

Who is eligible and how to secure your accommodation

Who is eligible for Graduate Accommodation?

The Graduate Accommodation Office provides accommodation for full-time graduate students pursuing (or intending to pursue) a full time course of one academic year or more at the University of Oxford. Unfortunately we are unable to provide accommodation to academic visitors, visiting students, staff members and the general public, however if you fall into any of these categories you will find some useful links here -

http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/accommodation/documents/Renting_Private_Accommodation_in_Oxford.pdf

The colleges that make up Oxford University have their own accommodation; some will be able to provide their graduate students with accommodation and others will not. If your college offers you accommodation that meets your needs we strongly advise you to accept it, but if your college cannot offer you accommodation, we will do our best to help you.

Applications for accommodation in 2017-18 will open on **10 January 2017**, and we will begin allocating accommodation in **March 2017**.

Securing your Accommodation

Once you have registered with the Graduate Accommodation Office and notified us of the type and location of the accommodation you are interested in, we will do our best to allocate you suitable accommodation subject to availability and taking your preferences into consideration. We will email you with the details of the property, the location, the cost and the size. There may be an opportunity to view the property but this will be dependent upon access to the space itself, as it may be occupied by another tenant, and the availability of Graduate Accommodation Office staff, although we will do our best to assist. Additional information on the properties and sites are available on our website. If you decline the initial offer we will try to offer you a second property, subject to availability. If you decline your second offer we cannot guarantee we will be able to make you another offer.

Once you have confirmed that you are happy with the allocated accommodation, we will reserve it for you. We will then email you a formal offer letter detailing the address, the monthly rent and the opening account balance, which includes a non-refundable £40 sparkle clean carried out at the end of your tenancy in preparation for the new tenant. We will also attach a copy of a sample Tenancy Agreement, the Graduate Accommodation Handbook and Energy Performance Certificate (EPC), which contains information about energy use and costs at the property and recommendations about how to reduce energy use and save money, where applicable.

Please read your offer letter and any attached documents carefully. In order to accept your offer you will need to pay the opening balance within seven days. Unfortunately, we are unable to hold the accommodation after this time.

You will be required to enter into a Tenancy Agreement before you are able to occupy the room – the form of Tenancy Agreement and the Graduate Accommodation Handbook are both available <http://www.admin.ox.ac.uk/graduateaccommodation/tenants/policies/> .

Allocation of Single Accommodation

Due to the shortage of single graduate accommodation in Oxford, we will be prioritising graduate freshers for this accommodation.

In order to prioritise freshers, the waiting list for single applicants will be organised in three tiers:

- Tier 1 (first priority) – Overseas graduate freshers
- Tier 2 (second priority) – UK graduate freshers
- Tier 3 (third priority) – Returning graduate students, and students who have previously undertaken a degree in Oxford.

Unfortunately we are unable to guarantee that we will be able to make an offer of accommodation. Returning students will only be allocated accommodation in the case that there are no freshers remaining on the waiting list, and so we may not be able to confirm whether you have been allocated accommodation until later in the year.

Payment

The payment options are as follows:-

- With a debit/credit card (no charge) through the University Online Shop at <http://www.oxforduniversitystores.co.uk/>. Click on Product Catalogue, Asset and Space Management, and then select 'Payment for an offer of Accommodation'. You will be asked to create an account – please remember the details as you can use this method to pay utility bills in the future. You will be asked for a reference which you will be able to find at the top of your offer letter.
- By Bank Transfer for which there may be a charge by your bank. When making a bank transfer please put your name and offer reference (for example SMITH 01CMCC123). The University's details are as follows:

Bank: BARCLAYS BANK
Address: CITY CENTRE BRANCH, PO BOX 333, OXFORD, OX1 3HS Beneficiary's
Name: OXFORD UNIVERSITY RESIDENTIAL PROPERTY ACCOUNT Account No:
50549355
Sort Code: 20-65-20 Swift Code:
BARCGB22
IBAN (International Bank Account Number): GB 10BARC 2065 2050 5493 55

- If a third party is paying on your behalf, they can pay by telephone with a credit/debit card. The Graduate Accommodation Office will require the following information:
Type of card (cards accepted: Delta, Electron, JCB, Maestro, MasterCard, Visa, Pintrain, Solo, Fortoak, and Switch)

Card number

Expiry date

Start date

Card issue number

Security code (last three digits on the signature strip on the back of the card)

Address including postal code of the cardholder

Scholarships

If you are being awarded a scholarship and you are unable to pay the opening account in order to reserve your accommodation, please provide confirmation, in writing or by email, from the college or awarder of the grant that the grant funds have been awarded to you. The Graduate Accommodation Office will amend your Tenancy Agreement to reflect the late payment of the deposit and opening balance, which should be made by the end of Week 2 of Michaelmas Term, when all scholarships should have been awarded. Once you have received your scholarship funds you will need to pay the opening balance and any rent due in the normal way.

The process of securing your room

Complete application form



Graduate Accommodation Office carries out a student check to confirm that you are a current graduate student, or due to commence a graduate course in the near future.



Depending on availability Graduate Accommodation Office match you to a suitable property



A formal offer is made via email



If required/possible a viewing of the property can be arranged



Payment of your opening balance is made within 7 working days – this secures your accommodation



Arrangements are made for the signing of your Tenancy Agreement and checking in