

## Queen's Accommodation – Belmont University Application Guide

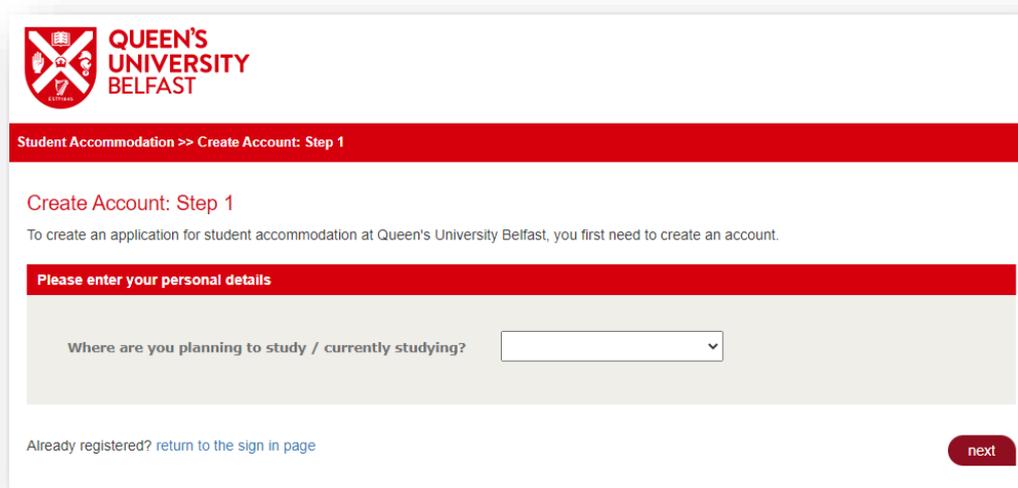
**THE DEADLINE FOR ACCOMMODATION APPLICATIONS IS THE 1<sup>ST</sup> DECEMBER 2021.**

This guide will detail the steps you need to take when making your application for Queen's Accommodation. Information on Queen's Accommodation can be found on our main website (<https://www.qub.ac.uk/accommodation/student-accommodation/>) – for reference, you will be staying in the Elms BT9 Student Village.

**PLEASE NOTE: YOU WILL ONLY BE ABLE TO COMPLETE YOUR APPLICATION ONCE YOU HAVE RECEIVED YOUR STUDENT NUMBER – THIS WILL BE SENT TO YOU BY THE GLOBAL OPPORTUNITIES/STUDY ABROAD TEAM AT QUB.**

### Creating Your Application

You can access the Accommodation Application Portal through the following link: <https://hoswebvm.ads.qub.ac.uk/apply/>. This is where you will complete your account and begin your application. You will need to click to create a new account, at which point you will be presented with the following:



The screenshot shows the 'Create Account: Step 1' page of the Queen's University Belfast Accommodation Application Portal. At the top left is the Queen's University Belfast logo. Below it, a red banner reads 'Student Accommodation >> Create Account: Step 1'. The main heading is 'Create Account: Step 1', followed by the instruction: 'To create an application for student accommodation at Queen's University Belfast, you first need to create an account.' Below this is a red banner that says 'Please enter your personal details'. The main form area has a label 'Where are you planning to study / currently studying?' and a dropdown menu. At the bottom left, there is a link: 'Already registered? return to the sign in page'. At the bottom right, there is a red 'next' button.

Enter your institute, student ID, surname and date of birth – then hit next:

**Please enter your personal details**

Where are you planning to study / currently studying?

Student ID:  Your UCAS number, QUB student number or your postgraduate application number.

Surname:

Date of Birth:  (dd/mm/yyyy)

You will then be prompted to enter your personal information such as you contact details, home address etc, and set up a password for your account.

### Completing Your Application

Once your account has been created, the system will load the main portal:

**Welcome Aida Bugg**

Thank you for choosing to apply to Queen's University Belfast for accommodation. The [accommodation website](#) gives full details of all accommodation. Please be advised that all Queen's University accommodation is non-smoking (this includes e-cigarettes/vaping). Smoking is only permissible in the designated areas.

We have updated our Privacy Notice. Please click here to read it: [Queen's Accommodation Privacy Notice](#)

\* To change the application year click on the arrow (v) in the white box below (on the right).

**2021 - 2022**

<b>Your Application</b> 	<b>STATUS:</b> You have not yet applied for accommodation.
Your Offer 	 <input type="button" value="Continue application"/>
Before you arrive 	
Your stay 	

Click **Continue Application**, read the information on the following slide, and check over your contact details:

**Information about applying**

Applications are welcome from students attending Queen's University Belfast. The Accommodation at Queen's website gives full details of all student accommodation. We have a limited number of rooms available across Queen's accommodation, Jordanstown, Lix Belfast and the Wellington Park. We will allocate a room type which is most suitable to your requirements, either as a first year UG student or a PG student. Once you have received an offer you will have 48 hours to respond. If you decide to decline the offer, the room will be allocated to the next student waiting and your application will be cancelled.

**Deposits or Top Up**

A deposit is only required when you are accepting an offer of a place in Queen's student accommodation. If you are a current resident and accept an accommodation offer for 2021/22, your deposit will be carried over to the new contract and if necessary topped up to £300.00. You can top up your deposit at any of the 3 BEMS reception or by phoning 028 9097 4403. If you are not a current resident and receive an offer, then a £300 deposit is required as part of your acceptance of the offer of accommodation. You must pay your deposit within 48 hours of accepting your accommodation contract. Your accommodation allocation will be provisional until the full deposit is received. To pay your deposit online you will require a valid debit or credit card. If you do not have a valid debit or credit card you should contact us by email: accommodation@qub.ac.uk or by calling (028) 90974403.

**Important notes**

- Your deposit will not be refunded if you
- withdraw from your educational institution.
  - leave accommodation before the end of the contract without a replacement being found.

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**Contact Details**

Please check the following information:

Personal Details	
<b>Name:</b>	Aida Wee Bugg
<b>Home address:</b>	78 Malone Road Belfast Antrim United Kingdom
<b>Postcode:</b>	BT11 9JB
<b>Country:</b>	
<b>Telephone number:</b>	90974525
<b>Mobile number:</b>	

**New students**

- If the address shown above is not your current address:
- **Undergraduate students:** You should update your contact details using your UCAS Track account.
  - **Postgraduate students:** You should change your address by accessing the [Direct Applications Portal](#).
- If the address shown is partially correct please contact the Queen's Accommodation Office by emailing accommodation@qub.ac.uk or telephoning 028 9097 4403.

**Returning students (Undergraduate and Postgraduate) and Non-Queen's students**

If the address shown above is not your current address or is partially correct please contact the Queen's Accommodation Office by emailing accommodation@qub.ac.uk or telephoning 028 9097 4403.

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You will then be asked a number of questions regarding your student status. You will need to select **Erasmus/Study Abroad** as your student category, and answer the displayed questions appropriately. Please select Second Semester as your contract length:

Student Accommodation >> My Application: step 3 Home | Logout

**Student Category**

Which Institute will you be attending? Queens University Belfast

Which student category best describes you? Erasmus / Study Abroad

Are you a mature student? (aged 21 years and over)  Yes  No

Are you an International student? (includes the Republic of Ireland)  Yes  No

Is this your first year studying at Queen's University? \*  Yes  No

\* Please answer YES to this question if you are an Erasmus / Study Abroad student OR if you deferred/withdrew from your course last year. If you are currently studying with INTO Queen's and are progressing to the University in September 2021, you are also considered a first year student studying at Queen's University.

**Contract length**

Please select your preferred contract length: Second semester – 8th Janua

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You will then be asked to select your room preferences. Whilst your university has booked specific accommodation, the system will require you to enter a preference. Click the "+" icon, ensure that the tick box is selected, and then select Continue:

Student Accommodation >> My Application: step 4 Home | Logout

### Accommodation Options

We have a limited number of rooms available across Queen's accommodation, Jordanstown, Liv Belfast and the Wellington Park.

You will not be able to select your room type preference. We will allocate a room type which is most suitable to your requirements, either as a first year UG student or a PG student. 

Click on the plus symbol to add the Queen's Accommodation preference to your basket.

**Area:** (All)    
**Room Type:** N/A    
**Sort by:** Sort by

**Price per week:**    
 £0 £0



**Area:** Queen's Accommodation     
**Room Type:** N/A   
**Price per week:** £0.00

[Images](#) | [Facilities](#) | [More Info](#) | [Map](#)

**Basket**

Click  to remove preference.

Tick to confirm that you understand that preferences cannot be guaranteed

Please note this indicates preference only. While all efforts will be made to allocate you to your preferred accommodation this may not always be possible.

[continue >>](#)   
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On the following page, you will be asked if you wish to enter any additional information. Please enter "Belmont University" as shown:

Student Accommodation >> My Application: step 5 Home | Logout

### Additional Information

We have a limited number of room available across Queen's accommodation, Jordanstown, Liv Belfast and the Wellington Park.

Please let us know if you do NOT wish to be considered for any of the properties listed above:

Belmont University

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## Special Requirements

On the next page you will be asked if you have any special requirements, such as a Disability. QUB currently provide support to students with a wide range of disabilities, including:

- Physical and mobility difficulties
- Visual impairments
- Hearing impairments
- Medical conditions
- Specific learning difficulties e.g. dyslexia
- Mental health difficulties
- Autistic Spectrum Conditions

For academic support needs related to your disability or long-term condition, please contact the University's Disability Service:

**T +44 (0) 28 9097 3225 E [disability.office@qub.ac.uk](mailto:disability.office@qub.ac.uk)**

For further information regarding the services available for students with disabilities, please visit [www.qub.ac.uk/disability](http://www.qub.ac.uk/disability)

It is important to answer this question correctly, so that our team can ensure you are supported during your time with us, should you require support.

Student Accommodation >> My Application: step 7 Home | Logout

### Application Options

#### Disability Information

Will you require adjustments to your accommodation to ensure it is accessible and meets your needs?  Yes  No

If your application is successful and you are offered a place in Queen's accommodation, all reasonable efforts will be made to meet your needs.

Please contact us on 028 9097 4525 or email [accommodation@qub.ac.uk](mailto:accommodation@qub.ac.uk) to specify the nature of your disability related requirement.

#### Food allergies / Dietary requirements

Do you have a severe food allergy or dietary requirement which we will need to take into consideration when allocating you accommodation? e.g. vegetarian or severe nut allergy  Yes  No

If you have a Food Allergy or Requirement, please provide details.

#### Car Parking

Due to the traffic congestion in Belfast and around the University we ask you to **NOT** bring cars to Belfast.

If the use of a car is essential, students are requested to apply for a car parking permit (only available at Elms BT9) for the residential year. The cost of a car parking permit for 2021/22 is still to be confirmed. In order for your request to be considered you must state your case in detail specifying why you require a car parking space. Should you receive confirmation that you have been successfully allocated a space, payment in full is expected on check-in.

If you are unsuccessful in a request for an onsite parking permit or wish to park on a part-time basis, then the new **Pay per Use car parking** system situated at Elms BT9 presents an ideal solution. Students can park in the two car parks located beside the Reception building on a pay per use basis. You must register your car details if you wish to use these car parks by coming to Reception (you only need to register once).

Only residents of Queen's Accommodation can use the car parks and you will be issued with a Parking Authorisation disc which must be displayed on your car window. Failure to do so may result in your car being clamped with a fine for its release.

**Bicycles and Motorcycles** are permitted in some areas of Elms BT9. All forms of transport are parked at the owner's risk.

Do you require Car Parking?  Yes  No

Please select "No".

#### Bedding & Kitchen Packs

We do not supply bed linen but you can purchase a new bedding and kitchen pack. See the [accommodation website](#) for more information.

Payment for all packs is taken on arrival. Please choose from the list below:

None  Bedding Pack  Kitchen Pack  Combined Bedding & Kitchen

Please select Combined Bedding & Kitchen Pack – this is provided as part of your stay.

On the following page, please select “Full Payment” as your payment method:

**Payment Options**

Students on a short term contract (8 weeks or less) or a one semester contract are required to pay the total accommodation fee. The Finance Team will be in contact with details on how to make a payment prior to arrival.

Please note that cash payments will also be accepted at check-in.

**Full payment** 

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Please review your Application to check that all details are correct, then submit your application.

### Accepting Your Offer

Once you have been allocated a room, you will be able to view your offer on your Accommodation portal:

**Welcome Aida Bugg**

Thank you for choosing to apply to Queen's University Belfast for accommodation. The [accommodation website](#) gives full details of all accommodation. Please be advised that all Queen's University accommodation is non-smoking (this includes e-cigarettes/vaping). Smoking is only permissible in the designated areas.

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2021 - 2022 	
Your Application 	<b>STATUS: You have been offered a room.</b>  Due to the exceptional demand for accommodation, this offer is only open for 24 hours. If you do not accept your offer by this date it may be withdrawn and the room offered to another student.   <a href="#">View Offer</a>
Your Offer 	
Before you arrive 	
Your stay 	

On the following page, you will be presented with the details of your allocated room to review:

**Your offer**

We are pleased to offer you the following accommodation: **Queen's House Standard**

Your room is **GUH02 G17**.

Your period of residence will start on 18 November 2021 and will end on 11 June 2022.

The total cost of accommodation for the period of stay is £2,489.29

This offer will expire on **20 November 2021**.  
If you do not accept your offer before this date, it will be withdrawn and the room will be offered to another applicant.

As part of your acceptance of this offer you will be required to pay a deposit.  
Please click the "continue" button to view the terms and conditions. Or click the "decline offer" button if you would like to withdraw your application.

Following this, you will be asked to read and accept the Conditions of Occupancy, which can be found via this link - <https://www.qub.ac.uk/accommodation/useful-information/>. You will then be asked to give your consent to discuss your fees account with a parent or guardian – you will not need to give consent for this.

**Accept offer**

You have confirmed that you have agreed to the terms and conditions.

To complete this process, you must digitally sign below by re-entering your email address and password. Once this has been done and you click the "accept offer" button at the bottom of the page, the offer is deemed accepted and the licence becomes legally binding.

Electronically authorised by and on behalf of Queen's University Belfast.

**Email address:**

**Password:**

Alternatively click the "decline offer" button if you would like to withdraw your application.

Finally, you will need to enter your email address and password to accept your accommodation offer.

### Important Information

- It has been agreed with your university that you will not pay a deposit as part of your stay here. If you are prompted to pay a deposit, please contact the Accommodation Team via [accommodation@qub.ac.uk](mailto:accommodation@qub.ac.uk) or +44 (0) 28 9097 4525.
- We have an Accommodation FAQ that may contain the answers to questions that you may have - <https://www.qub.ac.uk/accommodation/fag/>.