

PSE E ACCOMMODATION INSTRUCTIONS 2024-2025

There will be two stages in organising your accommodation.

As your course starts during term time (June 2025) you will need to move rooms at the end of term (end of June 2025)

First, you will book your accommodation from **5 June 2025** until **26 June 2025**. 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.

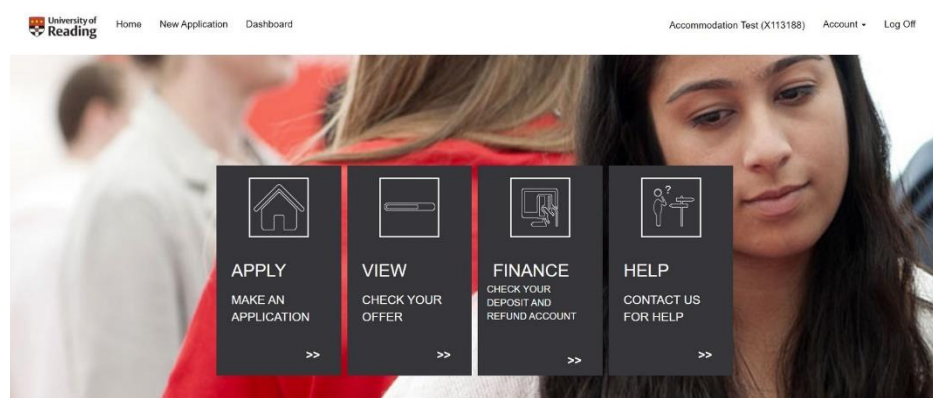
You will then move into Sherfield Hall on 26 June 2025 and stay there until 15 September 2025. This accommodation **will be booked for you**.

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'.

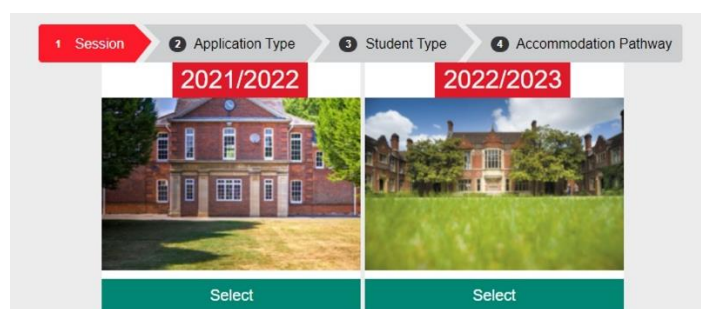
You should see this screen:



Click 'APPLY' to make an application.

STEP 2

Pick which session (academic year) you are applying for. You will select 2024/2025.



STEP 3

Next, select 'PART YEAR APPLICATION'.

The screenshot shows the 'Application Type' step of the application process. There are two main options: 'PART YEAR APPLICATION' and 'FULL YEAR APPLICATION'. The 'PART YEAR APPLICATION' option is highlighted with a red border and a red 'Select' button. Below the title, it says 'For students requiring accommodation for part of the academic year'. Below the text is a photograph of a modern university building. The 'FULL YEAR APPLICATION' option is also visible, with a description 'For students requiring accommodation from the start of the academic year (September 2022)' and a photograph of a green lawn area.

STEP 4

Next, select the student type.

The screenshot shows the 'Student Type' step of the application process. There are four main options: 'NEW UNDERGRADUATE', 'NEW POSTGRADUATE', 'RETURNER GROUPS', and 'RETURNING STUDENTS'. The 'NEW UNDERGRADUATE' option is highlighted with a red border and a red 'Select' button. Below the title, it says 'For new students on an undergraduate programme'. Below the text is a photograph of a student walking through a university corridor. The other options also have descriptions and photographs.

'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'.

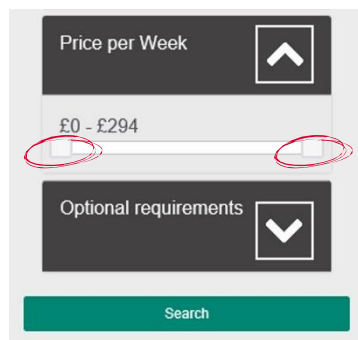
The screenshot shows the 'Accommodation Pathway' step of the application process. There are four main options: 'Standard contracts', 'Family and couples', 'Transition', and 'Other'. The 'Standard contracts' option is highlighted with a red border and a red 'Select' button. Below the title, it says 'Contracts starting on Intake Weekend (16/17/18 September 2022), ideal for UK and EU undergraduates'. Below the text is a photograph of a student sitting at a desk. The other options also have descriptions and photographs.

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 hall's 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'.

PREFERENCES

Your selection is listed below, with your first preference shown at the top.

Please note whilst we try our hardest to meet your stated preferences, we do not guarantee we will be able to offer one of these options.

You can change your selections using the 'move higher' and 'move lower' and 'delete' buttons.

We suggest you choose a range of preferences that you would be happy with.

Once you have completed your selections please select 'Next'.

Area	Room Type	Licence Type	Start Date	End Date	Catering	Price	Total	Order	Delete
Bridges Hall	Premium room - shared bathroom	2022/23 Standard 40 (Sunday Intake)	18/09/2022	25/06/2023	None	£151.41 Per Week for Premium room - shared bathroom	£6,056.40		Delete

Add Another

STEP 8

Click 'Next' once you have selected all your preferences.

Area	Room Type	Licence Type	Start Date	End Date	Catering	Price	Total	Order	Delete
Bridges Hall	Premium room - shared bathroom	2022/23 Standard 40 (Sunday Intake)	18/09/2022	25/06/2023	None	£151.41 Per Week for Premium room - shared bathroom	£6,056.40	Move Lower	Delete
St. George's Hall	Quiet Upgraded Room with Washbasin	2022/23 Standard 40 (Saturday Intake)	17/09/2022	24/06/2023	None	£140.14 Per Week for Quiet Upgraded Room with Washbasin	£5,605.60	Move Higher Move Lower	Delete
Wantage Hall	Catered room with washbasin	2022/23 Standard 40 (Saturday Intake)	17/09/2022	24/06/2023	Platinum Meal Plan	£76.79 Per Week for Platinum Meal Plan £111.37 Per Week for Catered room with washbasin	£6,835.29	Move Higher	Delete

Add Another

Next

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.

MEDICAL CONSIDERATIONS



Please tick any of the below options that apply to you.

Please also use the "Further Notes" box below to give details of any medical conditions that are relevant to your accommodation application, including allergies, IBS, or mental health conditions. Where your disability or health condition may affect your ability to engage in studies/ live in Halls accommodation we strongly recommend you register with the [Disability Advisory Service](#) to enable an assessment or reasonable adjustments to learning and living in Halls.

The information you provide will be handled in confidence and used to assess your needs within University Accommodation. The University will also use this information to identify whether you will require a Personal Emergency Evacuation Plan (PEEP). This is to ensure that you can leave a building safely in the event of an emergency or fire. Where required, limited information will be securely shared between the Accommodation Contract Management Office, University Partnerships Programme (who manage our Halls), Hall Wardens, Disability Advisory Services, Health and Safety services, and Security Services.

Requirements

01. I am a wheelchair user	☐
02. I require a wheelchair accessible room	☐
03. I require a wheelchair accessible kitchen	☐
04. I require a wet room-style bathroom	☐
05. I require a shower seat in the bathroom	☐
06. I require grab rails (please give details)	☐

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'.

The screenshot shows a web form titled 'FURTHER NOTES' in a red header bar. Below the header, there is a text area for notes. The text inside the form reads: 'Please use this space to tell us anything that you consider is important for us to know when we are allocating your accommodation. This could include more detail around your medical condition or disability and any specific requirements you have; a preference for an alcohol free environment; the possibility of living near a friend (please provide their full name and applicant ID number) or anything else that is important to you. Please note that a comment left here does not guarantee that your request will be met. We will disregard comments that are in breach of the University Equality policy.' Below the text is a large empty text box. At the bottom of the form are two buttons: 'Back' and '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.

The screenshot shows two sections of a web form. The first section, titled 'APPLICATION DETAILS', contains a summary of the application: 'Application ref 170025', 'Session 2022/2023', 'Pathway Standard contracts', 'Application Date 25/01/2022', 'Current State **Application not submitted**', 'Application Type New undergraduate', 'Group Reference', and 'Flatmate Preference Prefer Mixed Sex'. Below this is a red header bar for the 'TERMS AND CONDITIONS' section. The text below the header says: 'Please find below links to the terms and conditions for this application.' followed by a link: '[Booking Terms and Conditions 2022/23](#)'. At the bottom of the form are three buttons: 'Delete', 'Back', and 'Submit'.

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.