

Eligibility and Room Booking Information

When you enter the My UCD Residences Applications page on SISweb, the information you see and the options available to you depend on the category of student you are as well as the booking periods and options that are currently available to your category at this time.

Below we explain Eligibility, Application Statuses and the most common reasons why no action may be available to you at this moment. If you do not see a reason below that seems to explain what you see on screen, please check the relevant webpage for your eligibility category on the [UCD Residences website](#) or contact Residences Booking Support Office or the UCD [International office](#) if you are an international student.

Eligibility:

You are assigned an Eligibility based on several factors that we know about you. These include what course you are studying, what country you are from and your year of study for the period in question. Some scholarships and other individual requirements or circumstances are also taken into account.

Your Eligibility determines when and how you may apply for accommodation and the likelihood of success, based on the number of places available to applicants with your Eligibility.

In particular circumstances, you may see an Eligibility such as:

Ineligible

If you are an incoming student from outside Ireland, this generally means that you have not yet received and accepted a UCD course offer or, if applicable, you have not paid the related deposit. Please contact the International Office for further information.

If you are an existing student, this probably means you are not (or not expected to be) a registered, attending student during the booking period in question. Please contact UCD Residential Services for further information.

On Hold

This means you have been specifically blocked from applying for accommodation. This may be temporary or permanent and may be due to outstanding fees or as a result of a disciplinary sanction. Please contact the UCD Residential Services for further information.

Status:

This shows you the stage that your accommodation application has reached and determines the next action, if any, that is available to you.

No Action Available

This status will show if you are not permitted to apply at this time. Possible reasons:

- You're too early. Please check the relevant [webpage](#) for your Eligibility to check opening dates for wait lists or booking.

- No places have been allocated for applicants with your Eligibility under the currently [allocation policy](#). Once the academic term commences, some places may become available on a first come, first serve basis.
- If room booking has been open for some time, there may be no remaining places left.

New/Incomplete

Deposit received

One of these statuses may show if you have commenced an application but not completed it or if your application was initiated or updated by the booking support office.

Early Payment made

If available for your Eligibility, this status means you will receive a time-limited UCD Residences place offer when room booking opens.

Listed

You are on the waiting list to receive a time-limited UCD Residences place offer when room booking opens. Your position on the list may be determined by randomisation (check the relevant [webpage](#) for your Eligibility).

Listed (pending CAO offer)

Unreserved (pending CAO offer)

For CAO applicants, Listed means you are on the waiting list to receive a time-limited UCD Residences place offer when we are notified that you have accepted a UCD course offer and rooms are still available. Your position on the list is determined by randomisation.

After the initial offer rounds, remaining applicants change from Listed to Unreserved and the likelihood of a room being available after accepting a late CAO offer will be decreased.

Place offered (time limited)

Place offer expired

One of these statuses displays after you have been sent an email with details of a UCD Residences place offer. The email will state the date and time by which you must accept that offer and book a room. If that time passes, the offer will expire and you will be unable to book a room.

Early Payment Pending

Licence Agreement Pending

Place provisionally booked

One of these statuses means you were interrupted or changed your mind while in the process of making an Early Payment or Room Booking. Within a short time frame (c. 10 minutes), you may be able to resume from where you left off.

Successful

You have completed your room booking. Details of your booking and the pre-check in process should now be available to you on the Campus > UCD Residences menu in SISweb.

Contact information:

Residences Booking Support Office

Website: www.ucd.ie/residences

Email: Residences@ucd.ie

Tel: 00 353 1 716 5772

Tel: 00 353 1 716 5773

International Office

Website: <http://www.ucd.ie/international/>

Email: international@ucd.ie

Tel: +353 1 716 8500