

Completing your Accommodation Application

If you need guidance on completing the online application form, we recommend that you read through this guide before starting your application.

This guide provides you with a breakdown of each section and contains answers to information required and questions you can expect to be asked in the application.

Register

New Applicants

If you are a new applicant and have never applied for a place in a University of Canterbury (UC) hall of residence or village before, the first task in the online application form requires you to [register](#) first so that you can receive your Account Login details (username and password). Please be careful to select your "Family Name" first.

When you have registered successfully, you will receive a "Registration Confirmation" email with your username and password. Store this email in a safe place for future reference. If you do not receive a "Registration Confirmation" please contact [Accommodation Services](#) as your email address may be incorrect; it's also a good idea to check your spam folder.

You must complete all questions in the online application form in full so that your application can be included in the selection process. Incomplete applications will not be considered and will delay the application process.

There are two steps to the application process depending on your age, where you are currently living and the type of accommodation you are applying for.

New Zealand Secondary School Leavers

- 1 Register on the portal. You can do this before applications open, however, you will not be able to start an application for 2018 until 1 August 2017.
- 2 Keep a copy of the email with your login details.
- 3 Applications for 2018 open on 1 August and are due 30 September 2017.
- 4 Complete the online application form; this is **Step 1**.
- 5 [Request a Common Confidential Reference Form](#) from your school by 15 September. This is **Step 2** of the application process, and can be done before applications for accommodation open.

Guaranteed Offer for International Students (Self-catered only)

Applications for international students applying for self-catered accommodation aged 18 or over (cooking your own meals) open on 1 August and are due by 1 December for the full academic year to receive a guaranteed offer of place.

Complete **Step 1** of the application process and then email us to let us know you've completed Step 1 – accommodation@canterbury.ac.nz. **Step 2** is not required.

Please Note: International students currently at a NZ secondary school are still required to [request a Common Confidential Reference Form](#).

Students applying from Overseas (Fully-catered)

If you are a first-year student aged 17-19 and you are applying for fully-catered accommodation (all meals provided), applications open 1 August and are due 30 September 2017. Complete **Step 1** of the application process. You will need to provide us with a school testimonial or a character reference from someone who knows you well but is not a friend or family member to complete **Step 2**.

If you are an international student under 18 years of age, homestay is recommended, however, you can apply for a fully-catered hall of residence or stay with a designated caregiver.

Returning Residents

If you are currently staying in a hall or village this means you are a returning resident and you do not need to complete an online application. If you intend to return to the same accommodation, contact the hall or village directly. If you want to apply for a self-catered apartment (Ilam or Sonoda), complete details at - www.betterflats.co.nz

Term Selector

Please take care to select the correct term option. Selecting the incorrect term option can cause delays in the processing of your application.

Terms for [UC International College \(UCIC\)](#) students are only for international students studying with UCIC – UCIC offers a direct pathway to future UC study; only select this term if you will be studying with UCIC.

Please Note: When you re-enter your online application to check your status and are asked to select the term again, please do not select a different term, as this will create a new application. If you have forgotten your log in details, just email us: accommodation@canterbury.ac.nz

Personal Details

If you have your 8-digit UC Student ID Number, fill this in. If you do not have it yet, leave it blank or you can create a new account at [myUC](#).

Provide your full names in the same order as they appear on your passport, driver's licence or birth certificate.

Most halls can cater for a wide range of dietary needs so be sure to advise us fully on your dietary requirements.

It is important that you let us know about any health issues or disability you may have so that the hall is aware of your needs and can provide adequate support.

If you require single gender accommodation, please be aware that all halls and villages have co-ed floors and apartments; this will be based on availability.

Criminal Record

If you do not have a criminal record, answer no and move to the next step.

If you do have a criminal record, click the tick box and provide further details in the space provided.

International Students

If you are an international student, fill in all details as requested.

If you are a Study Abroad/Exchange student, provide full details of the programme you are a part of ie IES, CCIS, ISA, Exchange Student, Independent Study Abroad Student. If you are applying for the [Study Abroad/Exchange Accommodation Package](#) indicate so here and you will skip the "Accommodation Choice" section.

If you have been awarded a scholarship, attach your scholarship offer as supporting documentation.

Contact Details

Correspondence Mailing Address

Fill in your own mailing address, unless your correspondence should go to a Study Abroad Programme Coordinator.

Email Address

Provide a current, reliable email address that you can check regularly and that can receive large attachments. This address will be our main form of contact with you.

If you use Hotmail, Yahoo or Gmail addresses, please clear your inbox daily and ensure that you put accommodation@canterbury.ac.nz and enquiries@ucastudentvillage.co.nz (Ilam Apartments, Sonoda Christchurch Campus, University Hall, Waimairi and Waitākiri Villages) into your contacts list to help avoid our emails ending up as spam.

If you use your school email address, remember we will not be able to reach you once you leave school, so please provide an address that you will access when you have left school.

Primary Emergency Contact

Fill in the details of someone who can be contacted in case of an emergency; this is normally a parent or close family member.

Alternative Emergency Contact

Fill in the details of someone who can be contacted should we not be able to contact your primary emergency contact; this is normally a relative or friend.

Accommodation Choice

How to indicate your residential choice

Select your top three accommodation preferences from the drop-down menus. Information on all accommodation options is available in the [2018 Accommodation Guide](#) and on the Accommodation Services website under [Halls of Residence and Villages](#).

You should select your top three halls in order of preference. If you are not successful in your preferred hall your application will be forwarded to your 2nd or 3rd available choice or the hall with availability that best matches your first three preferences.

If you later decide to change your preference, do not make another application. Instead, email us with the subject heading "Change of Preference", and we can do this for you.

Waimairi Village

If you select "Waimairi Village – Couples Room" as your first preference, please fill in your partner's details.

Further Accommodation Information

It is helpful for us to know how you selected your preferred option and if you have lived in a hall of residence or accommodation village before.

Proposed Course of Study

In preferred order, select from the drop down menu the institution(s) you have applied for (including UC) and all the degrees/diplomas and subjects. If you are undertaking a double degree, please list your degrees under "Subjects".

Education and Examination Results

New Zealand Education

If you have finished your schooling at a secondary school in New Zealand or are currently in your last year of school, please provide the details of the secondary school you attended or are attending.

Enter the details of your NCEA Attainment Level to date (for most school leavers this will be Level 2, you will need to indicate "not applicable" for Level 3).

If you have not attended a New Zealand secondary school please indicate "not applicable" for the school name and "0" for years attended.

Let us know if you have previously attended a tertiary institution in New Zealand.

Overseas Education

If you have studied overseas, please provide the name of the institution and any qualification(s) gained.

Employment

You only need to complete this section if you have been in paid employment (full or part-time). If this is not the case, please leave this section blank. There is a 100 character limit to this section.

More About You

Please take the time to complete this section fully and provide us with detailed information on relevant and recent cultural, educational and sporting achievements. You can write this into a "Word" document first, then copy and paste it into your online application, as this section does have a time limit of 60 minutes. Halls are interested in well-rounded students who will contribute positively to the life of the hall, so bear this in mind when you are completing this section.

Questions asked are:

- List any cultural interests and involvements over the last two years ie Performing Arts/Music.
- List any community service interests and involvements over the last two years.
- List your sporting interests and involvements over the last two years.
- List any positions of responsibility or leadership experience you have had over the last two years.
- Describe, in your own words, what type of person you are.
- Describe how you would expect to contribute to the life of the hall.

Profile Questions

Using the scale, select the point which best describes your personality. Answer as honestly as you can.

Declaration and Consent

In the event that your application is not successful at any of your three selected accommodation choices, we need your consent to be able to forward your application on to an alternative hall or village that can offer you a place.

Upload Documents

Here you can upload any documents, for example – testimonials, references, scholarship offers, certificates, curriculum vitae – that you feel will support your application. This is not compulsory.

Complete an Online Application Form

If you take longer than 60 minutes to complete a section, your application may time out due to security precautions. If your application times out, please use your username and password to re-enter and continue with your application. Your application will be saved to the last completed section.

You now have all the information you need to complete the application form. If you have any questions, please contact us on accommodation@canterbury.ac.nz.

Mistakes or Missing Information

If you made a mistake or want to change or add information you can do this up until the point that you complete the Declaration and Consent on the final page of the application form. If you would like any information changed after this point please email us with the changes you want to make, using your full name and date of birth accommodation@canterbury.ac.nz. Do not complete a second application if you want to make any changes.

Accommodation Services is not responsible for checking, verifying or correcting any incorrect details. Mistakes are your responsibility, as the system captures the information as you enter it on the form.