



The
University
Of
Sheffield.

Accommodation & Commercial Services

Accommodation Fact Sheet for Erasmus & Study Abroad Students 2017-18

This fact sheet is to be used in conjunction with the Accommodation web pages:

www.shef.ac.uk/accommodation/

Please ensure that you have looked at the above website before applying for university accommodation.

Accommodation Guarantee

If you are coming to Sheffield on a Study Abroad or Erasmus programme you are guaranteed single University owned or partnership accommodation if you apply by the deadlines.

If you are a Study Abroad student starting your course in February 2018 and coming to study for a full year until February 2019 you are only guaranteed accommodation during the first part of your course February to July 2018 providing you apply before the deadline. For the second part of your stay September 2018 to February 2019 you will need to contact our office at the end of August/beginning of September to check the availability of accommodation and we will endeavour to accommodate you but cannot guarantee this.

Deadlines

Full Year (September – July) – 31 July 2017

Autumn Semester (September – February) – 31 July 2017

Spring Semester (February – July) 1 December 2017

Accommodation Application

You must apply for accommodation before the deadlines and please note that students coming for the Autumn or Spring Semester can choose an en-suite room in self-catering accommodation on City or Endcliffe or a shared bathroom in Catered accommodation on Endcliffe.

What should I do now?

You can complete the online form if you have received your applicant number and MUSE account, which will be provided by email once your Study Abroad/Erasmus application is approved and you have accepted your offer with Global Opportunities & Exchanges.

Please note students coming for Spring Semester will not be able to apply for accommodation until the beginning of November at the earliest.

To apply for accommodation please click on the accommodation advert in MUSE, you can access MUSE at any time simply by clicking 'Log in to MUSE' in the black bar along the top of any www.sheffield.ac.uk webpage.

If you cannot apply online please contact the accommodationoffice@sheffield.ac.uk

Important notes for applying either on-line or via paper form

- If you decline the University accommodation that you are offered you cannot request another property at that stage. Your details will automatically be referred to the University's private accommodation team, Smart Move Sheffield, who may be able to help you find private rented accommodation. All Smart Move Sheffield private accommodation is registered with the University and they will contact you with further information.

When will I find out which accommodation I have been allocated?

- You will be sent an offer email instructing you to log in to the accommodation portal and view your accommodation offer details. This will be sent to the email address you have provided on your application form.
- You will be asked to accept your Residence Contract, pay a £150 deposit and either pay the rent in full or set up a payment method for the remainder of the rent. You must do all of these things by the deadline given in your Residence Contract, otherwise, the offer of accommodation will be withdrawn.
- Please remember that allocation of accommodation does not begin until mid-July or early December. Check your emails regularly.
- If you do not receive any information from the Accommodation Office by 5 September 2017 or 6 January 2018 please contact us (contact details are given below under 'Who do I contact with accommodation questions?').

When does the Residence Contract become binding?

Your Residence Contract becomes binding only when you have (i) paid the deposit and notified the University of your preferred payment method for the remainder of the rent and (ii) accepted the terms and conditions.

Length of Residence contracts

All accommodation is let on a 20, 22 or 42 week contract (see below).

Catered contracts include a basic level catering package (which does not include the vacation periods). Enhanced catering packages will be offered as optional and at an additional charge.

Please be aware that, for logistical reasons, short term students (i.e. those coming for less than an academic year) are likely to be placed in the same residences. This may mean that they are housed along with other International/European short term students.

Self-catered and catered contract lengths are as follows:-

Length of Stay	Semester Dates	Length of contract	Vacation(s) Included
Full year (September – July)	16/17 September 2016 to 7/8 July 2018	42 weeks	Christmas & Easter*
Autumn Semester (September – February)	16 September 2017 to 3 February 2018	20 weeks	Christmas*
Spring Semester (February – July)	3 February 2018 to 7/8 July 2018	22 weeks	Easter*

N.B. *This does not mean that you cannot take a holiday during these vacations or at other times, but please be aware you will not be able to claim rent back if you do leave Sheffield during your contractual periods.

What about food and drink?

Catered accommodation

In catered accommodation, you'll get a payment card called a GeniUS card included in your rent. The GeniUS card is credited with a weekly allowance for you to spend on food and drink at any of the hustle & bUStle venues at the University.

Self-catering accommodation

In self-catering accommodation, there is no food and drink allowance. You can buy food at The Village Store located in Endcliffe or local shops in the City and cook your own meals in your accommodation or visit restaurants and takeaways. You also have the option to purchase a GeniUS card separately which you can use in any hustle & bUStle venues at the University.

Find out more at <http://withus.com/hustleandbustle/genius-card/>

What about bedding, linen and crockery?

You will have to supply your own pillows, duvet and bed linen. If you are living in self catering accommodation, you will also need to provide your own crockery and cutlery etc. Bed linen and duvets will be on sale on the online shop <https://onlineshop.shef.ac.uk> or you can purchase these at The Village Store or local shops in the City.

Can I move into my accommodation early?

It may sometimes be possible to move into your accommodation before the start of your Residence Contract (Autumn Semester only). However, you must inform us of this and request it before you arrive in Sheffield. Please visit the accommodation webpages for information or contact the Accommodation Office directly (see below).

If you have successfully registered for the International Orientation Programme for September 2017, it is not necessary to complete an application form to arrive early as your accommodation is already provided for the duration of the Orientation Programme.

If it is not possible to move in early, you will need to find and pay for a hotel or bed and breakfast prior to your Residence Contract start date www.shef.ac.uk/accommodation/temporary_accommodation.html.

What is the latest I can move into my accommodation?

You must have arrived in Sheffield to collect the keys by the 18 September 2017 or on the 3 February 2018. Failure to arrive by the date mentioned will result in your accommodation being offered to another student unless you have made arrangements to arrive late with the Accommodation Office, accommodationoffice@sheffield.ac.uk

Where can I get more general information about Housing?

You can visit the Accommodation website, www.shef.ac.uk/accommodation However, be aware that most of the information is geared towards full-degree (i.e. in Sheffield for 3 or 4 years) undergraduate or postgraduate students. You should follow the rules and procedures as outlined in the Study Abroad and Erasmus Handbook and web pages.

Who do I contact with accommodation questions?

Accommodation Office

Email: accommodationoffice@sheffield.ac.uk

Telephone: +00 44 114 2224488