



Your accommodation application in **10 steps**

STEP 1

We suggest applying for accommodation via desktop. Log in to the RISIS Portal, click **Actions** and then click **Accommodation**.

You should see this screen:



To make an application for accommodation, click APPLY.

STEP 2

Select which session (academic year) you would like to make an application for accommodation.



Most applicants will select the next academic year - 2025/2026

Next, you need to select your application type. If you need accommodation for the full academic year, select **FULL YEAR APPLICATION** otherwise, select **PART YEAR APPLICATION**.



STEP 4

Now, select the appropriate student type.



| NEW | NEW | RETURNER | RETURNER |
|---|---|---|---|
| UNDERGRADUATE | POSTGRADUATE | GROUPS | INDIVIDUAL |
| Select this option if you have not been to University before or if you are starting a new undergraduate course. | Select this option if you are starting a new postgraduate course. | Select the group option if you are a returning student applying as part of a group. | Select the individual option if you are applying on your own. |

You need to select the correct pathway for you.



| New Postgraduate | Couples | Family | PGCE | New Undergraduate |
|--|--|---|--|---|
| If you are a new postgraduate arriving on the main intake weekend. | If you are a new postgraduate student that wants to bring a partner (not suitable for children). | If you are a new postgraduate and want to bring your child(ren) to live with you in halls | If you are a PGCE student (contract starts 24 August 2025). | If you are a new undergraduate arriving on the main intake weekend. |

STEP 6

Now you can search the available accommodation options. You can set the following criteria:

- room type
- meal plan option (if applicable)
- price
- any specific requirements.



You can also set the price to a minimum and maximum amount using the sliding toggles (ringed in red).



Once you have set your desired criteria, press search to see the available options.

The search page will give you an overview of the hall. To find out more information, or to add one of the available room types in the hall to your preferences, click **Apply**.



You are then able to see more information about the hall, browse a carousel of pictures, see a local map and the available room types. You can also follow external links to the hall's dedicated webpage and a virtual tour.



Available contract lengths, the start and end date of the contract, the meal plan and price (where applicable) along with the total cost of the contract will appear. Click **Select** to add the room type to your preferences.

| Room Type | Licence name | Start Date | End Date | Please select a Meal Plan where applicable: | Price (Where shown, meal plan price applies for 31 weeks only) | Total |
|----------------------------|--------------------|------------|------------|--|---|-------------------|
| Premium Ensuite Room 51 | 25/26 Standard ! 👻 | 21/09/2025 | 13/09/2026 | None v | 5235 20 per week for Premium Ensuite Room 51 | £11.995.20 Select |
| | | | | | £199.01 per week for Townhouse | 1 |
| Townhouse room | 25/26 Standard (👻 | 19/09/2025 | 26/06/2026 | Bronze Meal Plan 🗸 | room £22.61 per week for Bronze Meal Plan | £8,661.31 Select |

You will need to select a minimum of five preferences.

| | est you choose a rar Room Type | ige of preferences that yo Licence Type | u would be h Start Date | | Catering | Price | Total | Order Delete |
|------------|-----------------------------------|--|----------------------------|--------------|-----------|----------------------------------|-------------|--------------|
| | est you choose a rar | ige of preferences that yo | u would be h | appy with. | | | | |
| JICE YOU | nave completed your | selections please select We | 600 | | | | | |
| | | | | and delete | puppris. | | | |
| | | s using the 'move higher' an | | | | | an aleanna. | |
| Tease no | te whilst we try our h | indest to meet your stated o | eterences w | e do not qua | cantee we | will be able to offer one of the | se collons | |
| four selex | tion is listed below, w | ith your first preference sho | wn at the top. | | | | | |
| Pr | REFERE | NCES | | | | | | |

To add another option, click Add Another.

STEP 8

You can re-order your preferences to your satisfaction.

Please list your choices in order of preference.

| Area | Room Type | Licence Type | Start Date | End Date | Catering | Price | Total | Order | Delete |
|-----------------------|-------------------------------|--|------------|------------|-----------------------|--|------------|---------------------------|--------|
| Bridges Hall | Premium Ensuite Room 51 | 25/26 Standard 51 Week (Sunday Intake) | 21/06/2025 | 13/09/2026 | None | 6235.20 Per Week for Premium Ensuite Room 51 | £11.995.20 | Move Lower | Delet |
| Dunsden Crescent | Calered ensuite room | 25/26 Standard 40 Week (Sunday Istake) | 21/00/2025 | 26/06/2026 | Platinum Meal Plan | £106.40 Per Week for Platesum Meal Plan £212.62 Per Week for Catered ensuite room | £11,784.00 | Move Higher Move Lower | Delet |
| Stenton Hali | Premium ensuite room | 25/26 Standard 40 Week (Friday Intake) | 19/09/2026 | 26/06/2026 | Silver Meal Plan | 648.30 Per Week for Silver Meal Plan £241.60 Per Week for Premium ensuite room | £11,157.30 | Move Higher Move Lower | Dele |
| St. Penick's Hall | Calered room with washbasin | 25/26 Standard 40 Week (Saturday Intake | 20/06/2025 | 27/06/2026 | Gold Meal Ptan | £81.13 Per Week for Gold Meal Plan £110.25 Per Week for Catered room with washtasin | £6,925.03 | Move Higher Move Lower | Dele |
| Stenton Townhouses | Townhouse Room 51 | 25/26 Standard 51 Week (Friday Intake) | 19/06/2025 | 11/09/2026 | None | £199.01 Per Week for Townhouse Room 51 | £10,149.51 | Move Higher | Dele |

Once you have selected your preferences, you can click **Next**.

Next, you are asked to state whether you would prefer a mixed or single-sex flat.

| FURTHE | | your accommodation application below | |
|--|------------|--------------------------------------|--|
| FLAT SHA | RING PREFE | RENCES | |
| < Would you prefer to | Mixed Sex | M | |
| live in a single sex flat, or in a mixed sex flat? (please note this cannot be guaranteed) | | | |

You will need to confirm that you are happy with your preferences, quieter lifestyle policy and contract lengths.

You will also need to review and accept the other tickboxes. These include adaptations and planned building enhancement works.

You also have the option to provide consent for someone to discuss your application on your behalf. If so, you will need to list their full name and relationship to you.

| CONFIRMATION & CON | SENT |
|---|--|
| | |
| Please tick the mandat | ary tick bases below to confirm you have read these statements and agree. |
| You will not be ab | e to submit your application without completing the tick boxes below. |
| Consent | |
| talk to someone, such as a parent or guardia | commodation application status, with an some without your consent. If you would like to grant us consent a about your occommodation, please enter their full name, and relation to you, in the Consent may select 1 co not consent to sharing my details?. |
| or example, SLE Jones, Momer, | |
| | For more information on Quitter Lifestyle, please click nere. |
| Confirmation | |
| If a quiet room type is listed in your application, you are agreeing to athere to the quieter lifestyle paicy should this room type be offered to you. * | 0 |
| Please ensure you have checked ALL your application preferences and are happy with the contract lengths you have selected. * | 0 |
| If I require any adaptations to my accommodation I understand these are subject to availability. * | 0 |
| I understand I need to reapply for accommodation each year.* | 0 |
| I understand there will be works happening in Childs, Maskinder, and Stenton.* | D |
| Consent | |
| I consent to sharing my details " | |

When scrolling further down, you can follow the link to the Disability Advisory Service webpage.

There is also a checklist where you are able to let us know about any disability requirements and medical condition(s) you may have by ticking the boxes below – you can tick/untick as necessary.

.....

| MEDICAL/DISABILITY NEEDS | |
|---|---|
| | |
| 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 or disabilities that are including allergies. IBS, or mental health conditions. Please be aware if you have sheady shared a medical re- will not be automatically shared with us, so it is important to share any information you field is relevant to your health condition may affect your ability to engage in studies? live in Halls accommodation it is important to regis doing so, you wont get adjustments to learning. | quirement with the University this information accommodation. Where your disability or |
| Assistance Animals: | |
| If you require an assistance animal to be on campus with you, while you study, please complete our assistance and adjustments (reading ac.uk) | e animal application form; University support |
| The information you provide will be handled in confidence and used to assess your needs within University Ac Information to identify whether you will require a Personal Emergency Evocuation Pian (PEEP). This is to ensi wond of an a energency or line. Where required, limited information will be ascumily shared between the Accom University Pastneranipa Programme (into manage our Hales), Hait Wardens, Disability Advisory Sarvices, Haa | ure that you can leave a building safely in the modation Contract Management Office, |
| Requirements | |
| 01. I am a permanent wheelchair user (Please give details) | 0 |
| 02. I am a ambulatory wheelchair user (Please give details) | 0 |
| 03. I require a wheelchair accessible room | 0 |
| 04. I require a wheelchair accessible kitchen | 0 |
| 05. I require a wet room-style bathroom | |

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**.

| FURTHER NOTES |
|--|
| () |
| 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 thee environment; the possibility of living near a friend (please provide their full name and applicant ID number) or anything etse 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. |
| |
| |
| |
| |
| |
| |
| Back Next |

STEP 10

06. I require a shower seat in the bathroom (please give details)

07. I require grab rails (please give details)

Before submitting your application, you are given an overview of your application and a link to the booking terms and conditions.



You MUST read the terms and conditions before submitting your application.

Once you have clicked Submit you are asked to tick the tickbox to confirm you have read the terms and conditions.



CONGRATULATIONS!

You have submitted an application for accommodation at the University of Reading.

WHAT HAPPENS NEXT?

We will start to allocate accommodation to applicants with unconditional and conditional academic offers. Normally you will receive an update from us within 15 working days of making your accommodation application. We 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 from us, please use the best email for us to contact you. We recommend that you don't use your school/college email.

Please add accommodationonline@reading.ac.uk to your safe sender list.

NEED HELP?

Call: 0118 200 5011 or email: accommodationonline@reading.ac.uk