ONLINE APPLICATIONS

REGISTER ON THE WEBSITE

1. To apply students must go to www.studentliving.ul.ie
2. Click ‘Apply for a Residence / Log in’ button
3. Register

4. To register students must use their UL student number – do not use your application number and do not put CAO in front of your number. If you are prompted for a CAO number just click OK and continue. If the below page shows you have not entered the correct student id number, go back.

If you entered the correct details, your personal details will be on the next page. You will be asked to create a username and password.

5. Once you complete the registration you will receive an email from CLS@ul.ie to confirm your email. Click the link on the email to finalise the registration.
6. Once registered log in to apply.
APPLYING FOR ACCOMMODATION

1. Log in using the username and password you created. Please note these details for future reference.
2. Click on the Apply button under the correct academic year.
3. Choose international
   Choose Let Length
   Choose Type of International Student
   Please include Study Abroad Provider / Home University name (this is important for billing purposes)
4. **Select Accommodation preferences** (students must select the minimum preferences requested; if we are unable to offer accommodation in your first preference we may be able to offer it in another village.)
   - Village:
   - Room Type:

   ![Select your room preferences](image)

   Click ‘CONTINUE’ once you are happy to proceed

5. **Additional Information** – complete the additional details form and click continue when done.

   ![Additional Information](image)

   Please select NO in the deposit rollover section unless you currently live on campus.

   **Avoiding the application fee payment:** For those students who the Study abroad agency will cover your deposit please select YES in the deposit rollover section to avoid paying a deposit. If you are
unsure if you should pay your deposit please contact your provider or home school. We may cancel applications where a deposit is not paid, but should have been.

6. Once your application is complete you will receive an email from cls@ul.ie. Please save this email address into your contacts so you don’t miss an email from us.

**Applications Accepted**

- If your application is successful you will receive an email with an offer of accommodation and a licence agreement. Please watch your emails
- The offer letter will include directions on how to accept your offer
- Your online portal will show your offer, including the village and the let length
- You must accept the offer online within the specified time

You will be informed when rent and deposit are due but this information is also available at https://studentliving.ul.ie/index.jsp?p=116&n=124

**Applications Waitlisted / Rejected**

- If you do not pay the €50 booking fee your application will may rejected. You can contact 00353-61202331 in this instance
- If we do not have any of your accommodation preferences available we will waitlist your application and refund the €50 booking fee at the beginning of term, should we not be in a position to offer accommodation
- You will receive notification of both of these instances by email

**Important links**

**On Campus Villages**

**Rental fee information**
- Rent for single semester is due 1 month prior to check in and should be paid in full
- Rent for full academic year is divided into 3 instalments, the 1st of which is due 1 month prior to arrival

**Frequently Asked Questions**
https://studentliving.ul.ie/index.jsp?p=143&n=159