

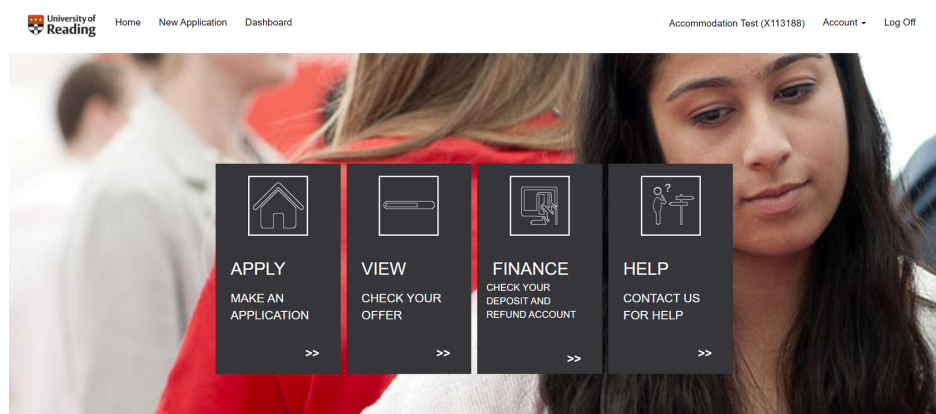
# 10 STEPS TO APPLY FOR ACCOMMODATION

## 2022 - 23

### STEP 1

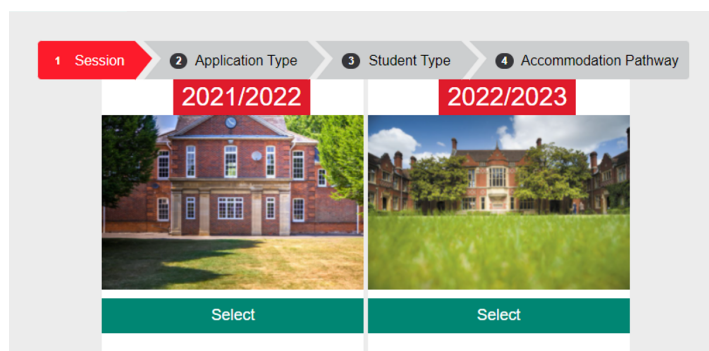
We suggest applying for accommodation via a desktop, not a smartphone. Log in to the [RISIS Portal](#), click 'Actions' and then click 'Accommodation'.

You should see this screen:



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

### STEP 2

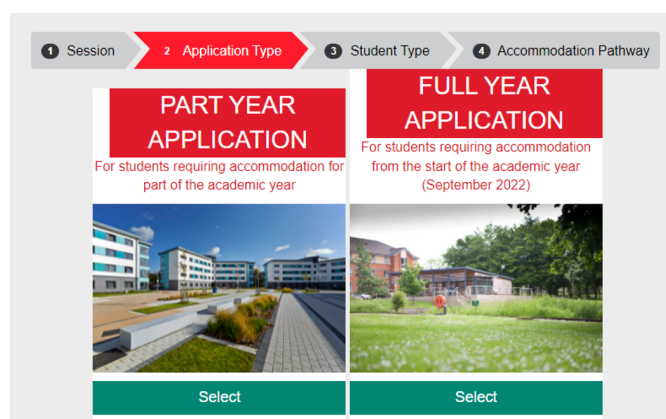


Pick which session (academic year) you would like to make an application for accommodation:

Most applicants will select next academic year, 2022/2023.

### 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.

The screenshot shows a navigation bar with four steps: 1 Session, 2 Application Type, 3 Student Type (highlighted), and 4 Accommodation Pathway. Below the navigation bar are four selection cards:

- NEW UNDERGRADUATE**: For new students on an undergraduate programme. [Select]
- NEW POSTGRADUATE**: For new students on a postgraduate programme. [Select]
- RETURNER GROUPS**: For returning students applying in a group of up to 4 people; new students should not use this application form. [Select]
- RETURNER INDIVIDUAL**: For returning students (existing University of Reading students); new students should not use this application form. [Select]

**'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.

**'Early arrival contracts':**

Select this option if you need to arrive on 15 September. Arrival before the 15 September is subject to availability. If you would like to arrive between 12 and 14 September, please contact the Accommodation Office for further information.

**'Standard contracts':**

Select this option if you do not need to arrive before the main Intake weekend.

The screenshot shows a navigation bar with four steps: 1 Session, 2 Application Type, 3 Student Type, and 4 Accommodation Pathway (highlighted). Below the navigation bar are four selection cards:

- Early arrival contracts**: Contracts starting 15 September 2022, ideal for international students for whom it is more convenient to arrive before Intake Weekend. [Select]
- Standard contracts**: Contracts starting on Intake Weekend (16/17/18 September 2022), ideal for UK and EU undergraduates. [Select]
- Family and couples**: For students who want to bring a partner and/or child(ren) with them to live in Halls. [Select]
- Transition contracts**: Contracts starting 11 September 2022, ideal for PSE students in halls, and students from partner institutions who need to arrive a week early. [Select]

**'Family and couples':**

Select this option if you want to bring a partner and/or child(ren) to live with you in halls.

**'Transition contracts':**

Select this option if you need to arrive on 11 September, the Sunday before the main intake weekend.

# 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
- catering option (if applicable)
- price
- specific requirements

You can search for multiple room types.

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.

If you do not set a criteria, the default is for all accommodation options to show.

### 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'.

Room Type	Licence name	Start Date	End Date	Select meal Plan	Price (Where shown, most price applies for 31 weeks only)	Total	
Premium ensuite room	2022/23 BW	15/09/2022	22/09/2023	Gold Meal Plan	£193.06 per week for Premium ensuite room £47.04 per week for Gold Meal Plan	£9,180.84	Select
Premium room - shared bathroom	2022/23 LW	15/09/2022	07/09/2023	Gold Meal Plan	£151.41 per week for Premium room - shared bathroom £47.04 per week for Gold Meal Plan	£9,697.59	Select

**BRIDGES HALL**

Bridges Hall is situated on a meadow and close to the Whiteknights Lake. It houses over 600 students in premium rooms and townhouses on the Eastern side of the Whiteknights campus.

**Room types in this Hall:**

- Premium ensuite room at £193.06 Per Week
- Premium room - shared bathroom at £151.41 Per Week

**Meal plan available with room:**

- Gold Meal Plan; at £47.04 Per Week
- Platinum Meal Plan; at £76.79 Per Week
- Silver Meal Plan; at £15.00 Per Week

**Licences available at this Hall (please note that not all room types are available on every licence):**

- 2022/23 Standard 40 (Thursday intake)
- 2022/23 Long 51 (Thursday Intake)

**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 virtual tour.

We suggest right-clicking these links and opening in a new tab for ease.

Once finished, you are then able to close the tab and return to your application.

# 10 STEPS TO APPLY FOR ACCOMMODATION

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### STEP 7 CONTINUED

The available room type grid displays the following information: available contract options (40/51 weeks - we suggest checking with your course for the appropriate contract length), the start and end date of the contract, the eating plan and price (where applicable) along with the total cost of the contract. Click 'Select' to add the room type to your preferences.

**We ask that you select a minimum of three preferences and a maximum of five.**

To add another option, click 'Add Another'.

### PREFERENCES

Your selection is listed below, with your first preference shown at the top.

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.

We suggest you choose a range of preferences that you would be happy with.

Once you have completed your selections please select 'Next'.

Area	Room Type	Licence Type	Start Date	End Date	Catering	Price	Total	Order	Delete
Bridges Hall	Premium room - shared bathroom	2022/23 Standard 40 (Sunday Intake)	18/09/2022	25/06/2023	None	£151.41 Per Week for Premium room - shared bathroom	£6,056.40		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	2022/23 Standard 40 (Sunday Intake)	18/09/2022	25/06/2023	None	£151.41 Per Week for Premium room - shared bathroom	£6,056.40	Move Lower	Delete
St George's Hall	Quiet Upgraded Room with Washbasin	2022/23 Standard 40 (Saturday Intake)	17/09/2022	24/06/2023	None	£140.14 Per Week for Quiet Upgraded Room with Washbasin	£5,605.60	Move Higher Move Lower	Delete
Wantage Hall	Catered room with washbasin	2022/23 Standard 40 (Saturday Intake)	17/09/2022	24/06/2023	Platinum Meal Plan	£76.79 Per Week for Platinum Meal Plan £111.37 Per Week for Catered room with washbasin	£6,835.29	Move Higher	Delete

Add Another Next

Once you have your selected 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)

Mixed Sex ☒

# 10 STEPS TO APPLY FOR ACCOMMODATION

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### STEP 9 CONTINUED

SPECIFIC PREFERENCES

Please read the below option/s and tick any that you would like. Please note that we cannot guarantee these preferences. Include any further relevant information in the "further notes" box at the bottom of the page.

Specific Requirements

If you have applied for a quieter lifestyle room please confirm that you agree to the guidelines for quieter lifestyle, as indicated on our website \*

I agree ☒

If you have applied for a 'quieter lifestyle' room, please confirm that you agree to the guidelines for 'quieter lifestyle' here. If you have not applied for a 'quieter lifestyle' room, you select 'I did not apply for quieter lifestyle'.

If you have applied for an 'early arrival contract', you select your preferred arrival date here.

SPECIFIC PREFERENCES

Please read the below option/s and tick any that you would like. Please note that we cannot guarantee these preferences. Include any further relevant information in the "further notes" box at the bottom of the page.

Specific Requirements

You have applied for an early arrival contract from 15/09/2022, we can offer flexible early arrivals from the 12/09/2022 if required. Please select your preferred arrival date from the below: \*

15/09/2022 ☒

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"/>

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.

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'.

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.

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### 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 170025  
 Session 2022/2023  
 Pathway Standard contracts  
 Application Date 25/01/2022  
 Current State \*\*Application not submitted\*\*  
 Application Type New undergraduate  
 Group Reference  
 Flatmate Preference Prefer Mixed Sex

TERMS AND CONDITIONS

Please find below links to the terms and conditions for this application.  
[Booking Terms and Conditions 2022/23](#)

Delete

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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

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 2022/23](#)

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 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 relating to accommodation, please add [accommodationonline@reading.ac.uk](mailto:accommodationonline@reading.ac.uk) to your safe sender list.