Applying for accommodation

- Before applying for accommodation you should have registered and been sent a validation code. You can then log into the online application using your email address and password.

- You can click on “New Application” or “APPLY” to make an application.

- Please select the session – this is the academic year that you are applying to move into halls for.
• Select whether you are a “New Student” or a “Continuing Student”.

A new student is someone who is starting at Goldsmiths for the first time. A continuing student is someone that has completed at least one year studying at Goldsmiths and will be continuing their studies.

• You will then be asked to select the course type you will be studying on:

• You will then be asked to select this again to ensure you have selected the right course type.

• You will then be presented with a list of halls and room types within the halls that you are eligible to apply for.
On the left hand side is a filter which can be used to look for specific types of rooms. To view details of a hall, and to apply for a room in that hall, please select “View”. The next page will give you a little more information on the hall and a link to the Accommodation website to find out further information.

There is also the hall address, a map of the location and the room types available to apply for.

Use the “Apply” button to apply for any eligible rooms.

This will take you to your preferences screen, which will state the minimum number of room options you will need to select in order to submit an application. Please note that these room options will need to be spread over a certain number of halls:
Once you have selected one room option, you will need to click on “Add Another” which will take you back to the hall choices page:

- Please continue to ‘View’ and ‘Apply’ until the minimum number of room choices needed to submit an application have been selected.

If you select a room type that you have already applied for, a message will come up telling you this. You should then make another selection.

You can then move your room options up and down, moving your most preferred room type towards the top and your least preferred choices towards the bottom.

Once you have added the minimum number of room types, the “Next” button will appear:
This will take you to the further details page:

You will also need to answer any mandatory fields.

You can also state in the notes section whether there is anything the Accommodation Office will need to consider when processing your application (medical/non-medical).

Once you have completed this section please click “Next” and a summary of your application will be shown:
If you need to make any changes press “Edit” and then make the necessary changes. If you need to start the application process again then please press “Delete”.

Once you are happy with your application please click “submit”.

After reading the Terms of Application, please tick the box to confirm these have been read and understood. You can then press “No” for your application to be saved for submission at another time. Your application will then be marked as “complete but not submitted”.

If you are happy with your application, please then click “Yes” to submit your application.

This screen will confirm it has been submitted and you will then be sent an email confirming that you have made an application.