



# 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 Ensube Room 51	25/26 Standard ! 👻	21/09/2025	13/09/2026	None v	£235 20 per week for Premium Ensuite Room 51	£11.995.20 Select
					£199.01 per week for Townhouse	1.1.1
Townhouse room	25/26 Standard ( 🐱	19/09/2025	26/06/2026	Bronze Meal Plan 👻	foom £22.61 per week for Bronze Meal Plan	£8,661.31 Select

You will need to select a minimum of five preferences.

P	REFERE	INCES						
Your selec	tion is listed below, v	with your first preference sho	wn at the top					
Please no	te whitst we try-our h	ardest to meet your stated p	references, w	ve do not gua	rantee we	will be able to offer one of the	se options.	
You can o	hange your selection	s using the 'move higher' an	d 'move lowe	er' and 'delete	buttons.			
Once you	have completed you	r selections please select 'N	ext'.					
We sugge	est you choose a rai	nge of preferences that yo	u would be h	happy with.				
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)	21/09/2025	13/09/2026	None	£235.20 Per Week for Premium Ensuite Room 51	£11,996.20	Delete

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	E235.20 Per Week for Premium Ensuite Room 51	£11.995.20	Move Lower	Delete
Dunsden Crescent	Calered ensuite room	25/25 Standard 40 Week ( Sunday Intake)	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	Delete
Stenton Hall	Premium ensute 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	Delete
St. Panick's Hall	Calered room with washbasin	25/26 Standard 40 Week ( Saturday Intake	20/09/2025	27/06/2026	Gold Meal Plan	£81.13 Per Week for Gold Meal Plan £110.25 Per Week for Catered room with washtasin	£6,925.03	Move Higher Move Lower	Delete
Stenton Townhouses	Townhouse Room 51	25/26 Standard 51 Week (Friday Intake)	19/09/2025	11/09/2026	None	E199.01 Per Week for Townhouse Room 51	£10,149.51	Move Higher	Delete
Add Anothe	r Next								

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 lease let us know any othe	R DETAI	vour accommodation application below	
FLAT SHA	RING PREFE	RENCES	
< Would you prefer to	Mixed Sex	V	
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	ory tick boxes below to confirm you have read these statements and agree.
You will not be ab	ie to submit your application without completing the tick boxes below.
Content	
We are unable to share your personal date and acc to talk to someone, such as a parent or quartial Box balew. Prease note this is not mandatory you	commodation application status, with an one 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:
for 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 policy 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. *	
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, Mockinder, and Sterton.*	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.

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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 including allergies. IBIS, or mental health conditions. Please be aware if you have already shared a m will not be automatically shared with us, so it is important to share any information you feel is relevan health condition may affect your ability to engage in studies" live in Halls accommodation it is importa doing so, you wortt get adjustments to learning.	I that are relevant to your accommodation application, redical requirement with the University this information it to your accommodation. Where your disability or int to register with the Disability Advisory Service without
Assistance Animals:	
If you require an assistance animal to be on campus with you, while you study, please complete our and adjustments (reading ac.uk)	assistance animal application form: University support
The information you provide will be handled in confidence and used to assess your needs within Uni information to identify whether you will require a Personal Emergency Evacuation Plan (PEEP). This event of an emergency or fine. Where required, limited information will be securely abared between to University Pastnerships Programme (who manage our Hole), Hall Wardens, Disability Advisory Servi	versity Accommodation. The University will also use this to to ensure that you can leave a building safety in the te Accommodation Contract Management Office, cea, Health and Safety services, and Socurity Services.
Requirements	
<ol> <li>Fam a permanent wheelchair user (Please give details)</li> </ol>	0
02. Lam a ambulatory wheelchair user (Please give details)	
03. I require a wheelchair accessible room	
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 ellocating 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 else 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