



# BOOKING ON-CAMPUS ACCOMMODATION

NCI's International Office reserves a certain number of bedrooms specifically for International students. These bedrooms can be booked during a designated booking period which varies each year. Up-to-date information is available at the International Section of NCI's webpage: <https://www.ncirl.ie/International/Life-at-NCI/Accommodation/Booking>

## Requirements

If you want to make a booking during the designated booking period, you must have:

- ✓ An unconditional offer
- ✓ Paid your tuition fees in full
- ✓ Be ready to pay the booking fee and first instalment of rent within a few weeks

## Booking procedure

Rooms are strictly limited and they will fill very quickly.

A booking link will be posted on the International Section of NCI's webpage (see link above) on the day bookings for On-Campus accommodation opens.

### STEP 1 – Validate your Email:

Select the **booking link** in order to proceed to validating your email address.

Enter your **email address** and select 'Send Security Code'.

Within a few minutes you will receive an email with a unique security code.

Note: If you don't receive the email you should check your spam folder. If it is still not received, you will need to email [campusresidences@ncirl.ie](mailto:campusresidences@ncirl.ie) who will investigate it for you.

### STEP 2 – Apply for Accommodation:

Enter the **unique security code** you have received and select 'Apply for Accommodation'.

### STEP 3 – Complete Application Form:

Complete the **application form** and make sure you enter the correct nomination code.

If you do not enter the correct nomination code you will see a message that displays all available rooms are booked.

Note: The nomination code is different to the security code and will only be published on the International Section of NCI's webpage on the day bookings for On-Campus accommodation opens.

Select '**Individual Booking**' and click next. Only then you can share requests you may have. They may be emailed to [campusresidences@ncirl.ie](mailto:campusresidences@ncirl.ie). Unfortunately share requests cannot be guaranteed but the accommodation team will endeavour to facilitate any requests received.

### STEP 4 – Pay booking fee:

You can only complete your initial accommodation booking by paying the booking fee of €400 by **credit/debit card**.

Credit/debit card is the **only** payment option for paying the booking fee. You **cannot** pay the booking fee by bank transfer/pay to study.

Once the €400 is paid you will receive an initial confirmation email.

### STEP 5 – Return Tenancy Documents

The initial confirmation email includes a link to important tenancy documents which you will need to **read, sign and return** to [campusresidences@ncirl.ie](mailto:campusresidences@ncirl.ie). That step is required by law. Bedroom and apartment details can be left blank as this will be filled in on check-in.

### STEP 6 – Secure your accommodation:

By the following Wednesday you will receive another email with instructions on how to **pay the first instalment of rent**. Your accommodation is only secured when you pay your first instalment.

You have the following payment options:

1. Credit/Debit Card (preferred option)
2. TransferMate (previously PayToStudy). When using this method you must email your bank receipt to [campusresidences@ncirl.ie](mailto:campusresidences@ncirl.ie) so we can trace your payment.
3. Bank Transfer - When using this method you must email [campusresidences@ncirl.ie](mailto:campusresidences@ncirl.ie) to request the bank account details & transfer instructions. Once payment is processed you will need to email a receipt so we can trace your payment.

If you encounter any difficulties when making your application please contact the accommodation office team by emailing [campusresidences@ncirl.ie](mailto:campusresidences@ncirl.ie).