Applying to University Halls

Application Guide 2024/25
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 Hub on studenthub@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:

Go to

**Registering and Logging In**

Go to the [accommodation portal](#) and click “Register” in the top right-hand corner. You will then be prompted to enter the following details:

**Student ID**: This is the 8-digit 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 Hub on studenthub@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.

New students that apply before 1st July 2024 are covered by the [accommodation guarantee](#).
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 applying for accommodation, you should 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 website.

Different types of rooms include:

Part catered/ self-catered: Whether you would like to cook for yourself or have some meals provided. A catering package is also available. More information on the catering package can be found here.

Room type: These range from standard shared bathroom room or en-suite rooms to self-contained

License duration: Whether you require a short, standard or long license

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:
**Session:** This is the academic year that you are applying for, for example 2024-25.

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

**Pathway:** This is when you select what type of application applies to you. Please note that some room types might be specific to a given pathway so choose a pathway that is most appropriate to you. If you are registered with the *Student Disability and Inclusion* Team, please select the option in this section.

If you select the LGBTQ+ pathway, please note that there will be nothing on your application which indicates that you have selected this option.
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.
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.

This sample comes from the accommodation option: Archer's road.

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Licence type</th>
<th>Start Date</th>
<th>End Date</th>
<th>Catering</th>
<th>Price</th>
<th>Total</th>
<th>Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol free and quiet standard en-suite</td>
<td>24/25 38 week standard</td>
<td>21/09/2024</td>
<td>14/06/2025</td>
<td>Self catered</td>
<td>£162.12 per week</td>
<td>£6,160.56</td>
<td></td>
</tr>
<tr>
<td>Quiet standard en-suite</td>
<td>24/25 38 week standard</td>
<td>21/09/2024</td>
<td>14/06/2025</td>
<td>Self catered</td>
<td>£162.12 per week</td>
<td>£6,160.56</td>
<td></td>
</tr>
<tr>
<td>Standard en-suite</td>
<td>24/25 38 week standard</td>
<td>21/09/2024</td>
<td>14/06/2025</td>
<td>Self catered</td>
<td>£162.12 per week</td>
<td>£6,160.56</td>
<td></td>
</tr>
</tbody>
</table>

Please note that the room images displayed above are typical examples of each room type. Our rooms vary in size and layout and your actual room may look different from that displayed.

You can also choose your preferred licence type and catering options using the drop-down menu.
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:

- Please note that the preferences are listed from top to bottom with your first choice at the top.

<table>
<thead>
<tr>
<th>Halls site</th>
<th>Room Type</th>
<th>Contract length</th>
<th>Start Date</th>
<th>End Date</th>
<th>Catering</th>
<th>Price</th>
<th>Order</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arches Road (Southampton)</td>
<td>Quiet standard en-suite</td>
<td>24/25 38 week standard</td>
<td>21/09/2024</td>
<td>14/06/2025</td>
<td>Self catered</td>
<td>£60.00 Per Week for Self catered £162.12 Per Week for Quiet standard en-suite</td>
<td>Move Down Delete</td>
<td></td>
</tr>
<tr>
<td>City Gateway (Southampton)</td>
<td>Alcohol free and quiet standard en-suite</td>
<td>24/25 41 week standard</td>
<td>21/09/2024</td>
<td>05/07/2025</td>
<td>Self catered</td>
<td>£80.00 Per Week for Self catered £198.52 Per Week for Alcohol free and quiet standard en-suite</td>
<td>Move Up Move Down Delete</td>
<td></td>
</tr>
<tr>
<td>Mayflower (Southampton)</td>
<td>Enhanced plus en-suite</td>
<td>24/25 41 week standard</td>
<td>21/09/2024</td>
<td>05/07/2025</td>
<td>Self catered</td>
<td>£217.21 Per Week for Enhanced plus en-suite</td>
<td>Move Up Move Down Delete</td>
<td></td>
</tr>
<tr>
<td>Wessex Lane (Southampton)</td>
<td>Enhanced Plus shared bathroom</td>
<td>24/25 41 week standard</td>
<td>21/09/2024</td>
<td>05/07/2025</td>
<td>Self catered</td>
<td>£179.97 Per Week for Enhanced Plus shared bathroom</td>
<td>Move Up Delete</td>
<td></td>
</tr>
</tbody>
</table>

Please add Another

Add Another Next

You can use the summary screen to move your preferences up and down.
When you are satisfied with your preferences, select “next”. The following screen will ask you to state any additional preferences, 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.

**Notes**
Please use this space to let us know of anything we need to be aware of when considering your application including but not limited to disability and inclusion, financial situation or if you require a longer bed due to your height.

If you have indicated that you have a disability or health condition, please provide further information in this box, even if you have mentioned it your UCAS form or have already told the university. We will liaise directly with the Disability and Inclusion Team regarding room allocations.

Once you have completed all the fields on this section, click next to go to the **Preview**.
On this page you will be able to review your applications and read the Terms & Conditions before pressing submit.

Please note that the group reference does not apply to new students, who are unable to submit group applications.

<table>
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<tr>
<th>Halls site</th>
<th>Room Type</th>
<th>Contract length</th>
<th>Catering</th>
<th>Start Date</th>
<th>End Date</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archers Road (Southampton)</td>
<td>Quiet standard en-suite</td>
<td>24/25 38 week standard</td>
<td>Self catered</td>
<td>21/09/2024</td>
<td>14/06/2025</td>
<td>£162.12 Per Week for Quiet standard en-suite</td>
</tr>
<tr>
<td>City Gateway (Southampton)</td>
<td>Alcohol free and quiet standard en-suite</td>
<td>24/25-41 week standard</td>
<td>Self catered</td>
<td>21/09/2024</td>
<td>05/07/2025</td>
<td>£199.92 Per Week for Alcohol free and quiet standard en-suite</td>
</tr>
<tr>
<td>Mayflower (Southampton)</td>
<td>Enhanced plus en-suite</td>
<td>24/25-41 week standard</td>
<td>Self catered</td>
<td>21/09/2024</td>
<td>05/07/2025</td>
<td>£172.21 Per Week for Enhanced plus en-suite</td>
</tr>
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Find below a link to the terms and conditions for this application.

https://www.southampton.ac.uk/uni-life/acmodation/terms-conditions-page
Lastly, you will be asked to tick the box below to confirm you are happy with your application.

Submit Application

Please take the time to do a final review of your application and ensure that all of your preferences meet your requirements and are within your budget. You cannot change your application form once you have submitted it.

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.

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 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 you have a question not answered here, please contact the student hub directly via:

Telephone: +44(0)2380 595959

Email: accommodation@soton.ac.uk

In person: Student Hub, Building 37, Highfield campus.