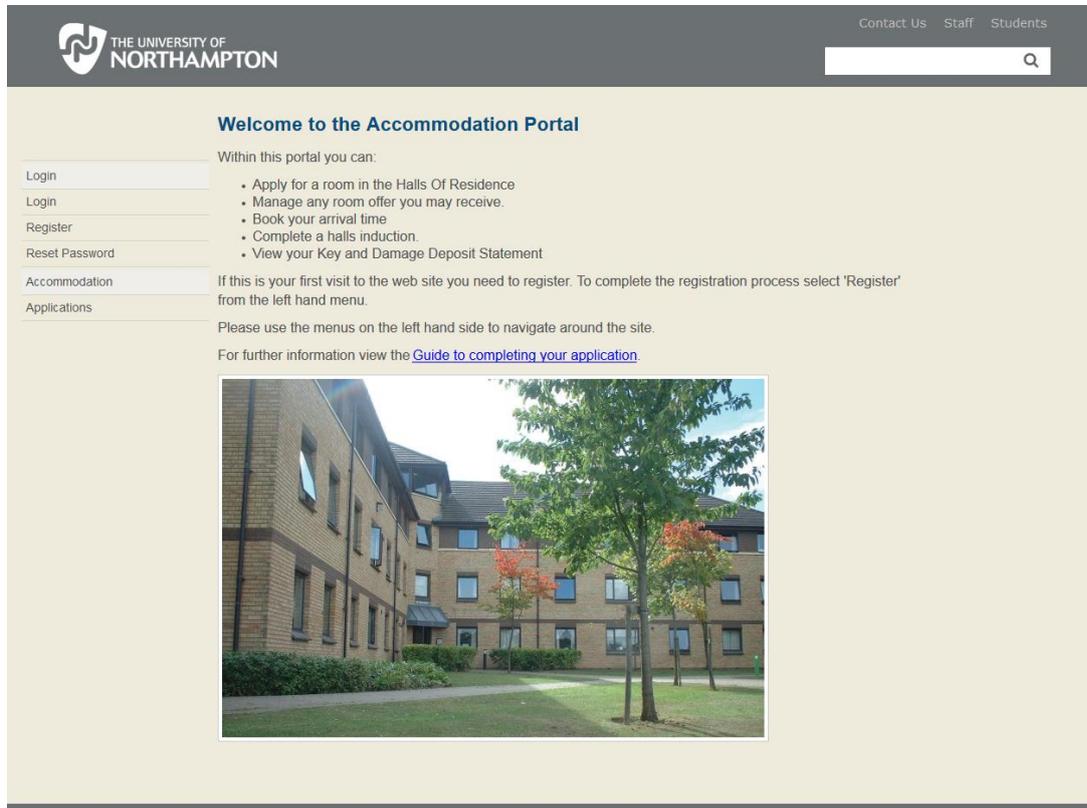


# Guidance for Completing the Application for Halls of Residence.

## 1. The Registration Process

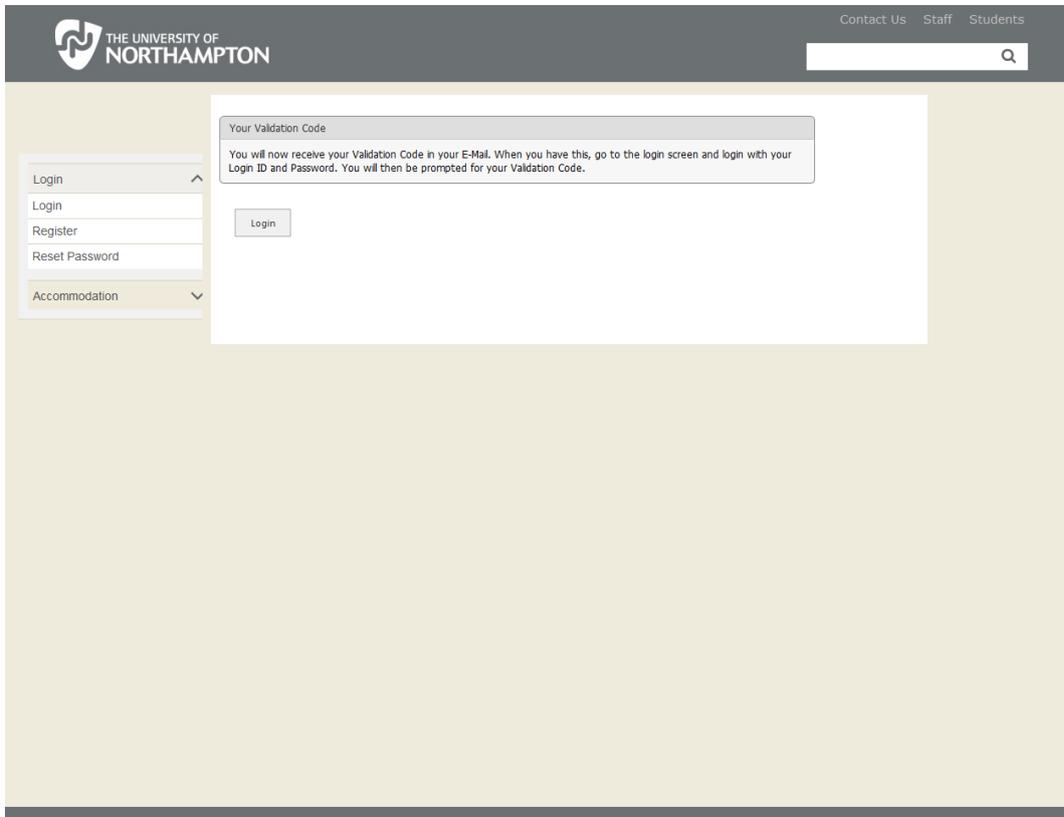
1. Click on the web-link contained in the email you received from the University confirming your course place.
2. You will be directed to this page:



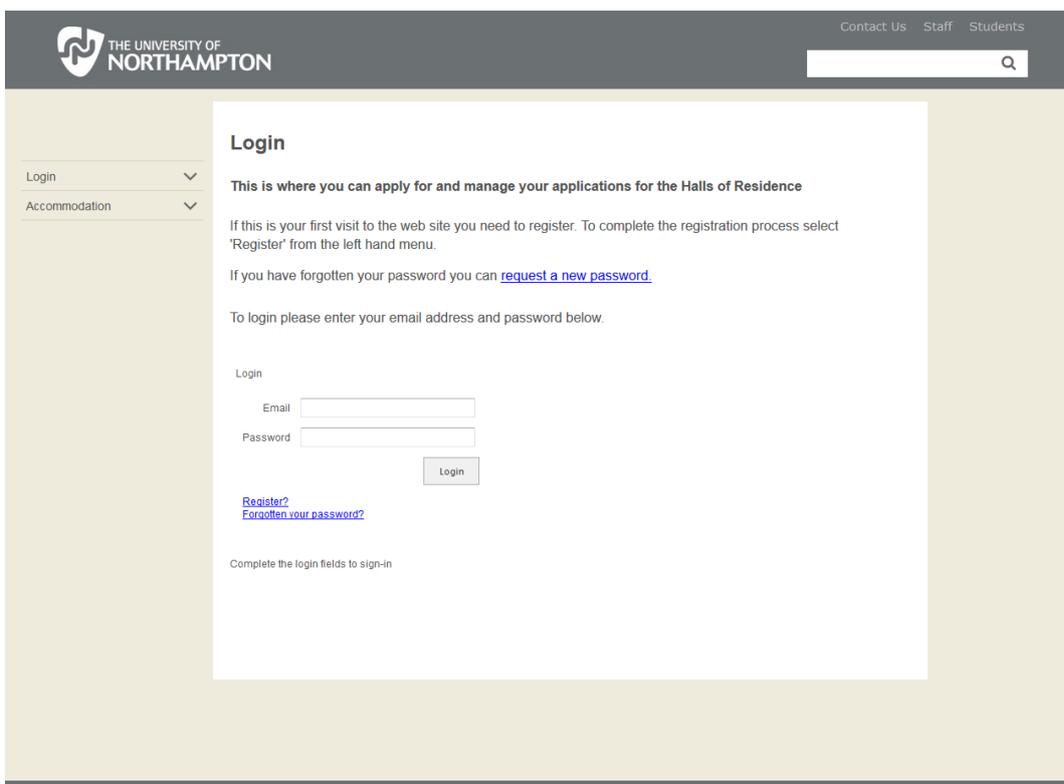
3. Click on the word **register**, you will then be on this page:

The screenshot shows the registration form. It is divided into three main sections: 'Registration' (instructions), 'Personal Details', and 'Login Details'. The 'Personal Details' section includes fields for UCAS/Student ID, First Name, Surname, Date of Birth, and Gender, with red asterisks indicating mandatory values. The 'Login Details' section includes fields for Login ID, Repeat Login ID, Password (case sensitive), and Repeat Password, with instructions and red asterisks. At the bottom are 'OK' and 'Cancel' buttons.

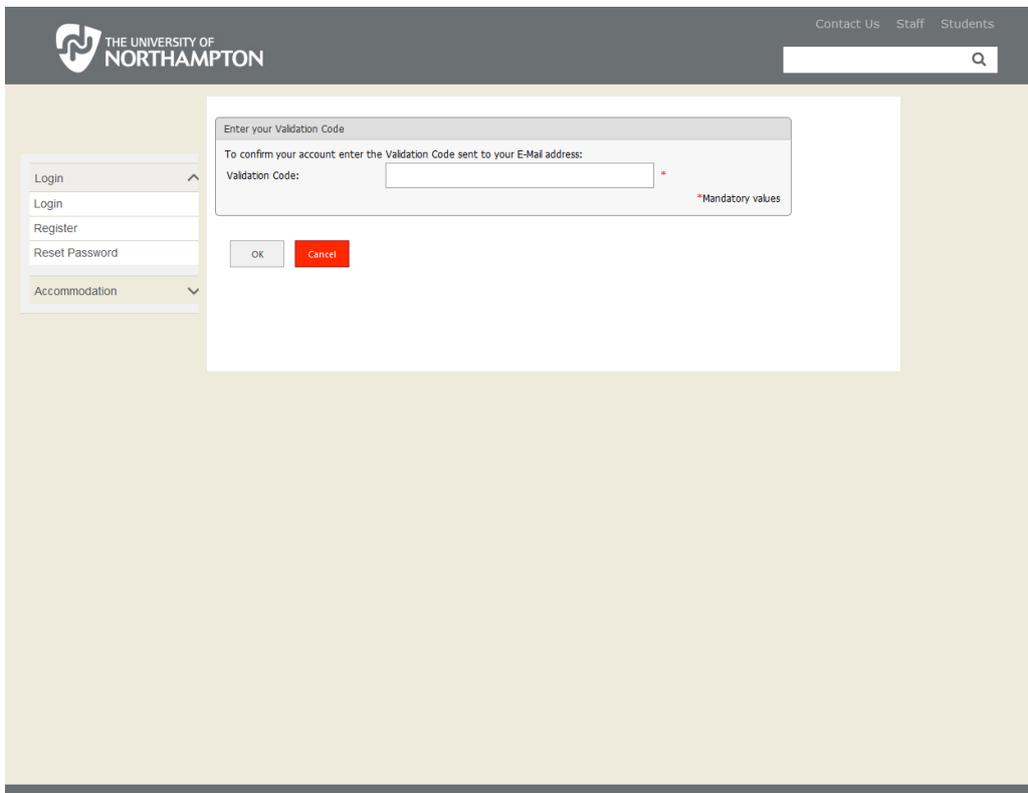
- You will need to complete all the fields to be able to register for the online Application process. (Please note, the student ID is eight digits long and if it begins with a '0' you must include this.)
- Once completed click the **OK** button, you will now be sent an email containing the validation code. Click on the login button.



- Enter the email address and password and click on the Login button



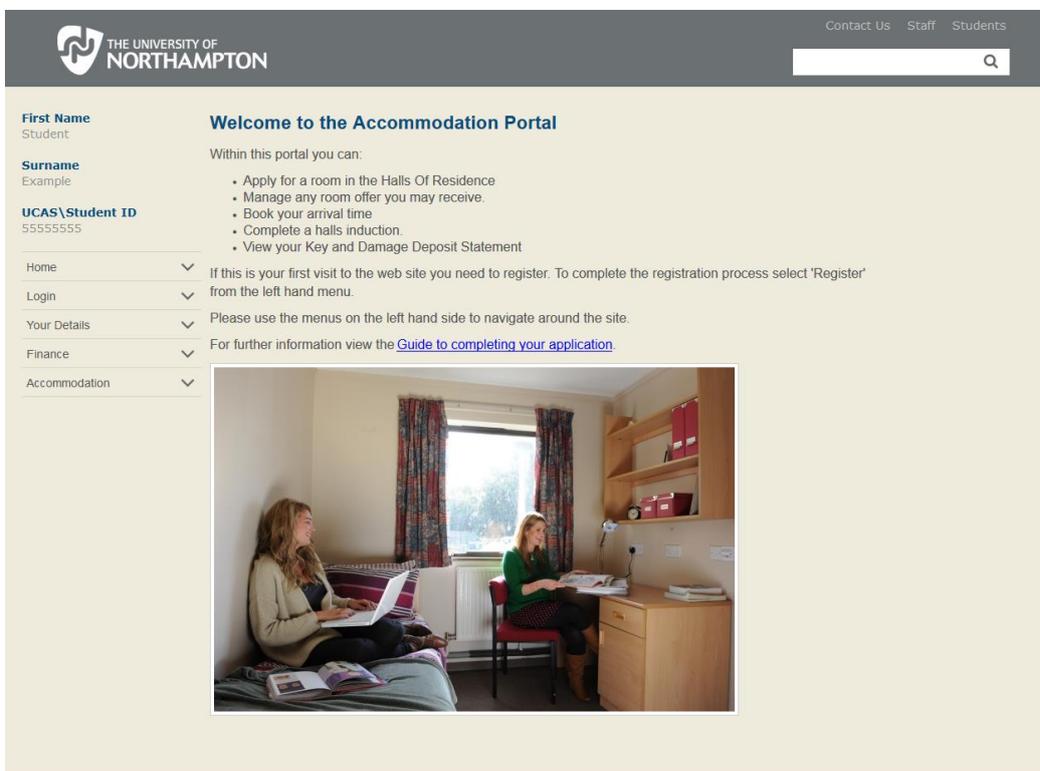
- You will then go to this screen:



8. Enter the code sent in the email and click **OK**.
9. This completes the Registration process. You can now apply for a room in halls.

## 2. The Application Process

1. To make an application you will need to select **Applications** from the menu on the left hand side.



2. You will need to verify your login details again before you can make an application, you do not need to re-enter your validation code:

The screenshot shows the 'Accommodation Applications' page. At the top left is the University of Northampton logo. At the top right are links for 'Contact Us', 'Staff', and 'Students', and a search bar. On the left is a navigation menu with 'Login' selected. The main content area is titled 'Accommodation Applications' and contains a 'Login Confirmation' section. It includes instructions: 'If you have forgotten your password you can [request a new password](#). To apply for accommodation in the Halls of Residence please verify your email address and password below.' There are three input fields: 'Email Address:', 'Password', and 'Validation Code: (first time only)'. A 'Continue' button is located below the fields. At the bottom of the page, there is a footer with the text 'If you have any queries about this site, please contact the accommodation office.' and a logo that says 'WE ARE NORTHAMPTON.AC.UK'.

3. To make an application click on the Applications in the left hand menu:

The screenshot shows the 'Applications and Room Offers' page. At the top left is the University of Northampton logo. At the top right are links for 'Contact Us', 'Staff', and 'Students', and a search bar. On the left is a navigation menu with 'Applications' selected. The main content area is titled 'Applications and Room Offers' and contains the following text: 'All communications regarding your accommodation will be sent to [Accommodation@northampton.ac.uk](mailto:Accommodation@northampton.ac.uk). This e-mail address can be changed by [updating personal details](#). Applications for accommodation open on 27th April 2014. To make or view an application select Applications from the left hand menu. To see any Room Offers click on the **Room Offers** button from the menu on the left. To view your personal details click on the **Maintain** button from the menu on the left. [Click here for further information about living in Halls of Residence](#). [Click here for guidance notes on completing an application for a place in Halls of Residence](#). If you have any queries regarding accommodation in the Halls of Residence please email [accommodation@northampton.ac.uk](mailto:accommodation@northampton.ac.uk).' At the bottom of the page, there is a footer with the text 'If you have any queries about this site, please contact the accommodation office.' and a logo that says 'WE ARE NORTHAMPTON.AC.UK'.

4. To make an application click on the Create New Application button at the bottom of the screen:

THE UNIVERSITY OF NORTHAMPTON

Contact Us Staff Students

Forename Student  
Surname Example  
Student ID 55555555

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Applications  
Room Offers  
Logout

### Applications

To view your application click on the **View** button on the right of the screen.  
You can only amend an application that has not yet been submitted.  
You can only have one active application at a time.

Session	Application No.	State	Date Submitted	
2014-2015	11639	Rejected	09/04/2014	<input type="button" value="View"/>
2014-2015	11640	Rejected	09/04/2014	<input type="button" value="View"/>
2014-2015	11641	Rejected	09/04/2014	
2014-2015	11646	Complete but not submitted	15/04/2014	<input type="button" value="View"/>

**Application State Key**

State	Description
'Complete but not submitted'	Application still needs submitting
'Awaiting Verification'	Application has been submitted and is awaiting approval by the University
'Awaiting Allocation'	Application is being processed
'Allocated'	A provisional allocation has been made. Notification will be sent when a room offer is available to view
'Rejected'	Application unsuccessful
'Withdrawn'	The application has been withdrawn by the applicant

If you have any queries about this site, please contact the accommodation office. **WE ARE NORTHAMPTON.AC.UK**

- Select the **Residency Period** from the drop down menu (this is the academic year for which you wish to apply, for example 2014-15).
- Select your **student type** as indicated in the grid on the screen and click **continue**:

THE UNIVERSITY OF NORTHAMPTON

Contact Us Staff Students

Forename Student  
Surname Example  
Student ID 55555555

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### Create New Application

Please choose from the options in the drop down boxes, ensuring you have selected the correct student type. Applications with an incorrect student type may be rejected. Then click on the **Continue** button at the bottom of the page.

Residency Period \* 2014-2015  
Type of Student \* UK Student  
\* Required Fields.

**Student Type**

Preference	Description
'UK'	Permanent resident of the United Kingdom
'EU'	Permanent resident <b>outside</b> of the UK but within another European Union country
'International'	Permanent resident <b>outside</b> of the United Kingdom or other European Union country
'ERASMUS/Short Course'	Student on ERASMUS placement or studying a course shorter than one academic year
'Continuing'	Student who has already completed a year or course at the University of Northampton

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- You will then see the Accommodation Preferences Screen:

THE UNIVERSITY OF NORTHAMPTON

Contact Us Staff Students

Forename Student  
Surname Example  
Student ID 55555555

Home  
Maintain  
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### Accommodation Preferences

Please select up to 5 choices of accommodation type in order of preference. Whilst we endeavour to match your preferences we cannot make any guarantees that these will be met. If there are no more rooms available of a certain type you will be offered your next available choice.

**Please note: William Carey Hall has a shorter licence which ends on 27th June 2015. Only apply for this hall if you are sure your course will end by this date.**

**John Clare Hall (A Block) is the only Hall that offers female only accommodation. If you require female only accommodation, please ensure that you select John Clare Hall as your first choice. Click [here](#) for more details about each hall.**

Select your accommodation preferences in the following table:

Choice	Location *	Room Type *	Licence *	Start Date	End Date
1	St. John's Hall	Single En-Suite (JH)	42 Week Licence SJH - 2014-15	21/09/2014	12/07/2015
2					
3					
4					
5					

\* Required Fields.

### Room Types and Pricing

Location	Room Type	Description	Price per week per student
'St John's Hall'	'Single En-Suite'	Single occupancy bedroom with bathroom facilities with shared kitchen and communal area.	£123.00
'St John's Hall'	'Twin Studio'	Self contained twin occupancy flat comprising of two beds (shared with another student), kitchen and bathroom.	£90.00
'St John's Hall'	'Single studio'	Self contained single occupancy flat comprising of 1 bed, kitchen and bathroom.	£130.00
'Park/Avenue Campus'	'Single En-Suite'	Single occupancy bedroom with bathroom facilities with shared kitchen.	£118.50
'Park/Avenue Campus'	'Twin En-Suite'	Self contained twin occupancy flat comprising of two beds (shared with another student), kitchen and bathroom.	£88.00
'Park Campus/St John's House'	'Standard Single'	Single occupancy bedroom with shared bathroom and kitchen facilities.	£101.00
'Park Campus/St John's House'	'Standard Twin'	Twin occupancy bedroom comprising of two beds (shared with another student) with shared bathroom and kitchen facilities.	£72.00
'Park Campus'	'Small Standard'	Single occupancy bedroom with shared bathroom and	£69.00

Back Continue Cancel

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- On this page you can select up to 5 accommodation choices (you cannot select the same option more than once).
- Select the **Hall, Room type** and **Licence** (only one available) that you would like. The start and end dates then populate themselves.  
There is a link to the full list of options and prices on this page, should you wish to look at them before choosing
- Once you have selected your choices click the **continue** button, you will then see this screen:

THE UNIVERSITY OF NORTHAMPTON

Contact Us Staff Students

Forename Student  
Surname Example  
Student ID 87654321

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Please select any of the following personal preferences to help in the allocation of accommodation. [Additional Notes](#) can be added at the end.

### Personal Preferences you wish to notify us about

Preference	Choice	Additional Information
Would you prefer a single sex hall? *	No	
How do you feel about sharing with the opposite sex? *		

### Placement Student

Preference	Choice	Additional Information
Are you on a course which involves placements? e.g. Nursing *		

### Additional Notes

2000 characters(s) left

\* Required Fields.

### Preference Definitions

Preference	Description
'Would you prefer a single sex hall?'	This option is for female students who wish to live in a female only block. This is only available in John Clare Hall.
'How do you feel about sharing with the opposite sex?'	This option relates to the flatmates with whom you would be sharing a flat.
'Are you on a course which involves placements? e.g. Nursing?'	If you are studying a course that has placements (eg. Nursing/Teaching/Police) you will be allocated accommodation with other placement students where possible.
'Are you studying a Post Graduate course?'	If you are studying a postgraduate course (MA/Msc/PGCE/MBA) you will be allocated accommodation with other Post Graduate students where possible.

Back Continue Cancel

If you have any queries about this site, please contact the accommodation office.

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11. On this screen you can state whether you would prefer single or mixed sex accommodation.
12. If you are on a course which includes placements you will, where possible, be accommodated with other students who have placements, this will be in either Spencer Perceval, St John's and Margaret Bondfield Halls. The courses that qualify for this option are:  
Bsc Nursing, Bsc Midwifery, Bsc Occupational Therapy, Bsc Podiatry, BA Primary Education, FdSc Paramedic Science, FdA Policing.
13. The additional notes box is your opportunity to tell us any other information relevant to your application. Some students may have received separate information with specific instructions for this area.
14. Upon completion click **continue**. You will then see this summary page:

**THE UNIVERSITY OF NORTHAMPTON** Contact Us Staff Students

**Forename**  
Student

**Surname**  
Example

**Student ID**  
55555555

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**Summary**

**Accommodation Preferences**

Choice	Location	Room Type	Licence	Start Date	End Date
1	St. John's Hall	Single En-Suite (SH)	42 Week Licence SJH - 2014-15	21/09/2014	12/07/2015
2					
3					
4					
5					

**Personal Preferences you wish to notify us about**

Preference	Choice	Additional Information
Would you prefer a single sex hall? *	No	
How do you feel about sharing with the opposite sex *	Prefer Mixed-Gender	

**Placement/PG/Mature Students**

Preference	Choice	Additional Information
Would you like to be located with other placement students?		
Would you like to be located with other PG/Mature students?		

**Additional Notes**

Back Save Cancel

If you have any queries about this site, please contact the accommodation office. **WE ARE NORTHAMPTON.AC.UK**

15. Click on **Save**, which will take you through to this screen:

THE UNIVERSITY OF NORTHAMPTON

Contact Us Staff Students

Forename  
Student

Surname  
Example

Student ID  
55555555

Home

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### Submit Application

You have requested to submit this application for accommodation. Your application has been saved. Please select "Yes" if you wish the application to be submitted for processing now. If "No" is selected the application will not be processed until you return to this web site and submit it.

Please confirm you have read and understood the [Terms of Application](#).

Yes No

If you have any queries about this site, please contact the accommodation office. **WE ARE NORTHAMPTON.AC.UK**

16. You must now read the **Terms of Application** and tick the box before the application can be submitted. This will enable the 'Yes' button.

17. Once you click 'Yes', the Application is submitted and you will see this screen:

THE UNIVERSITY OF NORTHAMPTON

Contact Us Staff Students

Forename  
Student

Surname  
Example

Student ID  
55555555

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### Thank you

Application No. 11646

Thank you for submitting this accommodation application request to the University of Northampton.

We will be contacting you by email to let you know if your application has been successful or not.

If you have any queries about this application please email [accommodation@northampton.ac.uk](mailto:accommodation@northampton.ac.uk).

Return to Applications

If you have any queries about this site, please contact the accommodation office. **WE ARE NORTHAMPTON.AC.UK**

18. You will also receive a confirmation email.

19. This completes your part of the application. The Applications will now be checked by the Accommodation Team and you will hear from them shortly.