



# HANDBOOK TO APPLY FOR ACCOMMODATION

## EXCHANGE STUDENTS

Academic period  
2018 - 2019

**ViLA**  
**Universitària**



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 more 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](http://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 red arrow points to the 'Reserve your place' button, which has a dropdown menu open. The dropdown menu contains the following options: 'Reserve your place', 'We'll help you choose', 'Basic information', and 'Contract model'. Below the navigation bar, there is a large image of students sitting on a couch. Overlaid on the image is 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: Fulfill the application with your personal data



NOTE THAT:

- **DNI it's only for Spanish documents**, that's why if you aren't Spanish you'll always have to choose the **passport** option even if it's to write the identity card of your country. Be aware 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.



NOTE THAT:

- 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.

1 — 2 — 3 — 4

### 2 Choose your place

Entry date\*

Departure date\*

4. Choose different accommodation options depending on your preferences, I mean, 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 someone you know, you should fill the details of this person. If it is not the case, please don't write down anything. **THE APARTMENTS ARE NOT MIXED, except the apartments of two people (if you ask for it)**



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

## 6. Certificate for visa

On the visa option we recommend choosing **NO**, no matter which is your situation. If not you'll have to pay two deposits when it's not necessary. In case you need a document for the embassy I'll send it to you once the reservation is confirmed anyway. 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 chosen options.

### Complete your application form

Summary of application form

| Entry date | Departure date |
|------------|----------------|
| 01-09-2018 | 30-06-2019     |

| Order of preference | Kind of room   | Price |
|---------------------|--|-------|
| 1                   | Type A Apartment (2 people), Monthly rent per person (expenses not included) | 305 € |
| 2                   | Type B Apartment (4 people), Monthly rent per person (expenses not included) | 235 € |

\*\*Example

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

## 8. Do the payment of the 170€ of first deposit.

Payment methods:

- By the website through credit or debit card when you finish to complete the form with your personal data.

- By bank transfer through 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 through bank transfer you should write down your **FULL NAME + reservation code (example NAME SURNAME + INT 18/00001)** 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.

# NECESSARY 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 it's on the application form I need you to confirm it by e-mail)
- Send us by e-mail the types of apartments by preference order (even it's on the application form I 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 it's on the application form I need you to confirm it by e-mail)



Please, send me all the information to [internacional@vilauniversitaria.com](mailto:internacional@vilauniversitaria.com) or [raquel.munoz.delgado@uab.cat](mailto: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) **we'll ask you 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 apartments 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 of your arrival date. With the departure date it works exactly the same, contracts will end on 15th or 30th of each month.
- ➔ **In the case that there is not availability of apartments we will return the 170€ deposit,** if you decide to cancel the application. If you don't decide to cancel I will write you down on the waiting list.
- ➔ If you cancel the reservation once this has been confirmed, **you will lose the deposit** unless you cancel for an academic reason.

# RENT PAYMENT

➔ If you live in **SEPA ZONE** you must pay the monthly rent through your country international account, both 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/](http://www.sepaesp.es/sepa/es/secciones/enlaces/Listado_de_paise/)



Required information to pay the monthly rent through your country account:

FULL IBAN NUMBER  
BANK NAME  
BANK OFFICE  
BANK ADDRESS  
CITY  
SWIFT

➔ If you live **OUTSIDE** the **SEPA ZONE** you must pay the rent through 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 to pay the **whole stay in advance through a credit or debit card or by bank transfer.**

# SHARED ROOM IN 2 PEOPLE FLAT : TYPE A



**10 months stays: 310€/month + 18.63 € (community fees) + water and electricity expenses**

**Less than 10 months stays: 417.29 €/month ( with community fees, water and electricity expenses included)**

## APARTMENT

40 m

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: 239€/month + 18.63 € (community fees)  
+ electricity and water expenses**

**Less than 10 months stays: 326.74 €/month ( with community  
fees, water and electricity expenses included)**

## APARTMENT

76 m  
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: 330€/month

Shared room: 246€/month



**ADD electricity and water expenses and 18.63€ (community fees)**

## Less than 10 months stays:

Single room: 426.74€/month

Shared room: 333.74€/month



**Electricity and water expenses and 18.63€ (community fees) INCLUDED**

### APARTMENT

76 m

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

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

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

# 5 PEOPLE FLAT TYPE C



## 10 months stays:

Single room: 285€/month

Shared room: 223€/month



**ADD electricity and water expenses and 18.63€ (community fees)**

## Less than 10 months stays:

Single room: 378.95€/month

Shared room: 310.95€/month



**Electricity and water expenses and 18.63€ (community fees) INCLUDED**

### APARTMENT

101 m<sup>2</sup>

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

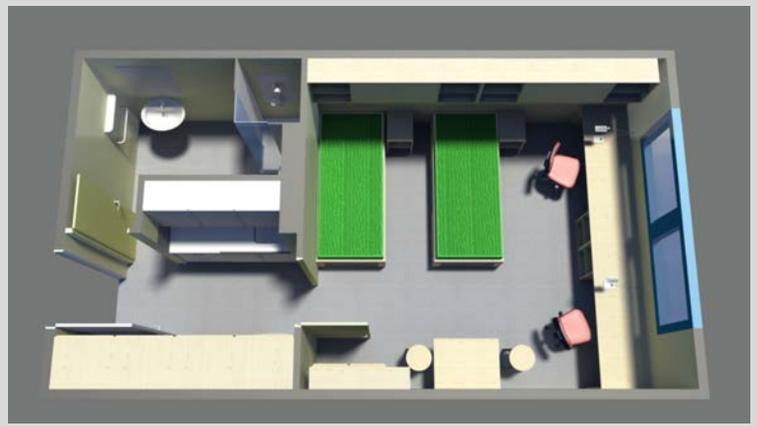
1 refrigerator

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: 460€/month**  
**Shared use: 230€/month**



**ADD electricity and  
water expenses and  
18.63€ (community fees)**

**Less than 10 months stays:**  
**Single use: 600.49€/month**  
**Shared use: 325.41€/month**



**Electricity and water  
expenses and 18.63€  
(community fees) INCLUDED**

## OTHER ELEMENTS

30 m  
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, even so you can apply for them. We recommend you to **choose more than one option of apartment** 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 chose on the form and you decide to cancel, **you will lose your deposit** unless it's due to an academic reason.

If you sign the contract for 10 months stay and once you are in Vila you decide to shorten it, the monthly rent will be change automatically.

## 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.**