

# How to Apply for Accommodation

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1. Fill in student's email address and click 'SEND SECURITY CODE'

**CAMPUS LIVING**

Please note that the fields marked with \* are mandatory.

Security code has been sent to your Email Address.

**New Application**

**Step One**  
Please enter your email address and click the 'Send Security Code' button to start your application.

**Email Validation**

Academic Year: 1718 \*  
Applicant Email Address: \*  
**SEND SECURITY CODE**

**Previously Saved**

Continue with a previously saved application here:  
Email: \*  
Application Reference Number: \*  
**RETRIEVE YOUR APPLICATION**  
[Forgotten Application Reference Number? Click here!](#)

**Step Two**  
Check your email for the Security Code we have sent to you. Enter the code in the 'Security Code' box below and then click the 'Apply For Your Accommodation' button to move to the next screen.

**Security Code Verification**

Security Code: \*  
**APPLY FOR YOUR ACCOMMODATION**

2. An email will be sent to the student's email address which contains a unique security code. Enter this code exactly as sent and click 'APPLY FOR ACCOMMODATION'

# Completing the Application Process

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4. Please note that a specific date format is required. Here is an example to follow: 24/Jan/2011

3. Complete all fields in the application process as accurately as possible.

The screenshot shows the 'Applicant Personal Info' section of the application form. It includes fields for Title (Miss), First Name (Cayley), Middle Name, Surname (Boshoff), Gender (Female), Mobile Phone/Cell (353 089555555), Date of Birth (07/Dec/1984), Country of Origin (Ireland), and a checkbox for 'Do you have a disability or significant ongoing illness?'. Below this is the 'Programme of Study' section with fields for Student/CAO Number (456321456), Nomination Code, What will be your year of study? (1st Year), Area of Study (School of Arts), and University (NUI Galway). A 'NEXT' button is visible at the bottom right.

7. Contact details are very important. Please ensure they are filled in correctly.

The screenshot shows the 'Home/Permanent address' section of the application form. It includes fields for Street Address, Town/City, County/Region, Country (Ireland), and Telephone (353 089555555). Below this is the 'Additional Information' section with a dropdown for 'Where did you hear about us?' (Corrib Village Website) and a text area for 'If other, please specify details:'. A 'NEXT' button is visible at the bottom right.

5. ALL fields marked with a RED asterisk are COMPULSORY.

6. Once everything is completed accurately, please click 'NEXT'

The screenshot shows the 'Accommodation Preference' section of the application form. It includes dropdown menus for Residence (Corrib Village), License Period (Full Year Single Payment), Payment Option (Full Year Single Payment 18/19), and Apartment/Room Type (-Select-). Below these are checkboxes for 'Irish Speaking Apartment' and 'Quiet Zone'. A 'BACK' and 'NEXT' button are visible at the bottom right.

8. There are only two options for the licence period – Full Year OR Semester. Please ensure to select the correct Payment Option and Room Type. Specify if you would like an Irish Apartment or Quiet Zone.

# Accepting the Licence Agreement and Making Payment

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9. Read through the Licence Agreement thoroughly and scroll right to the bottom of the agreement to accept the terms and conditions.

CAMPUS LIVING

Personal Information → Contact Details → Room Choice → **Contract** → Payment

Licence Agreement

You are entering into a contract, please read the following carefully.  
Contained within this section are the key terms of your license agreement including Corrib Village House Rules.

Licence Agreement - September 03<sup>rd</sup> 2018 to May 11<sup>th</sup> 2019

Between  
ATALIA STUDENT RESIDENCES DAC ("ATALIA") T/A Campus Living, Newcastle Road, Galway  
and  
The accommodation applicant detailed previously (Hereinafter referred to as "the Licensee" or "Resident")

1. LICENCE TO OCCUPY

Fourth Schedule

PLEASE NOTE THAT THE FOURTH SCHEDULE (INVENTORY OF CONTENTS) OF THE LICENCE AGREEMENT WILL BE FURNISHED TO YOU UPON ARRIVAL  
After inspection of the premises and contents you will be required within five days of your arrival /receipt of key to confirm the inventory and highlight deficiencies. This process must be completed via Campus Living on-line portal. Failure to complete this process will signify you are in agreement with sated inventory and condition report.

I accept the above terms and conditions of the license agreement

ACCEPT REJECT

10. Once you have read through the Licence Agreement, TICK the box as seen above, agreeing to the terms and conditions, and click on the GREEN 'ACCEPT' button.

11. Select the payment method you wish to use (debit or credit card)

Payment Information

Please note that we reserve the right to cancel your booking if you fail to make the required payment(s).

Initial Payment

Payment Method: Debit Card

Please Note: Payments made by "Credit Card" will incur a further 2% surcharge in addition to the amount outlined below  
Please don't change your card type during this payment. If you do change cards there may be additional fees you'll be asked to pay.

Charge Name	Amount
Security Deposit	€ 250.00
Amount Due	€ 250.00
<b>Total to pay now</b>	<b>€ 250.00</b>

[Pay now >>](#)

12. Once you have selected the payment method, click 'PAY NOW'

## Completing the Payment

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15. You then have the option to save the details - this would mean any future payments made would be taken off the card you saved. Alternatively, you do not have to save them and can then just select 'CONFIRM'

Payment Information

Please note that we reserve the right to cancel your booking if you fail to make the required payment(s).

SECURE  
Secure Payment Page

Please click the Confirm Button to pay the amount of: € 250

Card details can be stored so that subsequent purchases do not require you to re-enter your card details. To avail of this service please tick the checkbox below.

YES - save card details for future purchases.

CONFIRM

13. In order to complete the payment you would be required to complete the card details. It is important to ensure that all these details are correct in order for the payment to be successful.

Payment Information

Please note that we reserve the right to cancel your booking if you fail to make the required payment(s).

Your card details

Name	00 00
Card	0000 0000 0000 0000
Expiry	MM / YY
CVC	123

2.00% surcharge for Visa  
2.00% surcharge for MasterCard

Confirm card details >

14. Once the details are completed, click 'CONFIRM CARD DETAILS'

Once all the steps have been completed correctly and the payment has been confirmed, you will receive an email confirming receipt of payment.

Should you have any questions about the application process please do not hesitate to call us on 091 527112 or email [corribstudents@campusliving.ie](mailto:corribstudents@campusliving.ie)