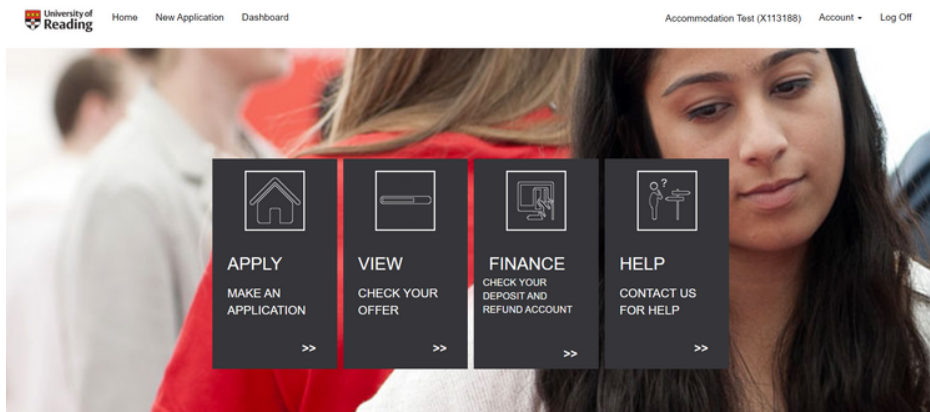


# 10 STEPS TO APPLY FOR ACCOMMODATION

## STEP 1

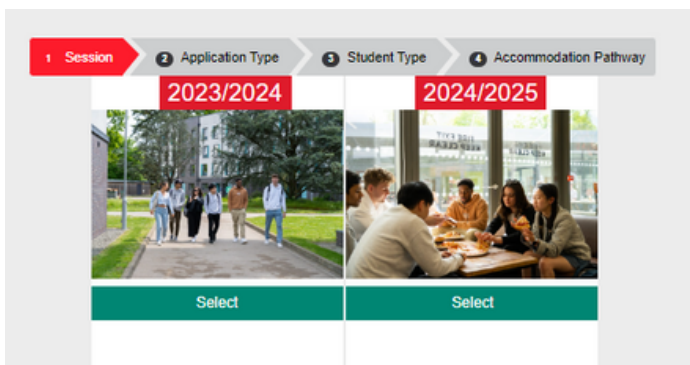
We suggest applying for accommodation via desktop. Log in to the [RISIS Portal](#), click 'Actions' and then click 'Accommodation'.

You should see this screen:



To make an application for accommodation, click 'APPLY'.

## STEP 2

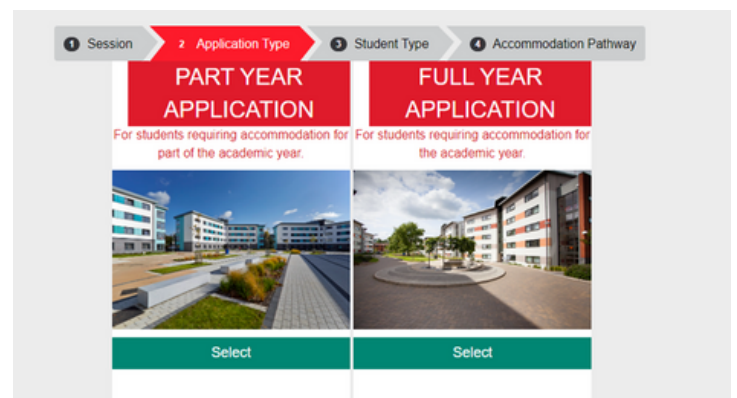


Select which session (academic year) you would like to make an application for accommodation.

Most applicants will select the next academic year - 2024/2025

## STEP 3

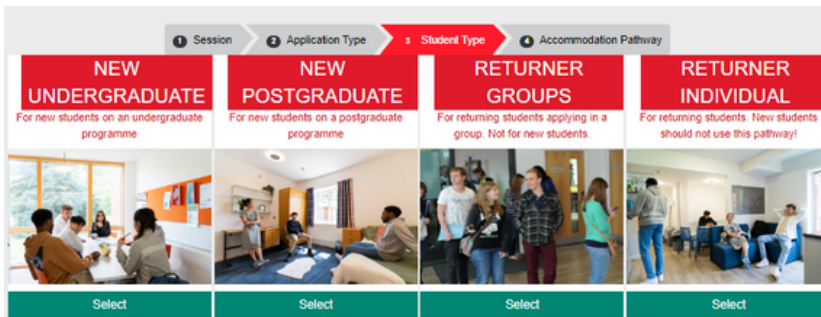
Next, you need to select your application type. If you need accommodation for the full academic year, select 'FULL YEAR APPLICATION' otherwise, select 'PART YEAR APPLICATION'.



# 10 STEPS TO APPLY FOR ACCOMMODATION CONTINUED

## STEP 4

Now, select the appropriate student type.



**'NEW UNDERGRADUATE':**

Select this option if you have not been to University before or if you are starting a new course.

**'NEW POSTGRADUATE':**

Select this option if you are starting a new postgraduate course.

**RETURNER GROUPS/INDIVIDUAL':**

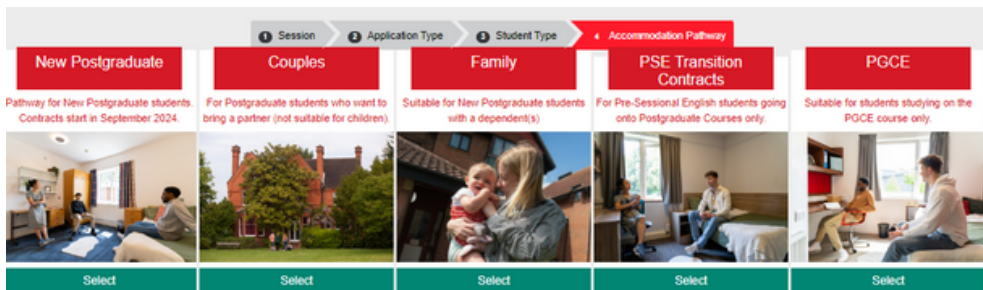
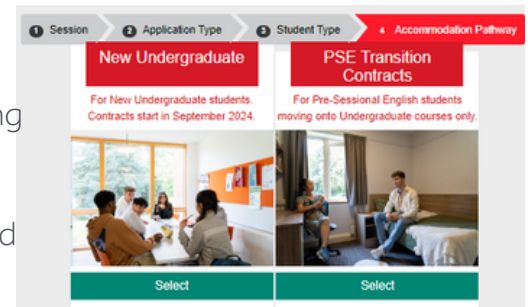
Select the group option if you are a returning student applying as part of a group. Select the individual option if you are applying on your own.

## STEP 5

You need to select the correct pathway for you.

**'New Undergraduate':** If you are a new undergraduate arriving on the main intake weekend.

**'PSE Transition Contracts':** If you are a PSE student and need to arrive on the 15th September.



**'Family':**

If you are a new postgraduate and want to bring your child(ren) to live with you in halls.

**'PGCE':**

If you are a PGCE student (contract starts 25th August).

**'New Postgraduate':** If

you are a new postgraduate arriving on the main intake weekend.

**'Couples':** If you are a

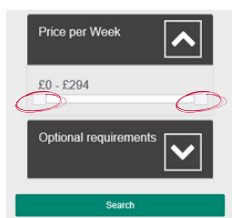
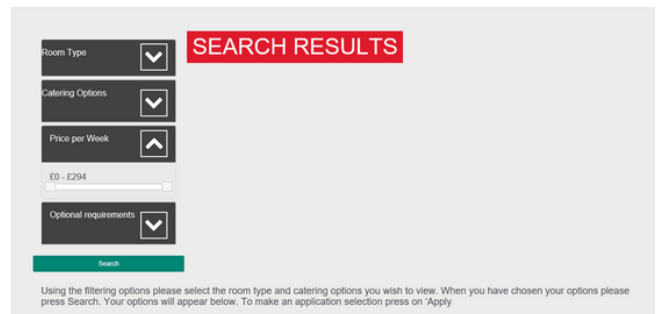
new postgraduate student that wants to bring a partner (not suitable for children).

# 10 STEPS TO APPLY FOR ACCOMMODATION CONTINUED

## STEP 6

Now you can search the available accommodation options. You can set the following criteria:

- room type
- meal plan option (if applicable)
- price
- any specific requirements

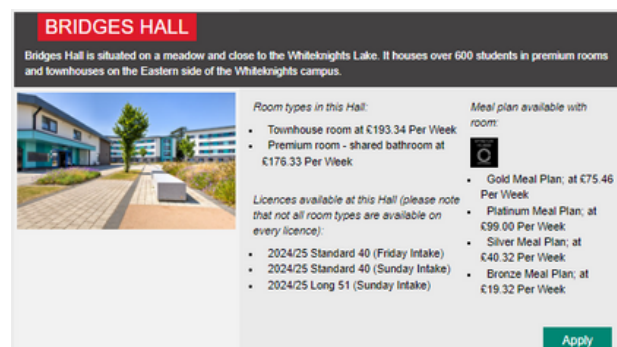


You can also set the price to a minimum and maximum amount using the sliding toggles.

Once you have set your desired criteria, press search to see the available options.

## STEP 7

The search page will give you an overview of the hall. To find out more information, or to add one of the available room types in the hall to your preferences, click 'Apply'.



You are then able to see more information about the hall, browse a carousel of pictures, see a local map and the available room types. You can also follow external links to the hall's dedicated webpage and a virtual tour.

| Room Type                      | Licence name   | Start Date | End Date   | Please select a Meal Plan where applicable: | Price (Where shown, meal plan price applies for 31 weeks only)              | Total     |        |
|--------------------------------|----------------|------------|------------|---|---|-----------|--------|
| Premium room - shared bathroom | 2024/25 Long 5 | 22/09/2024 | 14/09/2025 | None  | £176.33 per week for Premium room - shared bathroom                         | £8,992.83 | Select |
| Townhouse room                 | 2024/25 Standz | 20/09/2024 | 27/06/2025 | Bronze Meal Plan                            | £193.34 per week for Townhouse room<br>£19.32 per week for Bronze Meal Plan | £8,332.52 | Select |



Available contract lengths, the start and end date of the contract, the meal plan and price (where applicable) along with the total cost of the contract will appear. Click 'Select' to add the room type to your preferences.

# 10 STEPS TO APPLY FOR ACCOMMODATION CONTINUED

## STEP 7 CONTINUED

You will need to select a minimum of five preferences.

To add another option, click 'Add Another'.

### PREFERENCES

Your selection is listed below, with your first preference shown at the top. You will need to select a minimum of 5 preferences. Please note whilst we try our hardest to meet your stated preferences, we do not guarantee we will be able to offer one of these options. You can change your selections using the 'move higher' and 'move lower' and 'delete' buttons. Once you have completed your selections please select 'Next'. We suggest you choose a range of preferences that you would be happy with.

| Area         | Room Type                      | Licence Type                    | Start Date | End Date   | Catering | Price   | Total     | Order | Delete |
|--------------|--------------------------------|---------------------------------|------------|------------|----------|---|-----------|-------|--------|
| Bridges Hall | Premium room - shared bathroom | 2024/25 Long 51 (Sunday Intake) | 22/09/2024 | 14/09/2025 | None     | £176.33 Per Week for Premium room - shared bathroom | £8,992.83 |       | Delete |

Add Another

## STEP 8

| Area               | Room Type                      | Licence Type                          | Start Date | End Date   | Catering         | Price   | Total      | Order       | Delete |
|--------------------|--------------------------------|---------------------------------------|------------|------------|------------------|---|------------|-------------|--------|
| Bridges Hall       | Premium room - shared bathroom | 2024/25 Long 51 (Sunday Intake)       | 22/09/2024 | 14/09/2025 | None             | £176.33 Per Week for Premium room - shared bathroom                         | £8,992.83  | Move Lower  | Delete |
| Benyon Hall        | Ensuite room                   | 2024/25 Long 51 (Sunday Intake)       | 22/09/2024 | 14/09/2025 | None             | £196.42 Per Week for Ensuite room   | £10,017.42 | Move Higher | Delete |
| Sherfield Hall     | Quiet Ensuite Room             | 2024/25 Standard 40 (Friday Intake)   | 20/09/2024 | 27/06/2025 | Silver Meal Plan | £40.32 Per Week for Silver Meal Plan  | £9,106.72  | Move Higher | Delete |
|                    |                                |                                       |            |            |                  | £196.42 Per Week for Quiet Ensuite Room                                     |            | Move Lower  |        |
| St. George's Hall  | Studio room (single occupancy) | 2024/25 Standard 40 (Saturday Intake) | 21/09/2024 | 28/06/2025 | Silver Meal Plan | £40.32 Per Week for Silver Meal Plan  | £11,570.72 | Move Higher | Delete |
|                    |                                |                                       |            |            |                  | £258.02 Per Week for Studio room (single occupancy)                         |            | Move Lower  |        |
| Stanton Townhouses | Townhouse room                 | 2024/25 Standard 40 (Friday Intake)   | 20/09/2024 | 27/06/2025 | Bronze Meal Plan | £19.32 Per Week for Bronze Meal Plan<br>£199.22 Per Week for Townhouse room | £8,567.72  | Move Higher | Delete |

Add Another
Next

You can re-order your preferences to your satisfaction.

Please list your choices in order of preference.

Once you have selected your preferences, you can click 'Next'.

## STEP 9

Next, you are asked to state whether you would prefer a mixed or single-sex flat.

### FURTHER DETAILS

Please let us know any other information relevant to your accommodation application below

#### FLAT SHARING PREFERENCES

Would you prefer to live in a single sex flat, or in a mixed sex flat? (please note this cannot be guaranteed)

# 10 STEPS TO APPLY FOR ACCOMMODATION CONTINUED

## STEP 9 CONTINUED

**CONFIRMATION & CONSENT**

**Preferences Confirmation:**  
For more information on Quieter Lifestyle, please click here.

If a quiet room type is listed in your application, you are agreeing to adhere to the quieter lifestyle policy should this room type be offered to you.

Please tick the mandatory 'Quieter Lifestyle' tick box below to confirm you have read this and agree, even if you have not added a quieter lifestyle preference to your application.

Please ensure you have checked ALL your application preferences and are happy with the contract lengths you have selected.

Please tick the mandatory 'Contract Lengths' tick box below to confirm you have read this and agree.

**Consent:**  
We are unable to share your personal data and accommodation application status with anyone without your consent. If you would like to grant us consent to talk to someone, such as a parent or guardian, about your accommodation, please enter their full name, and relation to you, in the Consent Box below. Please note this is not mandatory; you may select 'I do not consent to sharing my details':

For example: Sue Jones, Mother.

Confirmation

Quieter Lifestyle Confirmation

Contract Lengths Confirmation

Consent

I consent to sharing my details

You will need to confirm that you are happy with your preferences and contract lengths.

You also have the option to provide consent for someone to discuss your application on your behalf. If so, you will need to list their full name and relationship to you.

When scrolling further down, you can follow the link to the Disability Advisory Service webpage. There is also a checklist where you are able to let us know about any disability requirements and medical condition(s) you may have by ticking the boxes below - you can tick/untick as necessary.

**MEDICAL CONSIDERATIONS**

Please tick any of the below options that apply to you.

Please also use the "Further Notes" box below to give details of any medical conditions that are relevant to your accommodation application, including allergies, IBS, or mental health conditions. Where your disability or health condition may affect your ability to engage in studies/ live in Halls accommodation we strongly recommend you register with the [Disability Advisory Service](#) to enable an assessment or reasonable adjustments to learning and living in Halls.

The information you provide will be handled in confidence and used to assess your needs within University Accommodation. The University will also use this information to identify whether you will require a Personal Emergency Evacuation Plan (PEEP). This is to ensure that you can leave a building safely in the event of an emergency or fire. Where required, limited information will be securely shared between the Accommodation Contract Management Office, University Partnerships Programme (who manage our Halls), Hall Wardens, Disability Advisory Services, Health and Safety services, and Security Services.

| Requirements                                   |                          |
|--|--------------------------|
| 01. I am a wheelchair user                     | <input type="checkbox"/> |
| 02. I require a wheelchair accessible room     | <input type="checkbox"/> |
| 03. I require a wheelchair accessible kitchen  | <input type="checkbox"/> |
| 04. I require a wet room-style bathroom        | <input type="checkbox"/> |
| 05. I require a shower seat in the bathroom    | <input type="checkbox"/> |
| 06. I require grab rails (please give details) | <input type="checkbox"/> |

**FURTHER NOTES**

Please use this space to tell us anything that you consider is important for us to know when we are allocating your accommodation. This could include more detail around your medical condition or disability and any specific requirements you have; a preference for an alcohol free environment; the possibility of living near a friend (please provide their full name and applicant ID number) or anything else that is important to you.

Please note that a comment left here does not guarantee that your request will be met. We will disregard comments that are in breach of the University Equality policy.

[Back](#) [Next](#)

Finally, there is a free text box where you can write any other information you would like us to be aware of. When ready, click 'Next'.

# 10 STEPS TO APPLY FOR ACCOMMODATION

## CONTINUED

### STEP 10

APPLICATION DETAILS

Below is a summary of your application. If you wish to complete the application please press 'Submit' at the bottom of the page.

Application ref 190495  
 Session 2024/2025  
 Pathway New Postgraduate  
 Application Date 06/02/2024  
 Current State \*\*Application not submitted\*\*  
 Application Type New postgraduate  
 Group Reference  
 Flatmate Preference Prefer Mixed Sex

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TERMS AND CONDITIONS

Please find below links to the terms and conditions for this application.  
[Booking Terms and Conditions 2024/25](#)

Delete
Back
Submit

Before submitting your application, you are given an overview of your application and a link to the booking terms and conditions.

You **MUST** read the terms and conditions before submitting your application.

Once you have clicked 'Submit' you are asked to tick the tickbox to confirm you have read the terms and conditions.

SUBMIT APPLICATION

You will receive an offer from us within 15 working days. You must add [accommodationonline@reading.ac.uk](mailto:accommodationonline@reading.ac.uk) to your safe-sender list in order to ensure you receive notifications from us in relation to your accommodation.

It is important that you have read the terms and conditions in relation to your application. By ticking the box below you are indicating you accept these terms and conditions. Once you have ticked the box, you can press 'Yes' to submit your application.

I confirm I have read, understood and accept the [Booking Terms and Conditions 2024/25](#)

No
Yes

**CONGRATULATIONS!** You have submitted an application for accommodation at the University of Reading.

### WHAT HAPPENS NEXT?

We will start to allocate accommodation to applicants with unconditional and conditional academic offers. Normally you will receive an update from us within 15 working days of making your accommodation application. We will contact you via email with details of your allocated accommodation. Please note that we cannot guarantee you your first choice of accommodation.

To ensure you do not miss any emails from us, please use the best email for us to contact you. We recommend that you don't use your school/college email.

Please add [accommodationonline@reading.ac.uk](mailto:accommodationonline@reading.ac.uk) to your safe sender list.