# UCD Residences

# Accommodation Application Guide

# International students 2024/25

📞

✉️

**+353 (0)1 716 7000**    **residences@ucd.ie**
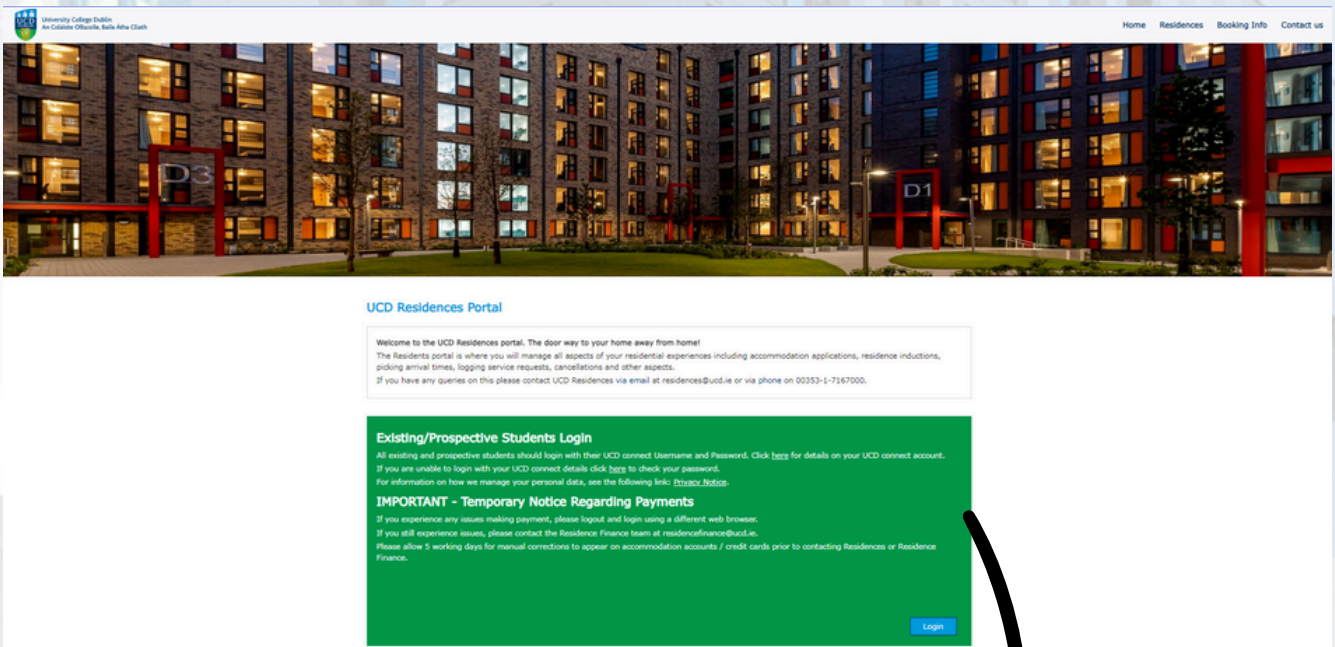
# UCD Residences

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 8 easy steps below to submit your accommodation application for the 24/25 academic year.

# UCD Residences

**1.** When you are notified that applications are open, go to the Residences Portal website at https://residences.ucd.ie and sign in using your UCD student ID number and password. (Please do not apply before this date)



UCD Residences Portal

Welcome to the UCD Residences portal. The door way to your home away from home!
The Residents portal is where you will manage all aspects of your residential experiences including accommodation applications, residence inductions, picking arrival times, logging service requests, cancellations and other aspects.
If you have any queries on this please contact UCD Residences via email at residences@ucd.ie or via phone on 00353-1-7167000.

**Existing/Prospective Students Login**
All existing and prospective students should login with their UCD connect Username and Password. Click here for details on your UCD connect account.
If you are unable to login with your UCD connect details click here to check your password.
For information on how we manage your personal data, see the following link: Privacy Notice.

**IMPORTANT - Temporary Notice Regarding Payments**
If you experience any issues making payment, please logout and login using a different web browser.
If you still experience issues, please contact the Residence Finance team at residencefinance@ucd.ie.
Please allow 5 working days for manual corrections to appear on accommodation accounts / credit cards prior to contacting Residences or Residence Finance.

Login

## UCD Connect Sign On

Login to UCD Residences

Username

Enter your student number here

Password

Enter your password here

☐ Clear prior granting of permission for release of your information to this service. What is this?
More Information

LOGIN

# UCD Residences

**2.** To begin your application, simply click 'Review application' and follow the prompts.

Please ensure the year reads 2024-25. If it reads 2023-24, please change it to 2024-25 using the drop-down menu here

## 2024-25

| Your Application |  |
| --- | --- |
| Your Offer |  |
| Induction |  |
| Your Room |  |
| Statement/Payments |  |

**STATUS:** Your application has been submitted, we will contact you if you are successfully allocated a room or if we need any further information

**Review application**

Click on 'Review application'

BAILE UCD
UCD VILLAGE

# UCD Residences

3.

At the bottom of this page, under the "Accommdation preferences" heading - click "Edit application".

## Accommodation preferences

Back    Edit Application

Click on 'Edit application'

BAILE UCD
UCD VILLAGE

# UCD Residences

**4.**

In the **About You** section you will see your 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** | **Telephone number** |
| ucd village | ████████ |
| **Town/City** | **Mobile number** |
| dublin | Mobile number |
| **County/State** | **I would like to receive marketing emails** * |
| Dublin | ○ Yes |
| **Country** | ○ No |
| Ireland | |
| **Postcode** | |
| D04 C1P1 | |

Select yes or no for marketing

### Next of kin/Emergency Contact
Please review your next of Kin/Emergency contact.

| | |
|---|---|
| **Name** | **Address** |
| Name | ucd village |
| **Relationship to you** | **Town/City** |
| Relationship to you | dublin |
| **Phone number** | **County/State** |
| ████████ | Dublin |
| **Email address** | **Country** |
| ████████ | Ireland |
| | **Postcode/Zip** |
| | D04 C1P1 |

### 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 impared 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

Back                                    Continue

# UCD Residences

**5.**

## 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...

Back

Continue

# UCD Residences

**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 | Contract length | Price per month |
| --- | --- | --- |
| (All) | (All) | €1     €2 |

| Room type | Sort by |
| --- | --- |
| (All) | Sort by |

**View comparisons**

### Summary

ⓘ 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**

**Back**

### Belfield Campus - Apartment - Ensuite
Add to comparison

Campus University College Dublin

Contract 19 weeks length and 1 nights

Monthly price €1,350.80

Total price €5,969.66

Images | Facilities | More Info | Map | 🛒 Add to basket

### Belfield Campus - Apartment - Shared Bathroom
Add to comparison

Campus University College Dublin

Contract 19 weeks length and 1 nights

Monthly price €1,107.25

Total price €4,893.33

Images | Facilities | More Info | Map | 🛒 Add to basket

### Belfield Campus - Village Halls - Ensuite
Add to comparison

Campus University College Dublin

Contract 19 weeks length and 1 nights

Monthly price €1,476.50

Total price €6,525.18

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.

# UCD Residences

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

⟵ Preference 1

Belfield Campus ✕
Apartment - Ensuite
€1,350.80 per month

⟵ Preference 2

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

⟵ Preference 3

ⓘ 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

⟵ 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

**Continue**

⟵ Click 'Continue'

Back

# UCD Residences

In the following screen, you will be shown a summmary of the details you have entered. If this is all correct, select 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 | Telephone number |
| Town/City dublin | |
| County/State Dublin | Mobile number |
| Country Ireland | Receive marketing emails No |
| Postcode D04 C1P1 | |

### Next of kin/Emergency Contact

| | |
|---|---|
| Name | Address ucd village |
| Relationship to you | Town/City dublin |
| Phone number | County/State Dublin |
| Email address | 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 availibilty and it is not possible to guarantee any accommodation type during the booking process.

■ I understand

Back

Click 'I understand'

Click 'Confirm'        Confirm

# UCD Residences

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**

## Academic Year 2024/25

**+353 (0)1 716 7000**     **residences@ucd.ie**