



# HALLS APPLICATION GUIDE

**2021/22**

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.

**Please apply whether we are your firm or insurance choice before August 1<sup>st</sup>, 2021.**

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. It is worth noting that sometimes details can be different to what is on the system.

**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: \***

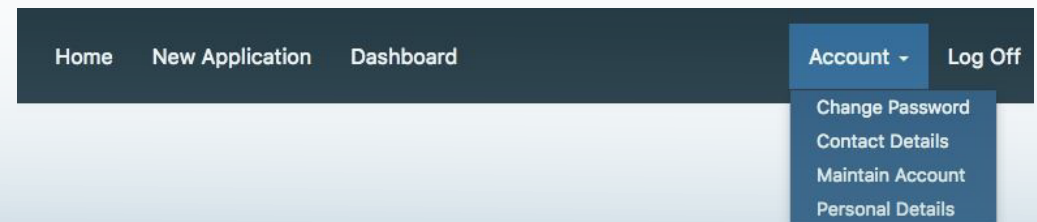
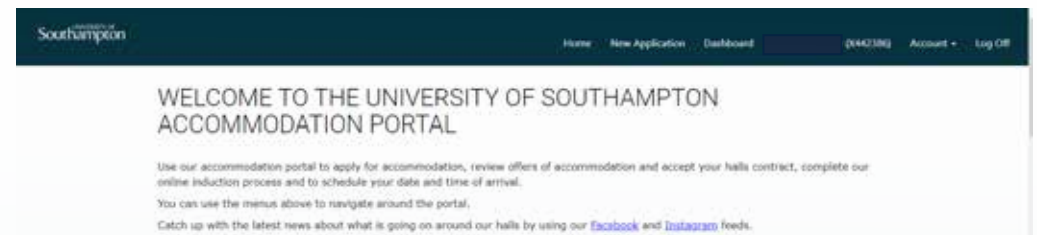
**Repeat Password: \***

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.

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.**



## 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

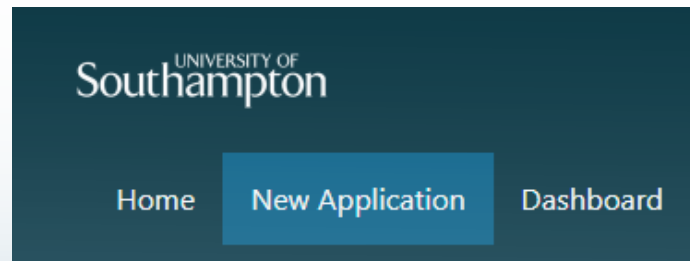
Room type: These range from non-ensuite or ensuite single rooms to self-contained flats

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 2020-21 or 2021-22.

### **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.

*Foundation Year Students* on their second year of study should apply as a *New Student* if you would like to be allocated with first year students. If you would prefer to be with allocated with returners to halls, please apply as a *Returning Students*.

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

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

Families and couples can apply for one- or two-bedroom flats- <https://www.southampton.ac.uk/student-life/accommodation/couples-families>

**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 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.

Licence:

Room Type:

Catering:

Price:


£0 - £29

Show Sold Rooms


[Search](#)

## Search


**Glen Eyre**  
Glen Eyre is a large self-catered halls complex with a range of facilities within walking distance of Highfield Campus.

	21/22 40 week Standard	Standard en-suite - £24.01 Per Night Enhanced en-suite - £25.92 Per Night	<a href="#">Apply</a>
	21/22 Semester 1	Enhanced with wash basin and shared bathroom - £19.65 Per Night	
	21/22 Semester 2	Enhanced Plus with wash basin and shared bathroom - £21.81 Per Night	


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

	21/22 38 week standard	Standard en-suite - £21.81 Per Night Standard en-suite Catered - £28.72 Per Night	<a href="#">Apply</a>
	21/22 40 week Standard	Enhanced en-suite - £24.01 Per Night Standard with wash basin and shared bathroom Catered - £23.04 Per Night	
	21/22 Semester 1	Standard shared bathroom Catered - £21.41 Per Night	
	21/22 Semester 2	Enhanced with wash basin and shared bathroom - £16.57 Per Night	

**Mayflower**  
A city centre hall complex with great access to Highfield, Avenue and NOCs campuses.

	21/22 38 week standard	Standard en-suite - £24.01 Per Night Enhanced en-suite - £25.92 Per Night	<a href="#">Apply</a>
	21/22 Semester 1		
	21/22 Semester 2		

**Archers Road**  
Self-catered halls close to the city centre and popular student area of Portswood.

	21/22 40 week Standard	Standard en-suite - £19.65 Per Night	<a href="#">Apply</a>
	21/22 Semester 1		
	21/22 Semester 2		

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.**

### Glen Eyre

[Map](#)

Glen Eyre: A green and spacious self-catered halls complex

Just a short distance from Highfield Campus, Glen Eyre is made up of over 2000 rooms in a series of individual halls, connected by pathways in a green, leafy and spacious environment.

- En-suite and non-en-suite rooms available
- Self catered accommodation
- 7 minute bus ride to Highfield Campus
- Common Rooms
- Music Room
- Bicycle Storage
- Gym and on-site squash court
- BBQs
- Quiet Study Spaces
- Pool/Snooker and Table Tennis Tables
- Computer Rooms



Room Type		Contract length	Start Date	End Date	Catering	Price	Total
Ensuite Cat 1		20/21 New 40 week Standard <input type="button" value="v"/>	20/01/2021	01/07/2021	Self catered <input type="button" value="v"/>	£24.01 Per Night	<input type="button" value="Apply"/>
Ensuite Cat 2		20/21 New 40 week Standard <input type="button" value="v"/>	20/01/2021	01/07/2021	Self catered <input type="button" value="v"/>	£25.92 Per Night	<input type="button" value="Apply"/>
Non Ensuite Cat 1		20/21 New 40 week Standard <input type="button" value="v"/>	20/01/2021	01/07/2021	Self catered <input type="button" value="v"/>	£16.57 Per Night	<input type="button" value="Apply"/>
Non Ensuite Cat 2		20/21 New 40 week Standard <input type="button" value="v"/>	20/01/2021	01/07/2021	Self catered <input type="button" value="v"/>	£19.65 Per Night	<input type="button" value="Apply"/>
Non Ensuite Cat 3		20/21 New 40 week Standard <input type="button" value="v"/>	20/01/2021	01/07/2021	Self catered <input type="button" value="v"/>	£21.81 Per Night	<input type="button" value="Apply"/>

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:

## 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.

Halls site	Room Type	Contract length	Start Date	End Date	Catering	Price	Order	Delete
Archers Road	Standard en-suite	21/22 40 week Standard	25/09/2021	01/07/2022	Self catered	£19.65 Per Night	Move Down	Delete
Highfield Hall	Standard en-suite Catered	21/22 36 week standard	25/09/2021	01/07/2022	Part catered	£26.86 Per Night	Move Up Move Down	Delete
Wessex Lane	Enhanced with wash basin and shared bathroom	21/22 38 week standard	25/09/2021	18/06/2022	Self catered	£16.57 Per Night	Move Up Move Down	Delete
Mayflower	Enhanced en-suite	21/22 38 week standard	25/09/2021	18/06/2022	Self catered	£25.92 Per Night	Move Up Move Down	Delete
Glen Eyre	Economy	21/22 40 week Standard	25/09/2021	01/07/2022	Self catered		Move Up	Delete

Next

**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.

**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.

**Alcohol free**

If you tick yes to this question we will try to place you in an "alcohol free" flat. By requesting this preference, it means that you and your guests agree not to consume or store alcohol within the flat at any time during your occupancy. Please note that whilst every effort will be made to facilitate this preference, we cannot guarantee that you will be placed in an alcohol-free area. Further information can be found here: <https://www.southampton.ac.uk/uni-life/accommodation/faq.page#Alcoholfree>

**Disability or health condition**

Please indicate whether you have a condition which will affect your allocation.

**Notes**

Here 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. Please also contact the [Enabling Service](#) to inform them as we will liaise directly with this team regarding room allocations.

Once you have completed all the fields on this section, click next to go to the **Group Application**.

Returning Students are able to apply to live with a group of students.

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## Group Application

You are currently not a member of a group.

**Group Reference**  [Join](#)

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

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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 are 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 where you will see your group name.

## Group Application

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

**Group Reference** TESTTTTT [Leave](#)

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

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.

## Submit Application

By ticking this box I confirm I have read, understood and accept the [terms and conditions](#) of applying for halls, which also explain how we use your personal data, full details of which may be found in our [privacy notice](#).

I confirm I have read and understood the terms and conditions of applying for a place in halls.

No

Yes

## **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 delete your application and submit a new one with your new choices 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)