birth -format ddmmyy

CENTRAL ARRIVALS

Arrivals are managed centrally which provides you with a one stop shop where all your check in needs can be met.

Belfield Campus:(Merville, Glenomena, Belgrove, Roebuck Hall and Roebuck Castle)

All residents living on the Belfield Campus must first go to Merville Residence for central check in before proceeding to their complex

Blackrock Campus:(Proby & Blackrock Halls)

All residents living on the Blackrock Campus must first go to Proby Residence for central check in before proceeding to their complex

Muckross Campus:(Muckross Halls)

All residents living on the Muckross Campus must go directly to Muckross Halls Residence in Donnybrook for check in.

CHECK LIST FOR ARRIVALS

Regardless of which campus you are living in there are a number of tasks you will need to complete before you arrive:

1. Complete our online induction course (if you have not already done so this year);
2. Confirm your agreement to the terms and conditions of the Licence to Reside;
3. Pay in full any residential charges that are due on or before the first day of occupancy;
4. Upload an ID photo for your student card (if you have not already done so);

You can do all these tasks in your SIS web

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.

Your Residences menu is located in the Campus Facilities tab at the top of the page.

Your student UCARD.

New Students:

All new students will get a new student card on arrival. Your new student card will be used not just as ID, but also as your residence access card and smartcard purse for use in the main restaurant, laundry, and other outlets. The card will be issued at your central arrivals point (Merville – Belfield Campus, Proby – Blackrock Campus, Muckross – Muckross Campus)

New students must upload a photo through sisweb. All new students must use this to ensure that they are fast tracked on arrival as cards will be printed prior to your arrival date. Residents who do this now will not have to complete it again as part of registration. To upload your photo and beat the queues log into SISweb and choose the photo upload option in the UCD Residences menu under the “student services” tab.

YOUR STUDENT UCARD WILL BE AVAILABLE FOR COLLECTION AT YOUR CENTRAL ARRIVALS POINT IN THE RESIDENCES. YOU MUST HAVE A PASSPORT, NATIONAL IDENTITY CARD OR DRIVERS LICENSE

Existing Students:

You will need your existing student UCARD which will have your residence access programmed onto it once you check in. If you have lost your card and need a new card please follow the instructions on the UCARD website <http://www.ucd.ie/ucard/loststolenucards/> prior to arriving at the residences

Proof of Payment. Your first instalment must be paid prior to arrival and latest by the first day of your license to reside. It is essential that you have paid your first instalment before you check in. Where you have paid online through SISweb using a credit or laser card we should have a record of it on arrival. Sometimes there are delays in the system being updated so it is advised to print off a copy of your UCD Residence account which will detail your payment and bring it with you. If you have paid by an alternative means please bring the proof of payment in case of system update delays. If your fees are being paid by a third party you should bring confirmation of this.

Late Payments will incur a Late Payment Charge of €60

AFTER YOU HAVE MADE YOUR PAYMENT YOU SHOULD PRINT OUT A COPY OF YOUR STUDENT RESIDENCE FEE PAGE/OR YOUR RECEIPT FROM YOUR BANK AND BRING IT WITH YOU AS PROOF OF PAYMENT

We look forward to welcoming you to UCD. Please do not hesitate to contact us on residences@ucd.ie should you need any further information.

Kind Regards,

Residential Services