

HANDBOOK TO APPLY FOR ACCOMMODATION

EXCHANGE STUDENTS

Academic period 2019 - 2020

VILA Universitària

Molt més a compartir!





The application period starts on May 1st, from this date we'll start keeping all the application forms by payment date order.



From June 1st we'll start confirming the accommodation of all the application forms completed that we have, and we'll be doing it until we sold out.

You'll be always informed if your application form is complete or if we need additional information, if there isn't more availability of the type of apartment you've chosen or if we have sold out.

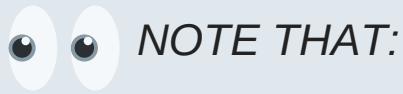
HOW TO FILL THE APPLICATION FORM STEP BY STEP

1. Fill in the application form on our website(vilauniversitaria.uab.cat)

The screenshot shows the website interface for Vila Universitaria. At the top, there is a contact number (+34 93 581 70 04), a language selector (English), and social media icons. The main navigation bar includes 'Get to know the Vila', 'Choose your flat', 'Reserve your place', and 'Live the Vila'. A dropdown menu is open under 'Reserve your place', listing options: 'Reserve your place', 'We'll help you choose', 'Basic information', and 'Contract model'. A red arrow points to the 'Reserve your place' option in the dropdown. Below the navigation, there is a large image of students in a common area with the text: 'You'll have the best facilities' and 'Furnished flats with maintenance service, 24-hour security, reception available to you on a preferential bases and free UAB Wi-Fi.'

** Click on the image to acces to the application form

2. Tell us about yourself: Fullfill the application with your personal data



- **DNI it's only for Spanish documents**, that's the reason why if you aren't Spanish **you'll always have to choose the passport option** even if you write the identity card of your country. Note that that our system only accepts **9 characters**, don't worry if you can't write your whole passport or identity card number!
- **Choose the Erasmus or Exchange option.**

Profile *

Bachelor's degree and Higher Vocational Training Qualification (CFGS)

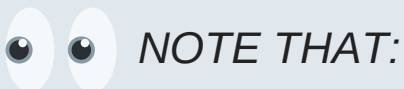
Erasmus or Exchange

Postgraduate or Doctoral student or Master

Visitor, Researcher, Lecturer, Administrative and Service Staff

Brief non-UAB stays

3. Choose your place: You should choose check in and check out date.



- The minimum stay is 4 months.
- The maximum departure date must be June 30th, but you will be able to extend it once you start living in Vila, if you want.

2 Choose your place

Entry date*

Departure date*

Length of stay (days) 122. Months of stay 4.

4. Choose different accommodation options depending on your preferences, notice that, the first option will be the most you like and keep choosing your other preferences.

5. Give us more information: If you want to live with your friend, you should fill the details of this person. If it is not the case, please don't write down anything. **THE APARTMENTS ARE NOT UNISEX, except the apartments of two people (if you ask for it)**



IMPORTANT: If you want to live together, each one of you should fill an accommodation form.

6. Certificate for visa

On the visa option we recommend choosing **NO**, no matter which is your situation. Otherwise you'll have to pay two deposits when it's not necessary. In case you need a document for the embassy we'll send it to you once the reservation is confirmed. The certificate for the visa **IS NOT A CONFIRMATION.**

I need an official document to get VISA (the 2nd deposit will be charged as well) *

Yes

No

7. Complete your application form: Once you complete the process you will have a summary of the selected options.

Complete your application form

Summary of application form

Entry date	Departure date
01-09-2019	15-02-2020

Order of preference	Kind of room	Price
1	Type A Apartment (2 people),Monthly rent per person (expenses included)	417,29 €
2	Type B Apartment (4 people),Monthly rent per person (expenses included)	326,74 €
3	Type C Apartment (5 people),Double room (expenses included)	310,95 €

**Example

<https://vilauniversitaria.uab.cat/>



8. Make the 170€ payment for the first deposit:

Payment methods:

- On the website by credit or debit card when you finish filling the form with your personal data.
- By bank transfer made to the following account:
Holder: Vila Universitaria SL
Bank: La Caixa de Pensions
Account: 2100.0424.34.0200114567
Iban Code : ES-94 2100.0424.34.0200114567
Swift o Bic Code: CAIXESBBXXX

VERY IMPORTANT:

If you make the payment by bank transfer you should write down your **FULL NAME + reservation code (example NAME SURNAME + INT 19/00001)** in order to identify the payment Also you have to send us the bank transfer receipt.





Total payable 170.00€

Method of payment

Method of payment *

Credit or debit card Bank transfer

We accept

Payments with Amex and Diners Club credit cards are not accepted



Note that the fastest option is paying by card, bank transfers can take around one week to arrive.

LAST PROCEDURE TO FINISH THE APPLICATION PROCESS

- **Send us the acceptance letter that certifies that you have been accepted in UAB.**



- **Send us the exact arrival and departure date** (even if it's on the application form we need you to confirm it by e-mail)



- **Send us by e-mail the types of apartments in order of preference** (even if it's on the application form we need you to confirm it by e-mail)



- **If you want to share the flat with a friend.** You must inform us by e-mail and give us his/her name and surnames (even if it's on the application form we need you to confirm it by e-mail)



Please, send us all the information to internacional@vilauniversitaria.com or raquel.munoz.delgado@uab.cat in just one message!! On these dates we 're receiving a lot of e-mails, so it will be easier for us and you'll receive a reply sooner.



IMPORTANT INFORMATION



- **You're applying for accommodation, not booking it.** That's why you can choose all types of apartment no matter if they are available or not
- When you sign the contract (on your arrival date) **you will have to pay for the second deposit (same amount as a monthly rent).** Both deposits are refunded at the end of your stay, if you respect the dates signed on the contract and the apartment is in good conditions.
- **Contracts start on 1st and 15th of each month,** that's why you'll pay the whole month or half of it depending on your arrival date. With the departure date it works exactly the same, contracts will end on 15th or 30th - 31st of each month.
- **In case that there is not apartments availability we will return the 170€ deposit,** if you decide to cancel the application. If you don't cancel it we will write you will remain on the waiting list.
- If you cancel the reservation once this has been confirmed, **you will lose the deposit** except you cancel for an academic reason.

RENT PAYMENT



➔ If you live in **THE SEPA ZONE (except Poland, Bulgaria and United Kingdom)** you must pay the monthly rent by your country international account, that applies for 10 months stays and for less than 10 months stays.

⚡ Verify the **SEPA ZONA** on the following link: http://www.sepaesp.es/sepa/es/secciones/enlaces/Listado_de_paise/

✍ Required information to pay for the monthly rent by your country account:

**FULL IBAN NUMBER
BANK NAME
BANK OFFICE
BANK ADDRESS
CITY
SWIFT**

👁👁 You must bring this information on your arrival day

➔ If you live **DON'T LIVE IN THE SEPA ZONE** you must pay the **rent by an Spanish account number** that you will have to open once you arrive. Maximum three days after your arrival.

➔ If your stay is for less than 10 months we offer you the option to pay the **whole stay in advance by a credit or debit card or by bank transfer.**

SHARED ROOM IN 2 PEOPLE FLAT : TYPE A



10 months stays: 321€/month + 18.87 € (community fees) + water and electricity expenses

Less than 10 months stays: 428 €/month (with community fees, water and electricity expenses included)

APARTMENT

40 m²

Living room

Kitchen

1 room

Bathroom

Equipped with all the necessary furniture

OTHER ELEMENTS

2 mattresses and covers

Covers for the 2 sofas

1 letterbox key

1 halogen standard lamp

FURNITURE

2 study chairs

2 living room chairs

2 study tables

1 living room table

1 coffee table

2 bookshelves

2 beds with bedhead and spring mattress

1 display cabinet for the living room

2 single-seater sofas

2 bedside tables

2 wardrobes (with sliding drawers and baskets)

1 clothes-horse

1 telescopic clothesline

1 refrigerator

1 microwave oven

*The apartments have not bed linen, towels and kitchenware. You can rent it for 12.10euros per month
NOTE: the furniture and other elements listings are for information purposes only and subject to change

SHARED ROOM IN 4 PEOPLE FLAT: TYPE B



**10 months stays: 247€/month + 18.87 € (community fees)
+ electricity and water expenses**

**Less than 10 months stays: 336 €/month (with community fees,
water and electricity expenses included)**

APARTMENT

76 m²

Living room

Kitchen

2 rooms

Bathroom

Equipped with all the necessary
furniture

OTHER ELEMENTS

4 mattresses and covers

Covers for the 3 sofas

1 letterbox key

1 halogen standard lamp

FURNITURE

4 study chairs

4 living room chairs

4 study tables

1 living room table

1 coffee table

4 bookshelves

4 beds with bedhead and spring mattress

1 display cabinet for the living room

2 single-seater sofas

1 two-seater sofa

4 bedside tables

4 wardrobes (with sliding drawers and baskets)

1 clothes-horse

1 telescopic clothesline

1 refrigerator

1 microwave oven

*The apartments have not bed linen, towels and kitchenware. You can rent it for 12.10euros per month

NOTE: the furniture and other elements listings are for information purposes only and subject to change

3 PEOPLE FLAT TYPE T



10 months stays:

Single room: 345€/month

Shared room: 254€/month



ADD electricity and water expenses and 18.87€ (community fees)

Less than 10 months stays:

Single room: 443€/month

Shared room: 343€/month



Electricity and water expenses and 18.87€ (community fees) INCLUDED

APARTMENT

76 m²

Living room

Kitchen

2 rooms (1 individual and 1 twin)

Bathroom

Equipped with all the necessary furniture

OTHER ELEMENTS

3 mattresses and covers

Covers for the 3 sofas

1 letterbox key

1 halogen standard lamp

FURNITURE

3 study chairs

4 living room chairs

4 study tables

1 living room table

1 coffee table

4 bookshelves

3 beds with bedhead and spring mattress

1 display cabinet for the living room

2 single-seater sofas

1 two-seater sofa

4 bedside tables

4 wardrobes (with sliding drawers and baskets)

1 clothes-horse

1 telescopic clothesline

1 refrigerator

1 microwave oven

*The apartments have not bed linen, towels and kitchenware. You can rent it for 12.10euros per month

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<https://vilauniversitaria.uab.cat/>

5 PEOPLE FLAT TYPE C



10 months stays:

Single room: 298€/month

Shared room: 231€/month



ADD electricity and water expenses and 18.87€ (community fees)

Less than 10 months stays:

Single room: 394€/month

Shared room: 320€/month



Electricity and water expenses and 18.87€ (community fees) INCLUDED

APARTMENT

101 m²
Living room
Kitchen
3 rooms
2 bathrooms
Adapted for disabled persons
With all the necessary furniture

OTHER ELEMENTS

5 mattresses and covers
Covers for the 3 sofas
1 letterbox key
1 halogen standard lamp

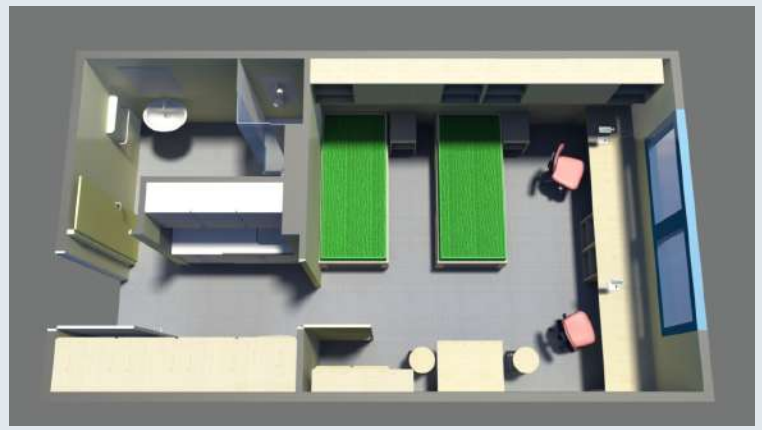
FURNITURE

5 study chairs
5 living room chairs
5 study tables
1 living room table
1 coffee table
5 bookshelves
5 beds with bedhead and spring mattress
1 display cabinet for the living room
2 single-seater sofas
1 two-seater sofa
5 bedside tables
5 wardrobes (with sliding drawers and baskets)
1 clothes-horse
1 telescopic clothesline
1 refrigerator
1 microwave oven

*The apartments have not bed linene, towels and kitchenware. You can rent it for 12.10euros per month

NOTE: the furniture and other elements listings are for information purposes only and subject to change

SINGLE STUDIO OR FOR 2 PEOPLE TYPE D



10 months stays:

Single use: 477€/month

Shared use: 238€/month



**ADD electricity and
water expenses and
18.87€ (community fees)**

Less than 10 months stays:

Single use: 620€/month

Shared use: 329€/month



**Electricity and water
expenses and 18.87€
(community fees) INCLUDED**

OTHER ELEMENTS

30 m²

Room - Living room

Kitchen

Bathroom

Adapted for disabled persons

Equipped with all the necessary
furniture

OTHER ELEMENTS

22 mattresses and covers

1 letterbox key

1 halogen standard lamp

FURNITURE

2 study chairs (padded or PVC)

2 study tables

1 living room table

2 sliding drawers

2 bookshelves

2 beds with bedhead and spring mattress

1 bedside table

1 double wardrobe

1 refrigerator

1 microwave oven

*The apartments have not bed linen, towels and kitchenware. You can rent it for 12.10euros per month

NOTE: the furniture and other elements listings are for information purposes only and subject to change



IMPORTANT

There are few available single rooms in type C and type T apartments, but even so you can apply for them. We recommend choosing more than one apartment option so you will have more possibilities to get a room in Vila.



Choose **ONLY** the type of apartments that you are interested on. If we confirm you an apartment that you choose on the form and you decide to cancel, **you will lose your deposit** unless it's because of to an academic reason.

CONTACT



raquel.munoz.delgado@uab.cat
internacional@vilauniversitaria.com



+ 34 93 581 70 50



vilauniversitaria.uab.cat

**THANK YOU FOR YOUR INTEREST IN VILA
UNIVERSITARIA. WE WILL BE WAITING FOR YOUR
NEWS.**

