

University of Surrey ISC
Online Accommodation Application Procedure Guidelines

APPLICATION:

Step 1: Go to the following link which is for the Accommodation Services Page:

<http://www.surrey.ac.uk/accommodation/>

Select **Applicants**

Select **Application Process**

Select **Applying**

Read **Conditions of Residence**

Select **Apply Online Now** – if you have read the Conditions of Residence click OK, if you have not read them click Cancel and read them from the link on the page.

Step 2:

Click **Apply for Accommodation** – you will be asked if you want to close the tab, select **Yes**
Enter your University Registered Number and your date of birth in the format DDMMYY as your password.
Click **Login**.



Accommodation Services

Welcome to the University of
Surrey online application
system

Login

Enter:

University Student Number:
(not UCAS number)

Date of Birth: ddmmyy

Example date of birth 1st March 1985 = 010385

New students will find their University Number on all
emails from our University Registry



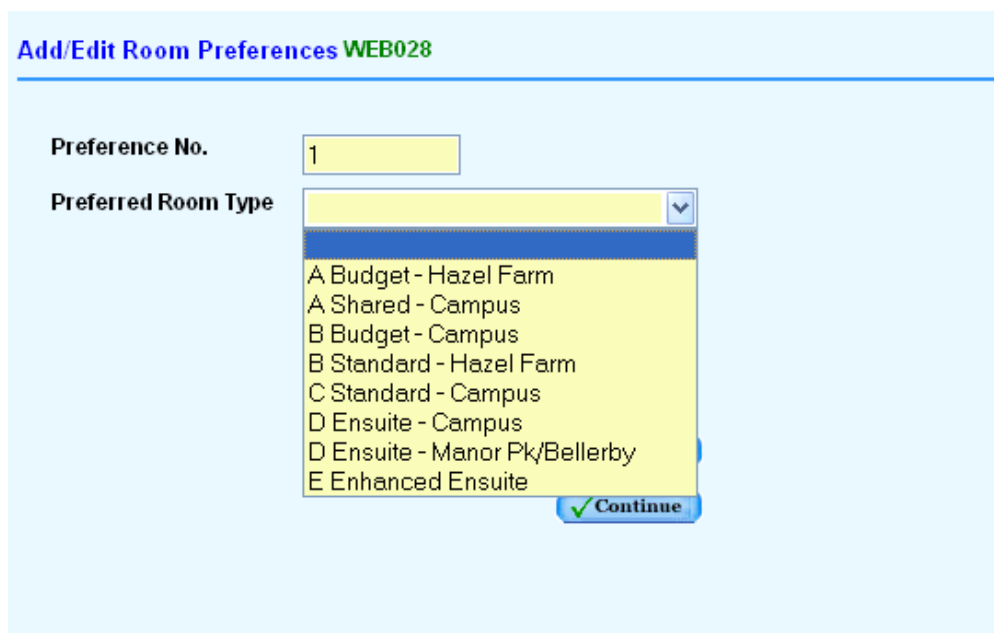
Step 3:

You will see a welcome page – read the instructions and then select **Apply for a Room**
Select **Room Preferences**.

Click the drop down box arrow and select the application period that shows - this has been set for you to fit in with your course dates – please note you should aim to arrive on the first day of your tenancy as it is unlikely the University will be able to accommodate any early arrivals.

Step 4:

On the **Room Type Preferences** page read and follow the instructions.
Add your room type choices by clicking **Add Preference** and selecting a room band from the list.



Step 5:

Click **Continue** to save each choice.
Repeat **Add Preference**, selecting from the list and clicking **Continue** until you have 5 different room types on your page.



Room Type Preferences WEB027

Screen Name: [dropdown]
START LOGOUT

[What is an Application Period?](#)
Please select an application period: 11NPG

1. Read 'What Room Types May I Choose?' link below
2. Click 'Add Preference' and put at least 5 different room types in order of preference, with no duplicates
3. Click the Continue button to send these preferences to us

Room Preferences [What Room Types May I Choose?](#)

Preference Number	Room Type
Cancel 1	C Standard - Campus
Cancel 2	D Ensuite - Campus
Cancel 3	D Ensuite - Manor Pk/Bellerby
Cancel 4	B Budget - Campus
Cancel 5	B Standard - Hazel Farm

[Add Preference](#)
Results 1 to 5 of 5

Results Page 1

Click CONTINUE button to send these preferences to us

[Continue](#) [Cancel](#)

Step 6:

Click **Continue** to save and send your preferences to the University of Surrey accommodation team.

Step 7:

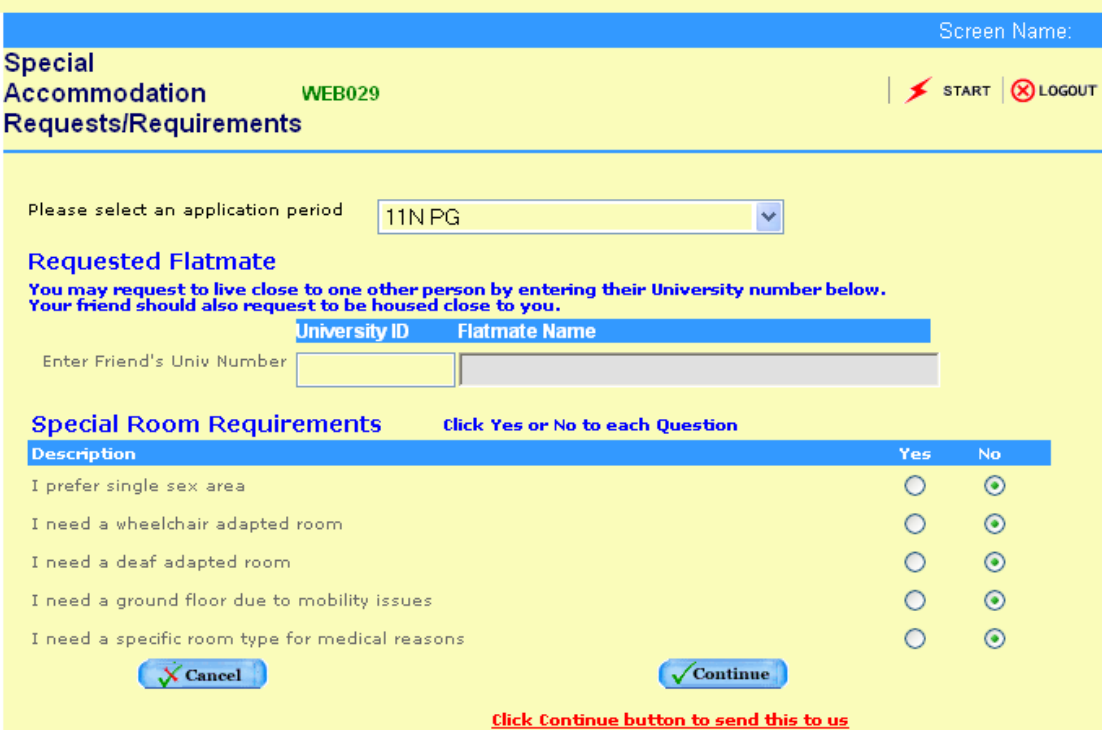
From the menu on the left hand side now select **Special Accom Requests/Requirements**.

Click on the drop down box arrow and select your application period again.

This is your chance to state any special requests, such as medical issues, preferences for single gender accommodation or a request to be housed close to a friend – if you know someone else at the University who you would like to live near you must know their full name and their University Registered Number.

You must answer every question in the **Special Room Requirements** section.

Click **Continue** to save and send your preferences to the University of Surrey accommodation team.



Screen Name:

Special Accommodation Requests/Requirements WEB029 **START** **LOGOUT**

Please select an application period

Requested Flatmate
You may request to live close to one other person by entering their University number below. Your friend should also request to be housed close to you.

University ID	Flatmate Name
<input type="text"/>	<input type="text"/>

Enter Friend's Univ Number

Special Room Requirements Click Yes or No to each Question

Description	Yes	No
I prefer single sex area	<input type="radio"/>	<input checked="" type="radio"/>
I need a wheelchair adapted room	<input type="radio"/>	<input checked="" type="radio"/>
I need a deaf adapted room	<input type="radio"/>	<input checked="" type="radio"/>
I need a ground floor due to mobility issues	<input type="radio"/>	<input checked="" type="radio"/>
I need a specific room type for medical reasons	<input type="radio"/>	<input checked="" type="radio"/>

Click Continue button to send this to us

Step 8:

From the menu on the left select **Check Personal Details**, then click **Personal Information**.

If you stated on the **Special Requirements** page that you had a medical issue you will be asked to explain it further on this page. You will be expected to supply medical documents to support any request made for a medical condition.

Click **Continue** to send any special requirements to the University of Surrey accommodation team.

Step 9:

Click **What Happens Next?** To find out what will happen to your application and when you can next expect to hear from the University accommodation team.

Log out from the top of the page.

IMPORTANT: Log in once more to check you entered everything and it has been saved. Remember, it is only by clicking the Continue buttons on each page that the information is sent to the University accommodation team.

Step 10:

You will receive an email showing your room preferences. Please remember that you have chosen preferences only which cannot be guaranteed.

Step 11:

You will receive an allocation letter stating the room details that you have been allocated. Your room will be allocated based on the preferences you have stated in your application. Accommodation is subject to availability - please note therefore that the room you have been offered is the closest match to your requirements that are available and if you reject the room you will not be offered an alternative.

No room swaps will be made pre-arrival – if you are unhappy with the room type you have been allocated you will have the opportunity to go on a swap list during your first term.

If you do not wish to accept the room allocated to you, please ensure you inform both the University and the International Admissions Centre, who will ask you for your alternative address.

Step 12:

You will receive an email asking you to complete the Online Induction. You will be sent reminder emails until you complete this process. The Induction consists of basic safety information, rules of residence and who to go to if something goes wrong.

Step 13:

You will be sent an email explaining arrival arrangements for new students – if you require a taxi pick up from the airport to your accommodation please ensure you have supplied your arrival details to the International Admissions Centre at least 48 hours before you leave for the UK.

Thank you and we look forward to seeing you at the University of Surrey International Study Centre!