10 STEPS TO APPLY FOR ACCOMMODATION

STEP 1
We suggest applying for accommodation via a desktop, not a smartphone. Log in to the RISIS Portal, click 'Actions' and then click 'Accommodation'.

You should see this screen:

![RISIS Portal screen](image)

To make an application for accommodation, click 'APPLY'.

STEP 2
Pick which session (academic year) you would like to make an application for accommodation:

Most applicants will select next academic year, 2022/2023.

STEP 3
Next, you need to select your application type. If you need accommodation for the full academic year, select 'FULL YEAR APPLICATION' otherwise, select 'PART YEAR APPLICATION'.

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STEP 4
Now, select the appropriate student type.

‘NEW UNDERGRADUATE’: Select this option if you have not been to University before or if you are starting a new course.

‘NEW POSTGRADUATE’: Select this option if you are starting a new postgraduate course.

RETURNER GROUPS/INDIVIDUAL’: Select the group option if you are a returning student applying as part of a group. Select the individual option if you are applying on your own.

STEP 5
You need to select the correct pathway for you.

‘Early arrival contracts’: Select this option if you need to arrive on 15 September. Arrival before the 15 September is subject to availability. If you would like to arrive between 12 and 14 September, please contact the Accommodation Office for further information.

‘Standard contracts’: Select this option if you do not need to arrive before the main Intake weekend.

‘Family and couples’: Select this option if you want to bring a partner and/or child(ren) to live with you in halls.

‘Transition contracts’: Select this option if you need to arrive on 11 September, the Sunday before the main intake weekend.

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STEP 6

Now you can search the available accommodation options. You can set the following criteria:
- room type
- catering option (if applicable)
- price
- specific requirements

You can search for multiple room types.

You can also set the price to a minimum and maximum amount using the sliding toggles.

Once you have set your desired criteria, press search to see the available options.

If you do not set a criteria, the default is for all accommodation options to show.

STEP 7

The search page will give you an overview of the hall. To find out more information, or to add one of the available room types in the hall to your preferences, click ‘Apply’.

You are then able to see more information about the hall, browse a carousel of pictures, see a local map and the available room types. You can also follow external links to the hall’s dedicated webpage and virtual tour.

We suggest right-clicking these links and opening in a new tab for ease.

Once finished, you are then able to close the tab and return to your application.

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10 STEPS TO APPLY FOR ACCOMMODATION

STEP 7 CONTINUED

The available room type grid displays the following information: available contract options (40/51 weeks - we suggest checking with your course for the appropriate contract length), the start and end date of the contract, the eating plan and price (where applicable) along with the total cost of the contract. Click 'Select' to add the room type to your preferences.

We ask that you select a minimum of three preferences and a maximum of five.

To add another option, click 'Add Another'.

STEP 8

Once you have your selected preferences, you can click 'Next'.

STEP 9

Next, you are asked to state whether you would prefer a mixed or single-sex flat.
10 STEPS TO APPLY FOR ACCOMMODATION

STEP 9 CONTINUED

If you have applied for a 'quieter lifestyle' room, please confirm that you agree to the guidelines for 'quieter lifestyle' here. If you have not applied for a 'quieter lifestyle' room, you select 'I did not apply for quieter lifestyle'.

If you have applied for an 'early arrival contract', you select your preferred arrival date here.

When scrolling further down, you can follow the link to the Disability Advisory Service webpage. There is also a checklist where you are able to let us know about any disability requirements and medical condition(s) you may have by ticking the boxes below - you can tick/untick as necessary.

Finally, there is a free text box where you can write any other information you would like us to be aware of. When ready, click 'Next'.

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STEP 10

Before submitting your application, you are given an overview of your application and a link to the booking terms and conditions. You MUST read the terms and conditions before submitting your application.

Once you have clicked ‘Submit’ you are asked to tick the tickbox to confirm you have read the terms and conditions.

CONGRATULATIONS! You have submitted an application for accommodation at the University of Reading.

WHAT HAPPENS NEXT?

We will start to allocate accommodation to applicants with unconditional and conditional academic offers. Normally you will receive an update from us within 15 days of making your accommodation application. We will contact you via email with details of your allocated accommodation. Please note that we cannot guarantee you your first choice of accommodation.

To ensure you do not miss any emails relating to accommodation, please add accommodationonline@reading.ac.uk to your safe sender list.