PSE E  ACCOMMODATION INSTRUCTIONS 2022-2023

There will be two stages in organising your accommodation. As your course starts during term time (May 2023) you will need to move rooms at the end of term (June 2023)

First, you will book your accommodation from 18 May 2023 until 22 June 2023. You will do this yourself, following the steps below. The Accommodation Office (accommodationonline@reading.ac.uk) can help if you have questions about this application.

You will then move into Sherfield Hall on 22 June 2023 and stay there until 10 September 2023. This accommodation will be booked for you. Stay@Reading will send you a booking confirmation e-mail closer to the time. Please email stay@reading.ac.uk for any enquiries.

STEP 1
It is best to apply from a desktop or laptop computer, not a smartphone. Log in to the RISIS portal, click ‘Actions’ and then click ‘Accommodation’.

You should see this screen:

Click ‘APPLY’ to make an application.

STEP 2
Pick which session (academic year) you are applying for. You will select 2022/2023.
STEP 3
Next, select ‘PART YEAR APPLICATION’.

STEP 4
Next, select the student type.

‘NEW UNDERGRADUATE’ if you have not been to university before or if you are starting a new course.

‘NEW POSTGRADUATE’ if you are starting a new postgraduate course.

STEP 5
You now need to select the correct pathway. You must choose ‘Standard contracts’.
STEP 6
Now you can search the available accommodation options:

- 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 criteria, press search to see available options. If you do not set any criteria, all accommodation options will show.

STEP 7
The search page will give you an overview of the hall. To find out more information or add one of the available room types to your preferences, click ‘Apply’.

You can then see more information about the hall, some pictures, a local map and the available room types. You can follow external links to the halls webpage and virtual tour. Right click these links and open in a new tab. When finished close the tab and return to your application.

Please select a minimum of three preferences and a maximum of five. To add another option, click ‘Add Another’.
STEP 8
Click ‘Next’ once you have selected all your preferences.

STEP 9
Next, you can choose some of your preferences, such as a mixed or single-sex flat, or a quieter lifestyle area. Please note that these preference cannot be guaranteed.

When you scroll further down you can click the link to the Disability Advisory Service webpage. There is also a checklist where you can let us know about any disability requirements or medical conditions you may have.
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’.

**STEP 10**

Before submitting your application you are given an overview of the details 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 box to confirm you have read the terms and conditions.

**WHAT HAPPENS NEXT?**

Normally you will receive an update from the Accommodation Office within 15 days of making your accommodation application. They 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.