

# APPLICATION GUIDE

2018/19

This document is a guide to help you through the process of applying for accommodation at the University of Southampton. Before you start, please make sure you have:

- A working email address
- Your 8-digit student ID number, which should be included on your communications from the University. If you don't have this, you can contact your [faculty of study](#) or the Student Services Centre on [ssc@soton.ac.uk](mailto:ssc@soton.ac.uk) or +44(0)2380 599599.
- An idea of what type of [accommodation](#) you would like to apply for.

You can now register on the website and submit an application, using the following steps:

## Registering and Logging In

Go to <https://accommodationservices.soton.ac.uk/portal> and click “Register” in the top right hand corner. You will then be prompted to enter the following details:

**Student ID:** This is your 8-digit ,which should be included on your communications from the University. If you don't have this, you can contact your [faculty of study](#) or the Student Services Centre on [ssc@soton.ac.uk](mailto:ssc@soton.ac.uk) or +44(0)2380 599599.

**First name and surname/ family name:** Please ensure that these details match those on your University offer to study letter. If there are any discrepancies, you will not be able to register.

**Date of Birth:** Entered in DD/MM/YYYY format

You will need to type your email address and password twice. Your password must contain a minimum of six letters and one number.



Please complete your personal details.

Student ID: \*

First Name: \*

Surname/  
Family Name:

\*

Date Of Birth: \*

Please complete your login details.

Email Address: \*

Repeat Email  
Address: \*

Password: \*

Repeat Password: \*

Cancel

Next

Once you have completed these steps, a six digit validation code will be sent to the email address you used to register. Access your email account to collect the code, and use this to log in to the site. You will only need this code the first time you log in.

**PLEASE NOTE: The email containing the validation code can sometimes be filtered into the spam or junk folders of some accounts. If you cannot find the email in your inbox, please check the spam/ junk folders as well.**

After logging in, you will be taken to the home screen.

From here, you can make a new application for accommodation, check the progress of any existing applications, and accept any offers made to you.

By selecting “Account” in the top right hand corner, you can also keep your personal details up to date. This includes your email address which you use to log in. If at any point you wish to change your registered email address, you can do so from the “maintain account” tab on the drop-down menu.

Home

New Application

Dashboard

Account -

Log Off

Change Password

Contact Details

Maintain Account

Personal Details

## Submitting an Application

Before submitting an application for accommodation, you should take a look at the different types of accommodation available and decide what you would like to apply for. There are several different room types situated across a range of halls sites, and when you apply you will be asked to choose between three and five preferences.

You can find out more about our halls on the [accommodation site](#).

### **Different types of rooms include:**

Part catered/ self-catered: Whether you would like to cook for yourself or have some meals provided

Room type: These range from non-ensuite or ensuite single rooms to self-contained flats

Contract duration: Whether you require a short, standard or long contract

Halls complex: Which of our halls sites you would like to apply for

**When your application is considered, every effort is made to allocate you according to your preferences. The allocations are dependent on room availability, so we cannot guarantee that you will receive your top preferences- this is why we will ask for up to five choices.**

You can submit a new application by selecting the “apply” button on the home page, or “new application” in the top right hand corner.

You will then need to select a few options which will determine what type of application you are making:

**Academic Session:** This is the academic year that you are applying for, for example 2017-18 or 2018-19.

**Application Type:**

*New students* are students who are going into the first year of their course.

*Returning students* are students who are either repeating a year, or going into their second or third year of study.

*Visiting/ exchange students* include Erasmus students, or students who only require accommodation for one semester.

*Families and couples* can apply for one or two bedroom flats.

**Course Type:** This determines what type of course you are studying, for example undergraduate or postgraduate.

**Pathway:** This is when you select where you would like to live, based on where you will study. There are options available for undergraduate students who would like to be allocated in a postgraduate area, for example mature students. This option is provided as lifestyle choices can be different.

The screenshot displays a web application interface with a dark blue header bar containing navigation links: Home, New Application, and Dashboard. Below the header is a horizontal progress bar with four steps: 1 Session, 2 Application Type, 3 Course Type, and 4 Pathway. The Pathway step is highlighted in light blue. Below the progress bar are four blue rectangular buttons, each representing a pathway option. The first button is labeled 'Southampton' and 'My course is in Southampton', with a white hand cursor icon pointing at it. The second button is labeled 'Winchester' and 'My course is in Winchester'. The third button is labeled 'Southampton (PG area)' and 'My course is in Southampton and I'd like to live in a postgraduate area'. The fourth button is labeled 'Winchester (PG area)' and 'My course is in Winchester and I'd like to live in a postgraduate area'. The interface is set against a light gray background.

The system will then show you the accommodation available based on the information provided. This will include available contract lengths as well as different room types and prices, divided by halls site. You can filter the results by contract length, room type, catering and pricing using the menu on the left of the screen.

Home

New Application

Search

Dashboard

Licence:

Room Type:

☐ Studio Cat 2
 ☒ Ensuite Cat 2
 ☒ Ensuite Cat 1
 ☐ Non Ensuite Cat 3
 ☒ Non Ensuite Cat 2
 ☒ Non Ensuite Cat 1
 ☐ Studio Cat 1
 ☐ Non Ensuite Cat 1C
 ☐ Non Ensuite Cat 2C
 ☐ Ensuite Cat 1C

Catering:

Price:

£0 - £28


☒ Show Sold Rooms

Search

SEARCH


Glen Eyre

Glen Eyre is a large self-catered halls complex of 1900 rooms split into several blocks.

|   |                 |   |       |
|---|-----------------|---|-------|
|  | 1718 Semester 2 | Studio Cat 2 - 101 from £27.54 Per Night<br>Ensuite Cat 2 - 357 from £23.43 Per Night<br>Ensuite Cat 1 - 975 from £21.48 Per Night<br>Non Ensuite Cat 3 - 178 from £20.01 Per Night<br>Non Ensuite Cat 2 - 570 from £18.03 Per Night<br>Non Ensuite Cat 1 - 193 from £14.99 Per Night | Apply |
|---|-----------------|---|-------|


Wessex Lane

A social complex close to Highfield Campus with both part-catered and self-catered blocks

|  |                 |  |       |
|--|-----------------|--|-------|
|  | 1718 Semester 2 | Ensuite Cat 2 - 159 from £21.48 Per Night<br>Ensuite Cat 1 - 486 from £20.01 Per Night<br>Non Ensuite Cat 2 - 713 from £14.99 Per Night<br>Studio Cat 1 - 12 from £26.23 Per Night<br>Non Ensuite Cat 1C - 178 from £19.36 Per Night<br>Non Ensuite Cat 2C - 155 from £20.84 Per Night<br>Ensuite Cat 1C - 109 from £26.21 Per Night | Apply |
|--|-----------------|--|-------|





Mayflower

A newer city centre hall complex with regular bus links to Highfield and Avenue campuses

|   |                 |  |       |
|---|-----------------|--|-------|
|  | 1718 Semester 2 | Studio Cat 2 - 45 from £27.54 Per Night<br>Ensuite Cat 2 - 63 from £23.43 Per Night<br>Ensuite Cat 1 - 968 from £21.48 Per Night<br>Studio Cat 1 - 9 from £26.23 Per Night | Apply |
|---|-----------------|--|-------|

Select your choices one at a time. By clicking on the halls site, you will be shown specific information regarding the rooms available and can apply for these by clicking the red button to the right.

**PLEASE NOTE: The photographs provided on the website are samples only and rooms/ fittings can vary in their appearance depending on the building and specific location.**

| Room Type         |   | Licence           | Start Date | End Date   | Catering       | Price            |                       |
|-------------------|---|-------------------|------------|------------|----------------|------------------|-----------------------|
| Ensuite Cat 1     |    | 1718 Semester 2 ▾ | 29/01/2018 | 16/06/2018 | Self catered ▾ | £21.48 Per Night | <a href="#">Apply</a> |
| Ensuite Cat 2     |    | 1718 Semester 2 ▾ | 29/01/2018 | 16/06/2018 | Self catered ▾ | £23.43 Per Night | <a href="#">Apply</a> |
| Non Ensuite Cat 1 |   | 1718 Semester 2 ▾ | 29/01/2018 | 16/06/2018 | Self catered ▾ | £14.99 Per Night | <a href="#">Apply</a> |
| Non Ensuite Cat 2 |  | 1718 Semester 2 ▾ | 29/01/2018 | 16/06/2018 | Self catered ▾ | £18.03 Per Night | <a href="#">Apply</a> |

After you have selected your first option, you will be taken to a summary screen and prompted to “add another”. Remember that you should choose a minimum of three preferences.

Once you have finished, your summary screen will look something like this:

[Home](#) [New Application](#) [Search](#) [Dashboard](#)

### PREFERENCES

Please choose your accommodation preferences, in order of choice. We will do our best to meet your preferences, but this is not guaranteed as it depends on availability when we allocate you a room.

| Area           | Room Type          | Licence Type                  | Start Date | End Date   | Catering     | Price            | Order                | Delete |
|----------------|--------------------|-------------------------------|------------|------------|--------------|------------------|----------------------|--------|
| Glen Eyre      | Ensuite Cat 1      | 1718 Semester 2               | 29/01/2018 | 01/07/2018 | Self catered | £21.48 Per Night | Move Down            | Delete |
| Wessex Lane    | Non Ensuite Cat 1C | 1718 Semester 2               | 29/01/2018 | 01/07/2018 | Part catered | £19.36 Per Night | Move Up<br>Move Down | Delete |
| Highfield Hall | Non Ensuite Cat 2C | 1718 Semester 2 (excl Easter) | 29/01/2018 | 01/07/2018 | Part catered | £21.62 Per Night | Move Up<br>Move Down | Delete |
| Wessex Lane    | Non Ensuite Cat 2  | 1718 Semester 2               | 29/01/2018 | 01/07/2018 | Self catered | £14.99 Per Night | Move Up              | Delete |

[Please add Another](#)

Add AnotherNext

**Your preferences are listed from top to bottom- so your first choice should be at the top of the list. You can use the summary screen to review your preferences, and move them up and down.**



When you are satisfied with your preferences, select “next”. The following screen will ask you to state any special circumstances, including:

**Mixed or single gender accommodation:** If you require single gender accommodation, this will be prioritised over other preferences you have expressed such as room type.

**Disability or health condition:** Please indicate whether you have a condition which will affect your allocation.

**Quieter lifestyle:** If you tick this box we will try to place you with other students who have said they consider themselves to have a quieter lifestyle. However, we cannot guarantee that the accommodation will be quiet at all times as communal living will always involve some noise.

**Show flats:** These are rooms which will be used to give prospective students an opportunity to see student accommodation. Residents in show flats will receive a small payment for any visits that take place. You can find out more information on [our website](#).

There is also a “**notes**” section on this page, where you can write anything else you would like to be taken into account as part of your application. If you have indicated that you have a disability or health condition, please provide further information in this box. You should also contact the [Enabling Service](#), as we will liaise directly with this team regarding room allocations.

Returning students are able to make group applications. Once you have completed all of the fields on this section, click next to go to the Group Application.

## Group Application

You are currently not a member of a group.

Group Reference

Join

Back

Next

If you are the first person in your group to reach the group application page, please type in your group name and then join.

If you wanting to join a group, type group name in group reference and then join. Then click next.

If you do not want to join a group, click next.

If you want to leave your group once you have submitted your application, go to the dashboard at the top of the page and edit the attributes section of the application.

Once you get to this page, click next and then you come to page below:

## Group Application

You are currently a member of a group with the details below.

Group Reference TESTTTTT

Leave

Back

Next

Here you should see your group name. Click leave and then next.

Once you have completed all the fields, you can proceed to the next screen and submit your application. You will need to tick the box confirming that you understand the terms and conditions of your application.

[Home](#) [New Application](#) [Dashboard](#)

### Submit Application

Tick the box and click Yes to confirm your application, otherwise click No and you may return and complete your application at another time.

☒ I confirm I have read and understood the terms and conditions.

## **You have now submitted your application!**

You can review your application at any time using the “dashboard” link in the top right hand corner of your home page. You can also change or delete your application until your application deadline - so don't panic if you decide that you would like to make some changes. If you need to make a change to your application and are unable to, please contact the accommodation team directly using the details provided below.

**Remember- the University will endeavour to allocate according to your preferences wherever possible, but this is subject to room availability at the time of allocation.**

If at any point during the application process you have a question or experience any problems, please visit the accommodation [FAQ page](#). If your question is not answered here or you have a specific query, please contact the accommodation team directly via:

Telephone: +44(0)2380 595959

Email: [accommodation@soton.ac.uk](mailto:accommodation@soton.ac.uk)

In person: Student Services Centre, Building 37, Highfield Campus