



International Study Centre Admissions
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www.ljmu.ac.uk/isc

Liverpool John Moores University ISC Online Accommodation Application Procedure Guidelines

Thank you for confirming your place at the Liverpool John Moores University International Study Centre. Your place on the course is secure, and all you need to do to secure your room is follow these simple steps.

APPLICATION:

Step 1 – Visit www.cosmostudents.com, and click on 'Liverpool' on the left hand bar.

Step 2 – Click on the residence that you would like to live in - **You should choose 'Cosmopolitan Liverpool: Marybone Student Village: 1', if you require a standard room with a shared bathroom, or 'Cosmopolitan Liverpool: Marybone Student Village: 2', if you require an en-suite room.**

Step 3 – Scroll to the bottom of the residence page and click on 'Click here to make your booking'.

Step 4 – Read the information and click on 'Book Online Now'. If you are not sure about the information, please ask your agent or Student Enrolment Advisor to help.



Step 5 – You are now required to create your accommodation account – choose a user name and password as requested.

Step 6 – You will receive a confirmation email to the email address that you have supplied.

Step 7 – Click on the link in the confirmation email and confirm the code you are given.

Step 8 – Log in to your account and create your application.

Step 9 – Fill in all the fields required of you.



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Please note that you must fill in certain fields as follows:

Institution – Liverpool John Moores University

Course – If you are doing ELP and/or any Foundation course, you should select 'Other Undergraduate'.
If you are doing any pre-masters courses, you should select 'Other Postgraduate'.

City – Liverpool

Property – 'Cosmopolitan Liverpool: Marybone Student Village: 1' (standard room),
or 'Cosmopolitan Liverpool: Marybone Student Village: 2' (en-suite room).

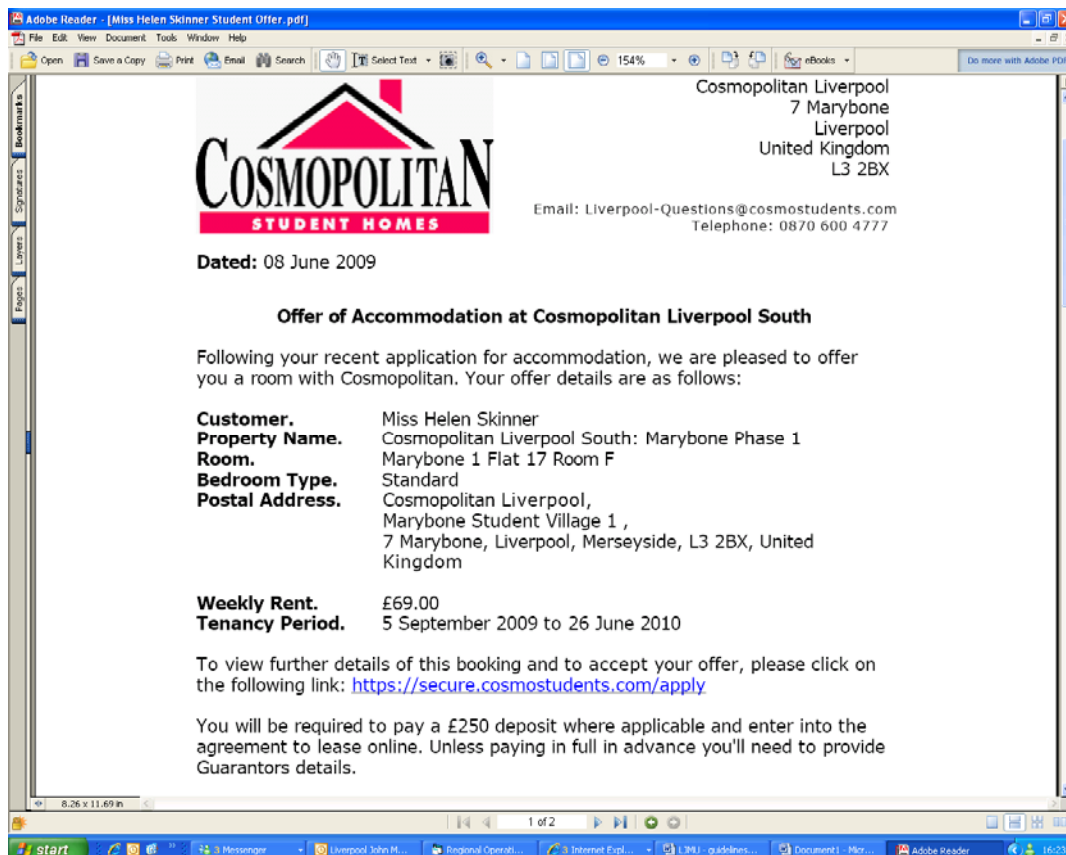
Contract Length – If you are studying ELP followed by a Foundation Course, please choose a 50 week contract, if you are studying a Foundation or Pre-masters course only, please select the 42 week option.

Step 10 – Select the payment plan by which you would prefer to pay for your accommodation.

Step 11 – Confirm the options you have selected and wait for an email with your accommodation offer.

CONFIRMATION:

Step 12 – You will receive an email with a letter which is your offer of accommodation.





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Step 13 – Log back into your account and view the pending offer. Please ensure you have checked all accommodation details **very carefully** and they are accurate. If any mistakes are detected on the application you should contact Cosmopolitan Student Homes and they will amend the information and send out new documents if need be. The best way to contact them with any mistakes is by email to, paul.hardy@cosmostudents.com or by ringing the office on 0870 600 4777. Once you have checked the details you should click 'next'.

Step 14 – Enter your guarantors details - **All customers completing a booking are required to give details of an individual who will guarantee that the rent will be paid and all other tenancy conditions complied with. Persons acting as a guarantor would normally be expected to earn three times the total rent payments due per annum, or have sufficient funds to cover the total amount due. Your guarantor would usually be the same person who is guaranteeing your tuition fees and supporting you financially for your studies in the UK.**

Step 15 – Please ensure you have read and fully understand the Terms and Conditions. You must be aware that this contract is **legally binding** and is between you, and Cosmopolitan Student Homes.

Step 16 – Accept the Terms and Conditions by ticking the boxes on the screen and click 'Continue'.

Step 17 – This page allows you to pay the £250 deposit using a safe and secure system.

Actual rent payments will not be taken from the card by which you paid your deposit - new bank details will be requested for rent payments after arrival. This will give you time to set up your own bank account in the UK.

If you do not own a credit card, or your credit card does not allow you to make international payments, you may pay your deposit via bank transfer. However, due to the costs that a bank transfer incurs, and the length of time it takes to administer, we would recommend a credit card payment if possible. If you choose to pay by bank transfer you should contact the office by emailing paul.hardy@cosmostudents.com, or by ringing the office on 0870 600 4777. You will be provided with bank details so that you can transfer the money. You will need to quote your name and Student ID number as a reference so the payment goes to your account. Your Student ID number should be found on any documentation sent to you from Cosmopolitan Student Homes.

Step 18 – Check all the details and re-enter your User Name and Password to accept the contract.

You will receive an email confirming that you have accepted your accommodation offer. Please be aware that by accepting the room offer, you are entering a legally binding contract with Cosmopolitan Student Homes.