Accommodation Application Guide

Getting Started

This helpful guide has been designed to help walk you through each step of submitting an accommodation application, for a University-managed room, at the University of Lincoln.

Before getting started, you will need to have the following:

1) Student ID Number
You will need your 8-digit student ID number; this can be found on your course offer letter, or at the top of emails from the University relating to your offer.

2) Firm Choice
You must have made the University of Lincoln your firm choice on UCAS to apply for accommodation, giving enough time for the system to update before making an application.

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Finding The Booking Portal

Once you have accepted your course offer to study at the University of Lincoln, you will receive our 'Apply for Accommodation' email.

Due to system updates, this email can take up to three working days to come through.

Make sure to check your SPAM folder if you have not received the email in your main inbox.

Still not received an email? The Booking Portal can be found on the University website or be scanning the QR code.

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Applying for Accommodation

Applying for Accommodation

1) Home Page

If this is your first time applying for accommodation, you will need to create an account. Click on the "Register" or "New User" button to be taken to the registration page.

2) Registering Your Account

If you receive an error message, make sure to clear your cache and cookies on your web browser.

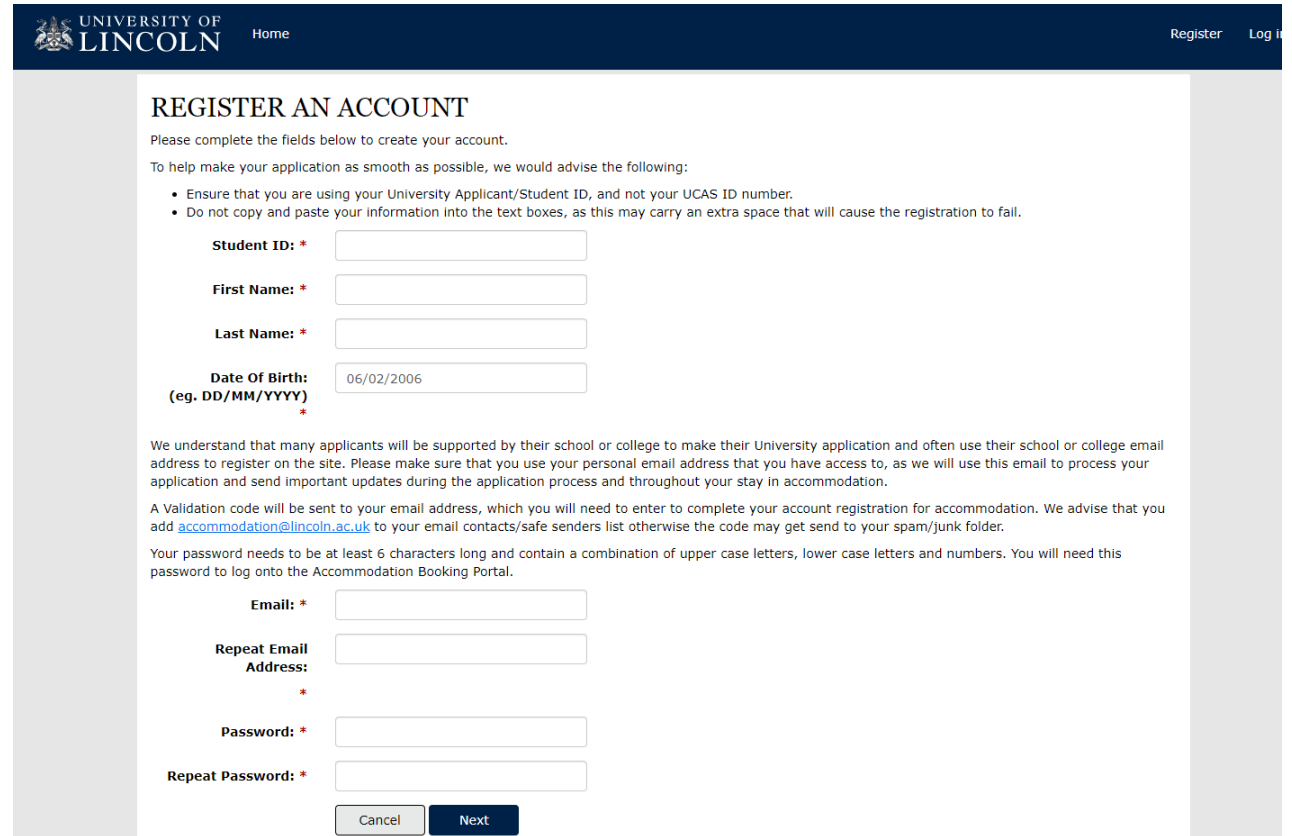If you already have an Accommodation Account, you can log in here.

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Applying for Accommodation

2) Registering Your Account

Enter your personal details, making sure to not copy and paste into the fields, as this can leave blank spaces.

We recommend using your personal email address, and not a school email as this will be used to contact you about your accommodation, right up to the day you collect your key.
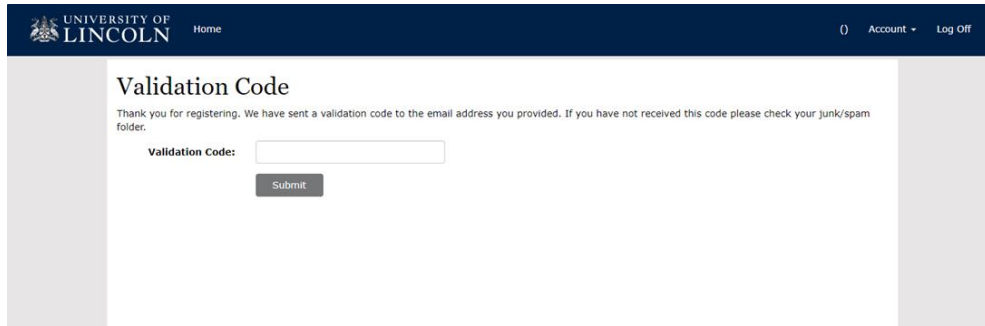
Applying for Accommodation

3) Registration Email

Once you have registered, you will be taken to the "Validation Code" screen, where a code will be sent to you via email.

You will need to enter the Validation Code to complete your registration.
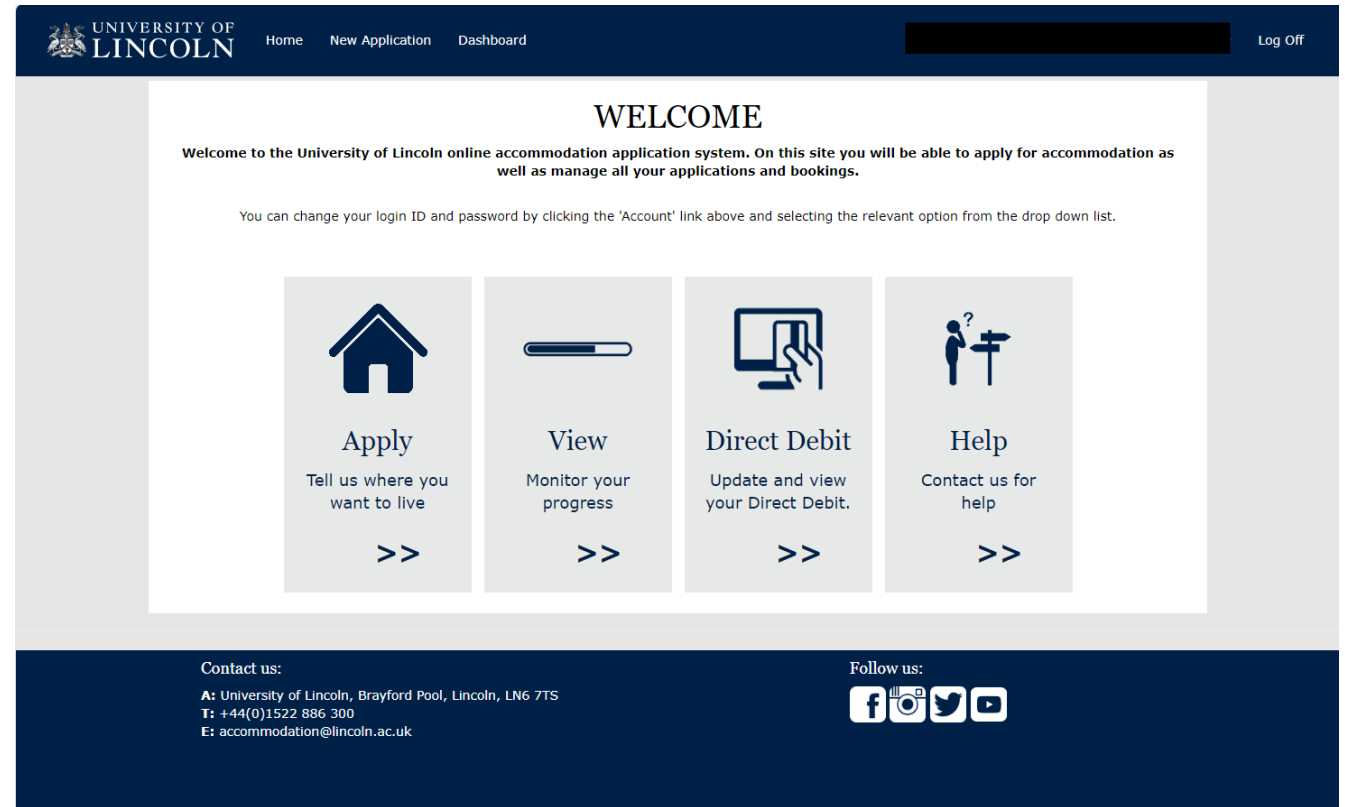
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Applying for Accommodation

4) Accommodation Dashboard

This is your Accommodation Dashboard.

From here, you can:

- Apply for Accommodation
- View your Accommodation Application process
- Update and view your Direct Debit
- Contact Us for support

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Applying for Accommodation

5) Accommodation Type

On this screen, you will need to select the type of student you are.

- **New Undergraduate:** You are a new student, and it will be your first-year studying.
- **Returning Undergraduate:** You are currently enrolled and are returning for a new year of study.
- **Semester Only/Part Year Study Abroad:** you will be studying at the University of Lincoln for One Semester only.
- **Postgraduate:** you will be studying a Postgraduate course.
- **Semester B Postgraduate:** you will be a
- Semester B entry Postgraduate student.

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Applying for Accommodation

6) Session

The "Session" is the academic year of study that you will be needing accommodation for.

Click on the session you are needing accommodation. For September 2024 bookings, select 2024 – 2025.

You can stay in University-managed accommodation for each year of your studies.

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Home   New Application   Dashboard   Account ▾   Log Off

1 Application Type   2 Session   3 Pathway

2023-2024
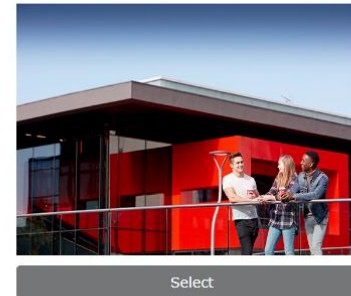
Select

DO MORE. BE MORE.

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Applying for Accommodation

7) Accommodation Developments

On this page, you will be able to view the six accommodations. Select the "More Information" button for further information.

You can select to see/unsee when a development's application limit is reached.

Select the "Site" tab to filter accommodation by location and room type.

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Applying for Accommodation

8) More Information and Applying *Part One*

Once you have clicked on the "More Information" tab, you can see the location of the development alongside facilities and images.

Scan the QR code below to view 360 Accommodation Tours.

DO MORE. BE MORE.

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Applying for Accommodation

9) More Information and Applying *Part Two*

Some developments will have different room types.
Check which one is right for you, then click the "Apply" button on the right.

You can apply for different room types of the same development if you wish.

You will need to have select four rooms, in preference order, to continue the application.

Room Type	Accommodation Period	Start Date	End Date	Total	
Classic En-Suite	Semester B ▾	21/01/2024	02/06/2024	£2,831.00	Apply
Deluxe En-Suite	Semester B ▾	21/01/2024	02/06/2024	£3,078.00	Apply

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Applying for Accommodation

10) Preferences

Once you have selected enough choices of developments, the "Next" box will become visible, allowing you to move onto the next page.

You can select the same development more than once, with different room types.

Select the "Move Up" or "Move Down" buttons to change your preference order.

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Applying for Accommodation

11) Further Details

On this page you will be able to select your preference of gender allocation.

You are encouraged to share details of any medical conditions that may affect your accommodation allocation, here also.

When you are happy with your choices, please select "Next" to move on to the next screen.

Applying for Accommodation

12) Application Summary

On this page you can view your Accommodation Application.

To make any changes, please select the "Edit" button.

Once you are satisfied with your Accommodation Application, please select "Submit" to go to the final submission page.

APPLICATION SUMMARY

Below are the details of your accommodation application.

Application Id	82740
Session	2022-2023
Pathway:	UK Student
Application Date	03/02/2022
State	Complete but not Submitted
Payer Category	New Undergraduate Student
Course Type	Undergraduate
Gender Preference	Prefer Mixed Gender

Preferences   [Edit]

These are your accommodation choices in order of preference.

You will be able to adjust the order of your preferences while your application is at the 'Complete But Not Submitted' state. Once you have submitted your application and it is at the 'Awaiting Verification' state, you will no longer be able to change the order of your preferences.

Priority	Area	Room Type	Accommodation Period	Start Date	End Date	Periods
1	Lincoln Courts @ Brayford Student Village	En-Suite	46 Weeks	25/09/2022	13/08/2023	Show
2	St Marks Student Village	En-Suite	46 Weeks	25/09/2022	13/08/2023	Show
3	Cygnet Wharf @ Brayford Student Village	En-Suite	40 Weeks	25/09/2022	02/07/2023	Show
4	The Gateway @ St Marks Student Village	En-Suite	46 Weeks	25/09/2022	13/08/2023	Show

Attributes   [Edit]

Below are the attributes you have chosen for your application.

Name	Answer	Comment
Do you have any medical condition/disability that may affect your allocation of accommodation	No	

Privacy Statement

Please find below a link to our Privacy Notice.

Privacy Notice

[Delete] [Back] [Submit]

Applying for Accommodation

13) Submit Your Application

Read the information thoroughly, including the Privacy Notice.

When you are ready, you will need to tick the box confirming that you have read the Privacy Notice.

You can then submit your Accommodation Application.

Applying for Accommodation

14) Application Submitted

You have submitted your Accommodation Application.

Remember to check your emails, as within three working days you will receive an email from Accommodation Services asking you to accept your offer and secure your Accommodation.

Application Submitted

Thank you for submitting your application for accommodation.

Please click here to return to the dashboard to review your applications.

If you would like to find out further information about the accommodation application and allocation process at the University of Lincoln then please visit https://accommodation.blogs.lincoln.ac.uk/accommodation-journey/

For Prospective first year students applying for September, please note that you will not receive any further correspondence regarding your accommodation application until August and your application will stay in the 'awaiting verification' state until this time. Please don't worry, this is completely normal!

If you have any further questions then check out our F.A.Q section on our accommodation blog https://accommodation.blogs.lincoln.ac.uk/frequently-asked-questions/

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Accepting Your Room Offer

Securing Your Accommodation

1) Check Your Email

Within three working days of making an accommodation application, you will receive an email from Accommodation Services offering you a place in a University-managed accommodation.

There will be a deadline, specified on the email, to how long the offer is valid. If this time is exceeded, you will need to apply again.

To begin the process of securing your room, click on the 'Accommodation Booking Portal' link.

Dear [PV:FORENAME] [PV:SURNAME],

Student ID: [pv:studentid]

Thank you for your application for accommodation. We are pleased to offer you a place in University managed accommodation. You can now log into your account to view and accept the offer as well as make an initial payment if necessary.

Please login to your Accommodation Booking Portal, select 'Dashboard' at the top of the page, view the offer and follow the instructions provided.

This offer is valid for 5 days. You must accept the offer within this time and, if necessary, make an initial payment to secure your place in halls.

If you are not happy with your offer, please contact us as soon as possible to discuss your options. If your preferred option is fully offered, you can request to join a waiting list. However, you would need to reject your current offer which will then be offered to another student. We can't guarantee that a room will become available but we do receive cancellations and you may still be successful in your first choice of accommodation.

If you have any questions regarding your offer of accommodation, please contact us at accommodation@lincoln.ac.uk or call us on 01522 886300.

We look forward to welcoming you to the University of Lincoln!

Accommodation Services
University of Lincoln

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Securing Your Accommodation

2) View Your Offer

On the Booking Portal dashboard, select 'View' to see your accommodation offer.

Your room offer will be listed next to the year of study section you chose in the application stage, as seen in the image. The contract length will also be displayed here.

Click 'Accept' to proceed to the next step of securing your room.

Securing Your Accommodation

3) Room Offer Summary

This page shows a summary of the room offer that you are about to accept.

Once you have read the offer type and are happy, click the 'Next' button.

| 1 Offer | 2 Key Facts | 3 Terms & Conditions | 4 Notes | 5 Payment Arrangements | 6 Finish |

Summary

Booking Reference:	81839
Offer made on:	06/02/2024
Offer expires on:	11/02/2024
Allocation:	St Marks Student Village
Address:	St Marks Student Village, Lincoln, LN6 7TW
Room type:	En-Suite
Licence:	46 Weeks
Dates:	17/09/2023 - 04/08/2024
Price:	£7,820.00

Next

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Securing Your Accommodation

4) Key Information

It is important to read the key information detailed on this page, ensure you are happy with your room selection, and complete the process before the offer expires.

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Securing Your Accommodation

5) Terms and Conditions

Take time to read through the Terms and Conditions, and the Privacy Notice, contacting the Accommodation Services team to ask anything you are unsure of.

By ticking the 'Electronic Signature', you are accepting the Accommodation Contract and agreeing to the Terms and Conditions. This is an electronic signature. You will be legally bound to them once you have accepted the offer.

Securing Your Accommodation

6) Share Requests

In this free text box, you can put down the full name and Student ID number of people that you know that you would like to live with. All students must list each other's names to be considered.

This cannot be guaranteed but will be considered when allocating rooms.

Click the 'Next' button to continue.

① Offer ② Key Facts ③ Terms & Conditions ④ Notes ⑤ Payment Arrangements ⑥ Finish

Share Requests

Please enter the full name and the University of Lincoln Student ID number of the student/s living in the same hall of residence as you who you would like to be placed in the same apartment with in the box below.
*For friend requests to be taken in to consideration then all students must specify each other's names.

Where possible, the University will take these into account when allocating to specific rooms, but please note that we cannot guarantee that we will be able to fulfil any of these additional accommodation preferences.

Cancel   Back   Next

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Securing Your Accommodation

7) Payment Arrangements

This page shows the type of payment arrangements that can be set up for paying for your accommodation.

Select the option that suits you but, take note that this cannot be changed once submitted.

| 1 Offer | 2 Key Facts | 3 Terms & Conditions | 4 Notes | 5 Payment Arrangements | 6 Finish |

Payment plan options

- Default Option 23/24 - Instalments DD Pay By Direct Debit

	Amount	Due
Rent Instalment 1	£3,910.00	08/02/2024
Rent Instalment 2	£3,910.00	17/04/2024
Total	**£7,820.00**	
Due Now	**£3,910.00**	

Select

+ Option 23/24 - 1st Instalment Now DD Pay By Direct Debit

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Securing Your Accommodation

8) Payment Details

Enter your payment details on this screen.

This card will be used to pay for your accommodation fees.

You must have a personal bank/building society account to create a Direct Debit Instruction.

The bank account does not need to be in the name of the person booking the room.

Click 'Next' to continue.

Direct Debit Details

You must have a personal UK bank/building society account to create a Direct Debit Instruction.

These bank details must be completed by the account holder. If you are not the account holder (for instance a parent is paying) please ask the account holder to complete this screen. If the account holder is unavailable you must not complete this page on their behalf. You should contact the finance department on 01522 803120 to make an alternative payment arrangement.

If the account is a joint account that requires BOTH signatures you will not be able to setup the direct debit using the form below. Please contact the finance department on 01522 803120 to make an alternative payment arrangement.

When you have completed the Direct Debit setup an e-mail confirming the details of the direct debit will be sent to the e-mail entered on the form below and the web portal e-mail address (This will be the students login e-mail).

The confirmation e-mails sent will include bank details (including account name, sort code, last 4 digits of the account number and bank name and address) and also the payment details.

For queries please e-mail the finance department at directdebits@lincoln.ac.uk or call 01522 803120.

☐ **I am the only person required to authorise debits from this account**

Surname	Account Holder Surname
Firstname	Account Holder Firstname
Account Name *	The name of the account
Address Line 1 *	The address of the account holc
Address Line 2	
Address Line 3	
Address Line 4	

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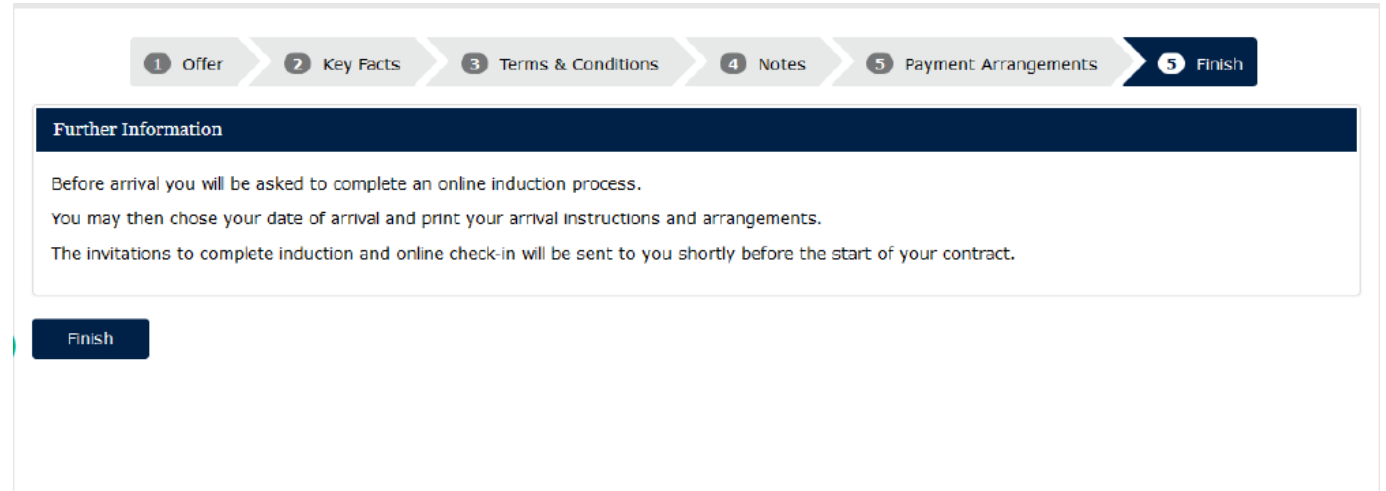
Securing your Accommodation

9) Finish

Before your arrival, you will be asked to complete the online induction.

Notifications that the induction, and arrival information, are live will be sent via email .

Click the 'Finish' button to complete securing your room in University-managed accommodation.

| 1 Offer | 2 Key Facts | 3 Terms & Conditions | 4 Notes | 5 Payment Arrangements | 5 Finish |

Further Information

Before arrival you will be asked to complete an online induction process.

You may then chose your date of arrival and print your arrival instructions and arrangements.

The invitations to complete induction and online check-in will be sent to you shortly before the start of your contract.

Finish

DO MORE. BE MORE.

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Securing your Accommodation

10) Acceptance Email

You will receive an email confirmation that you have accepted your room offer for your accommodation at the University of Lincoln.

There is a link to join our UniBuddy community where you can meet people staying in your new home-from-home.

Arrival instructions, the induction, and what Block/Apartment/Room will come via email later in the year.

Dear [PV:FORENAME] [PV:SURNAME]

Applicant ID: [pv:studentid]

Thank you for accepting your accommodation at the University of Lincoln.

Please note, this email applies to accommodation only and does not confirm the acceptance of a course offer.

Information, including arrival instructions and what to bring with you to your accommodation will be sent to you prior to arrival.

We look forward to welcoming you to the University of Lincoln. Follow us on social media to find out the latest news and updates as we get ready to welcome you! Why not join our UniBuddy community and meet people staying in your new home-from-home.

Unibuddy | University of Lincoln

Residence Life

Our ResLife Team are here to support you throughout your stay in university-managed accommodation. Residents can contact the ResLife Team form 6pm-12am every night.

Tel: 01522 835550
Email: Reslife@lincoln.ac.uk

Accommodation Services
University of Lincoln

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W: Lincoln.ac.uk/accommodation
E: Accommodation@Lincoln.ac.uk
T: 01522 886 300