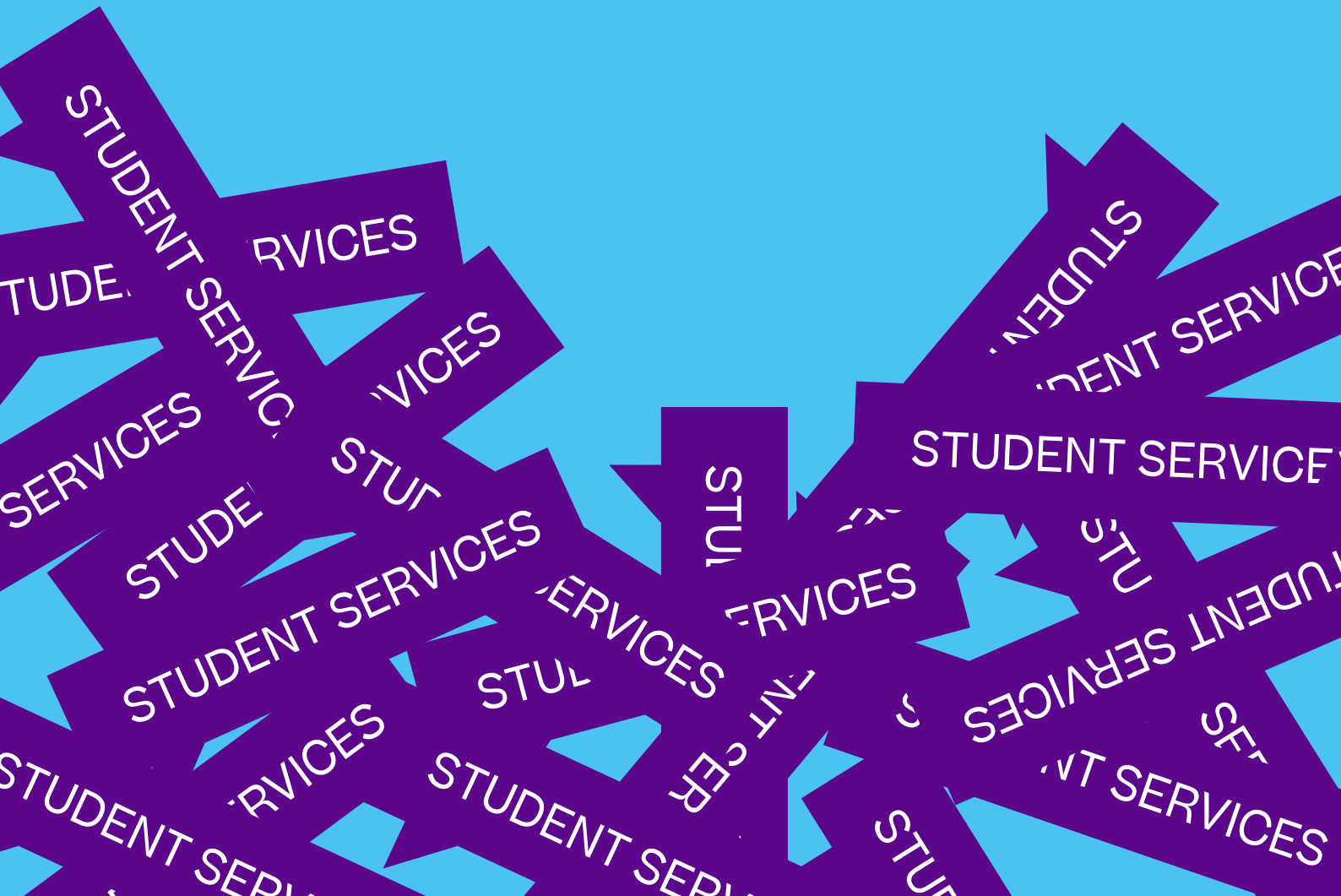


ACCOMMODATION

# AUB Halls – How to book



# How to book AUB halls

## 1. First steps

- Accept a conditional or unconditional offer of a place at AUB.
- Wait 24 hours for our systems to integrate.
- Log into your 'My Application' portal and click in the accommodation tile (check if there's an email in the 'In tray' from AUB Admissions).
- Register on the Accommodation portal – using your AUB Student number and date of birth.
- Receive an email – to the email address you have registered with AUB – with a validation code.
- Input this validation code into the site, then you can continue with your booking.

## 2. Log into the Accommodation Portal

- Select session 2021/22.
- Select your correct student type from the drop down – this must match your course type (nb: U18 is only for students who will be under 18 at the start of the tenancy period).
- Select Area – the halls available for your course type will appear under this drop-down list.
- Select Licence – to match your course and length of tenancy you require.

## 3. The rooms available will now show

- Choose the type room - Click on 'BOOK' then follow the screen prompts to complete the booking.
- Read the Terms and Conditions in the link and tick box to confirm acceptance of these.
- Any room adaptations required? Tick box and enter details in the pop-up box.
- Select payment plan – one off for full payment **or** instalment option and follow instructions.
- No deposit required!

## That's it for now!

Student Advice will receive your booking and will email you to confirm your room allocation.

At any time, you can log into your accommodation portal to check your booking, induction process, statement and your accommodation T&Cs.

You'll be able to book your arrivals directly with your halls team and notification of this process will be in the Induction, which will go live on your accommodation portal approximately one month prior to the start of your residence period.

For any queries at any time, please contact Student Advice

**+44 1202 363780**

**[studentadvice@aub.ac.uk](mailto:studentadvice@aub.ac.uk)**

