

These instructions are provided to help you to complete the application form. It is vital that you read them before completing the form. Please complete ALL sections of the form in BLOCK CAPITALS and attach photo. Processing of incomplete or incorrect forms may be delayed, affecting your chances of being allocated accommodation.

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## SECTION 1: Personal Details

**Name and Address:** Enter your **surname/family name**, and then first/given name(s).

Enter correspondence address to which you want the Accommodation Office to send all correspondence. Insert your postcode (UK only) in the box provided. You may opt to enter your home address as your correspondence address, but you should note that there is a 7 day deadline for response to your formal offer of accommodation and you must therefore ensure you have immediate access to your mail. Applicants with overseas addresses, where a code forms part of the address, should enter this code in the main body of the address and the address must include the name of the country.

Please keep Residential Allocations informed of any changes of address.

**Your age on 1 September 2007:** this will show Residential Allocations how old you will be at the start of the next academic year.

**Date of birth:** Enter day, month, year eg 20 04 87  
Male (M)/Female (F): Please enter (M) for male or (F) for female.

Enter your main contact number where you are most likely to be contacted by telephone, mobile telephone number if applicable and e-mail address. You may include a fax number but please note that offers of accommodation cannot be sent by fax. Overseas applicants should include international dialling codes for their country.

## SECTION 2 Further details:

### I.D. number

Please complete, using your UCAS number or, if you are not applying through UCAS, your University of Hertfordshire ID number

### Home address

To be completed, where different from your correspondence address

### Contact in case of emergency

In most cases this will be your next of kin, e.g. mother, father, etc.

## SECTION 3: Course details Title of course

Enter the name of the course (e.g. BSc Honours Computer Science)

## Offer of a place conditional on exam results

This refers to the exam results that are released in the summer prior to the academic year for which you are applying e.g. A Levels, BTEC, HND etc.

### Type of student:

Tick the appropriate box, EU students are those who are members of the European Union. International students are international students from non European Union countries.

### Orientation programme:

Enter whether you will be attending the overseas orientation programme. Details of this programme will have been sent to eligible students by the International Office.

## SECTION 4: Erasmus, Non UK Exchange and Study Abroad students

Enter the name of the University of Hertfordshire coordinator and home University or college and their contact numbers. Please indicate whether you will be studying for semester A, B or the whole year.

## SECTION 5: Allocation details:

### Year of course in September 2007

Enter the relevant year of course in the appropriate box and tick the box if your course is for **one year only or less than one year**. Also tick the relevant box indicating whether this is your **first year at the University of Hertfordshire**.

**Previous residence:** Enter where and when you resided if you have spent time in University Residences.

**Type of accommodation preferred:** Residential Allocations will endeavour to allocate a room from your preferred options, however this may not always be possible.

**de Havilland campus:** The accommodation on the de Havilland campus is of one standard, but you may be required to vacate your room during the Easter vacation and receive a refund of the licence fee

**Smoking:** Smoking is not permitted at de Havilland campus

**Car Parking:** Cars are not permitted at de Havilland campus

## SECTION 6: Lodgings

Complete as appropriate

## SECTION 7: Declaration

Note anything you may wish to add; sign and date form.

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Once you have returned your completed application to the Senior Allocations Officer, together with any documentation in support of your application, your application will be reviewed by the Head of Residential Allocations. You will be notified in writing of the outcome of your application.

ALL OFFERS OF ACCOMMODATION ARE SUBJECT TO THERE BEING NO ACCOMMODATION DEBT
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Residential Allocations will retain all the information supplied on this application form, together with other relevant information subsequently added from other sources, in both manual and computerised forms, including information on physical and mental health. This information will be accessible to Residential Allocations staff and other staff in the University who require the knowledge in order to ensure the health and wellbeing of all students in University accommodation.

If asked for a reference from a landlord for a subsequent letting period, Residential Allocations will confirm the weekly licence fee, whether or not the account was clear at the end of term, and if the room was left in a satisfactory state.



University of  
Hertfordshire  
Residential Allocations

## Application for Accommodation for Academic Year 2007/2008

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If you wish us to acknowledge receipt of your completed form, remember to enclose your stamped self addressed post card

One recent passport sized photograph should be enclosed with your application

Failure to complete the form fully and enclose a photograph may cause delays in processing your application

Please read the guidance notes on the reverse of the form before completing your application. Your completed application form should be returned in the envelope provided

*For further information:*

The Senior Allocations Officer  
Residential Allocations  
University of Hertfordshire  
Hatfield, Hertfordshire, AL10 9AB

Telephone: 01707 284071  
Fax: 01707 284074  
Email: [accommodation@herts.ac.uk](mailto:accommodation@herts.ac.uk)

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## 5. Allocation Details

Please indicate below your preferred areas of accommodation, giving your first, second, third and fourth choices; describe the type of accommodation and the Band in the spaces provided.

**de Havilland campus** Band AA = Flats\*, College Lane campus Band A = Flats and Houses, Band B = Traditional Halls, Band D = Double rooms. Approximate weekly licence fee ranges from £60 to £93

\*NB Smoking is not permitted at de Havilland campus. Cars are not permitted at de Havilland campus.

PREFERRED ACCOMMODATION		
Please complete in full indicating 1 st, 2nd, 3rd and 4th choices		
**	Description	Band
1st Choice		
2nd Choice		
3rd Choice		
4th Choice		

\*\* Please Note: This indicates your preferences only; whilst all efforts will be made to allocate you to your preferred accommodation, this may not always be possible.

A limited number of halls at the de Havilland Campus will be used for conferences during the Easter vacation. Students living in these halls will be required to vacate and will receive a refund of the licence fee for this period. Please indicate by ticking the box if you would prefer an allocation into one of these halls and would be able to make your own accommodation arrangements for the Easter vacation. Do not tick box if you will have difficulty in vacating for the Easter Period.

There is a very limited amount of single sex accommodation within Flats and Houses. Please indicate if, for religious/cultural reasons, you would prefer single sex accommodation

Is there anyone coming to the University of Hertfordshire with whom you would wish to share a room?  
Name \_\_\_\_\_ Course \_\_\_\_\_

Do you intend to bring a car? Yes  No  You should not apply for de Havilland campus if bringing a car  
Make \_\_\_\_\_ Registration \_\_\_\_\_

Please indicate any special circumstances you wish to be taken into consideration if you are allocated a place eg: religious/cultural background, health etc. For students with additional needs this must include any adaptations to accommodation which may be necessary. The University operates a policy of no smoking for communal areas; smoking is currently permitted in individual rooms at the College Lane campus. **Smoking is not permitted at the de Havilland campus.**

All efforts will be made to comply with requests but no guarantees can be given

## 6. Lodgings - with a resident landlord/lady

I would prefer to live in lodgings

## 7. Statement and Declaration

Is there anything you wish to add to this application that we have not asked?

I declare the information provided to be correct

Signature \_\_\_\_\_

Date \_\_\_\_\_