



Master / Phd / Doctorate students

Handbook to apply for accommodation

Academic year 2025 / 2026

# HOW TO FILL THE APPLICATION FORM?



The application period starts on 1st May. From that date, applications will be saved in order of payment date.



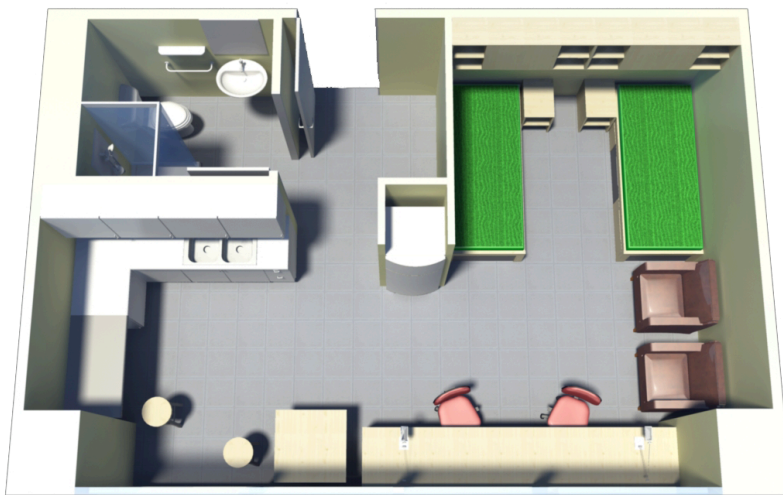
From June 2nd, applications will begin to be confirmed and completed until no more places are available. During the application process, we will inform you if your application is complete or missing information. Please be aware of email during the application process for quick communication.

# TYPES OF FLAT

## PREMIUM STUDIO TYPE Q

INDIVIDUAL USE 988€ Expenses included

SHARED USE 510€ Expenses included



40 m<sup>2</sup>  
Living room  
Fully equipped  
office kitchen  
1 room  
Bathroom

- The apartment is equipped with bed line, towels and kitchenware. The price also includes access to SAF (UAB sports facilities) and a weekly cleanness.
- The services aren't unlimited. In case there is an excess of services, you will pay them a part.

Furniture  
2 study chairs  
2 living room chairs  
2 study tables  
2 bookshelves  
1 living room table  
1 salon table  
2 single-seater sofas  
2 beds with bedhead and spring mattress  
2 bedside table with drawers  
4 wardrobes (with sliding drawers and baskets)  
2 bedside table lamps  
1 refrigerator  
1 microwave oven

NOTA: The list of furniture and other items is indicative and is subject to changes.

# STEP BY STEP

1. Fill in the application form on our website.



*Click on the picture for do the application*

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

Choose the option "PHD or master student".

3. Choose your place. You should choose your approximate check in and checkout date

To consider:

- The minimum stay is 4 months.
- The maximum date is 31st August 2025.
- You can put approximate dates and then modify them before your arrival.

**IMPORTANT:** In document type you must put ID if you are national and PASSPORT if you are a foreigner, even if you have your country's identity card. It only fits 9 digits, nothing happens if your whole number doesn't fit.



4. You must choose the option "Premium studio, type Q", shared or single use.

**IMPORTANT:** Only Premium studio type Q is available!

The rest of flats are only for degree students. If we confirm you a type of apartment that you indicated in the application and you decide to cancel, the deposit is not refunded unless it is for academic reasons.

#### 5. GIVE US MORE INFORMATION.

If you want to live with someone you already know, you should put their details in this section. The flats are not mixed – except the flats of two with previous request.

**IMPORTANT:** In the case that you want to live together, you must make an application each of you. The fact of putting the details of the other person does not mean that she is saving a place.

#### 6. CERTIFICATE FOR VISA

If you need an official booking certificate to apply for a student visa or any other procedure, you must choose the visa option. If you do it, you will have to pay 170€ + 2nd deposit of your "option 1" previously chosen.

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

☒ Yes

☐ No

The two deposits will be refunded in the case of unavailability or refusal of the visa.

**THE CERTIFICATE IS NOT A CONFIRMATION OF ACCOMMODATION**

Notice that you are doing an APPLICATION not a direct booking. So you will be able to choose any type of apartment regardless the apartment is available or not.

7. Once this procedure is finished a summary of your chosen options will appear.



A progress bar at the top shows four steps, with step 2 highlighted. Below it, the title 'Complete your application form' is followed by the subtitle 'Summary of application form'. The form contains two tables. The first table has two columns: 'Entry date' and 'Departure date'. The second table has three columns: 'Order of preference', 'Kind of room', and 'Price'.

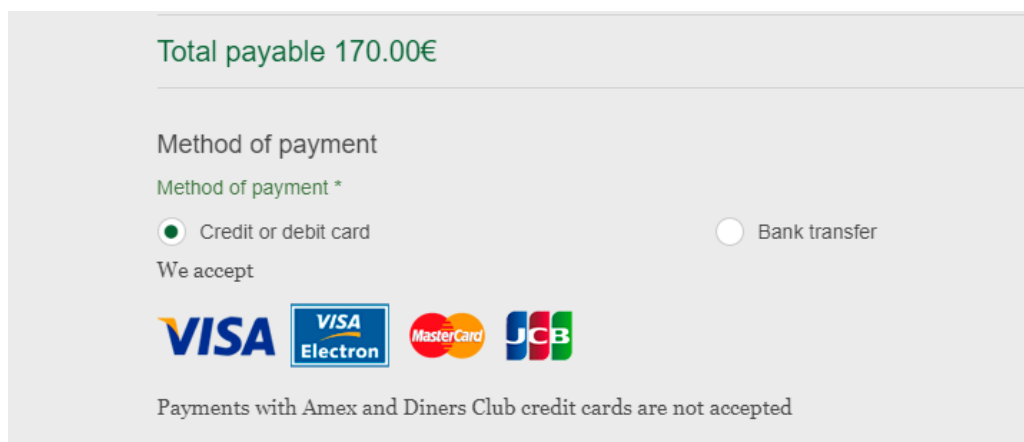
Entry date	Departure date
01-09-2020	31-12-2020

Order of preference	Kind of room	Price
1	Type Q Apartment (2 people), Shared occupancy (expenses included)	409 €

## PAYMENT OF THE DEPOSIT

8. You can make the payment by card or by transfer. If you make the payment by card we will get the payment within 48 working hours. If you make the payment by transfer, it may take a few days to arrive. Payment of the deposit does not confirm your place.



The screen shows the 'Total payable' as 170.00€. Under 'Method of payment', there are two radio buttons: 'Credit or debit card' (selected) and 'Bank transfer'. Below this, it says 'We accept' followed by logos for VISA, VISA Electron, MasterCard, and JCB. A note at the bottom states: 'Payments with Amex and Diners Club credit cards are not accepted'.

*Example*

IF YOU PAY BY TRANSFER PUT AS A REFERENCE THE CODE OF YOUR RESERVATION TO BE ABLE TO IDENTIFY THE PAYMENT EXAMPLE: DOC 24/ 00001

## Information for the transfer:

HOLDER: Vila Universitaria SL  
BANK: Caixabank  
ACCOUNT: 2100-0424-3402-0011-4567  
IBAN CODE: ES94 2100-0424-3402-0011-4567  
SWIFT or BIC code: CAIXESBBXXX

## ESSENTIAL TO FINALIZE YOUR APPLICATION

Send the acceptance letter of UAB to  
vila2@vilauniversitaria.com or to cristina.vioque@uab.cat

Once we have the following information:

APPLICATION + PAYMENT + ACCEPTANCE LETTER



WE WILL CONTACT YOU TO INFORM YOU



# IMPORTANT INFORMATION



## CONFIRMATION OF ACCOMMODATION

We will send the accommodation confirmations from June 2nd if you arrive in September. If you arrive after September, we will send the confirmation one month in advance.

The period for the second semester (January 2024) begins in November.

If you need a visa certificate, you will receive it when we have received all the information. Please note that the visa certificate IS NOT A CONFIRMATION.

If we do not have any options available, you will receive the information from the waiting list.

If you receive confirmation and you delay more than 15 days, without specifying the date, your place can be given to another student and you will be written on the waiting list.



## CANCELATION

If you cancel before the confirmation you will be refunded the deposit

If you cancel once the place is confirmed, you will lose the deposit if it is not for an academic or visa reason.



## RENT AND PAYMENT

On the day of signing the contract you will pay the second deposit (if you have not paid it before). The two deposits are returned at the end of the stay.

The contract begins to count on the 1st or 15th of the month, therefore it will be paid the whole month or half month depending on the day of your arrival. With the departure date the same happens, the contracts end on the 15th or 31st of the month.

Please note that if you modify your check-in date once confirmed, you will pay from the day of arrival of your initial confirmation.





## RENT AND PAYMENT

If you reside within the SEPA zone (except Poland, Bulgaria and the UK) you must bring your country's bank number to pay the rent on a monthly basis. Check the SEPA zone on the link:

[http://www.sepaesp.es/sepa/es/secciones/enlaces/Listado\\_de\\_paise](http://www.sepaesp.es/sepa/es/secciones/enlaces/Listado_de_paise)

If you bring your country's bank number, you have to bring the following information:

NAME OF THE BANK  
NR. OF THE OFFICE  
ADDRESS OF THE OFFICE  
LOCATION  
SWIFT  
BANK NUMBER

You need to bring this information on the day of your arrival.

If you do not reside within the SEPA zone, you must open a national account number in Spain. You have three days from your arrival to open the account.



Also you can pay your the full stay by transfer or credit card before your arrival. We do not accept CASH.

Remember that you must pay the second deposit on your arrival. Without the payment of the second deposit, the key is not delivered.



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THANK YOU FOR CHOOSING  
VILA UNIVERSITARIA