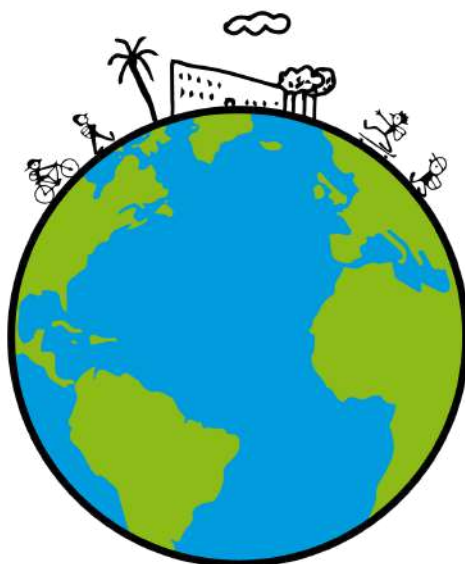


# HANDBOOK TO APPLY FOR ACCOMMODATION

*Live in Vila!  
a World of experiences*



 Vila Universit ria  
UBC CAMPUS

 UAB  
Universitat Aut noma  
de Barcelona

MASTER /PHD/ DOCTORADO

ACADEMIC YEAR 2022/2023

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

# TYPES OF FLAT

## Premium studio TYPE Q - 2 people

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



*Click on the picture for more information*

INDIVIDUAL USE - **825€** EXPENSES **INCLUDED**

SHARED USE - **427€** EXPENSES **INCLUDED**

### 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

**NOTE:** The furniture and other elements listings are for information purposes only and subject to change.

\*The apartment is equipped with bed line, towels and kitchenwarre. 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

# 4 PEOPLE FLAT TYPE B

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



*Click on the picture for more information*

## SHARED ROOM

10 months stay

**257€** - Expenses **NO** included

Less than 10 months

**353€** - Expenses included

### 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
- 4 mattresses and covers
- Covers for the 3 sofas

\*10 months stay add expenses : electricity, water and community fees (20,11€)  
Individual meter per flat for electricity and water

\*The apartments B, and T have not  
bed linen, towels and kitchenware. You can rent it for 14,52€ per month

**NOTE:** The furniture and other elements listings are for information purposes only and subject to change.

# 3 PEOPLE FLAT TYPE T

76 m<sup>2</sup>

Living room

Kitchen

2 rooms (1 individual and 1 twin)

Bathroom



*Click on the picture for more information*

## SHARED ROOM

10 Months stay

**268€** - Expenses **NO** included

Less than 10 months

**365€** - Expenses included

## INDIVIDUAL ROOM

10 Months stay

**375€** - Expenses **NO** included

Less than 10 months

**482€** - Expenses included

### 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 clotheshorse
- 1 telescopic clothesline
- 1 refrigerator
- 1 microwave oven
- 3 mattresses and covers

\*10 months stay add expenses : electricity, water and community fees (20,11€)

Individual meter per flat for electricity and water

\*The apartments B and T have not bed linen, towels and kitchenware. You can rent it for 14,52€ per month

**NOTE:** The furniture and other elements listings are for information purposes only and subject to change.

# HOW TO FILL THE APPLICATION FORM ?



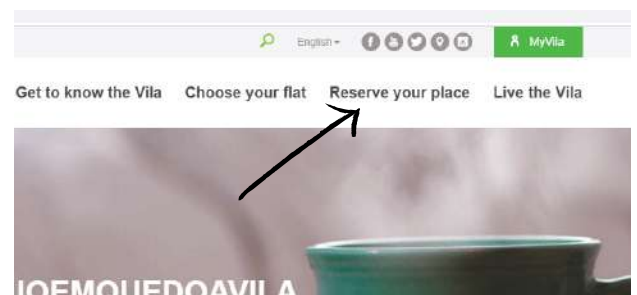
The application period starts on 1st May. From that date, applications will be saved in order of payment date.



From 15th June, 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.

## 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

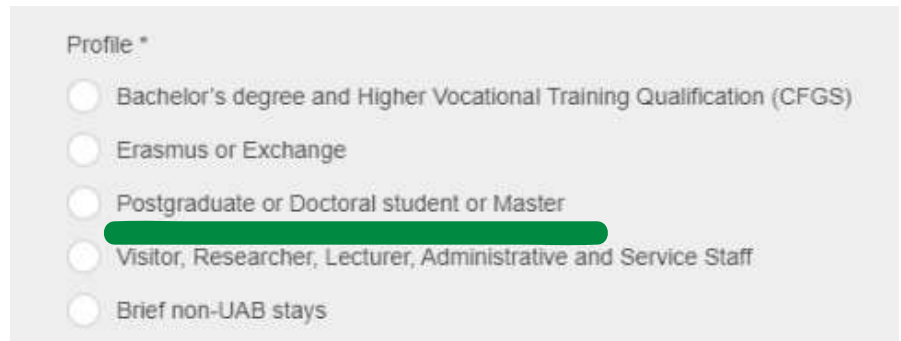


**IMPORTANT:** In document type you must put ID if you are national and PASSPORT if you are a foreigner, even if you have your country's identity card. It only fits 9 digits, nothing happens if your whole number doesn't fit.

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

# STEP BY STEP

Choose the option "PHD or master student"



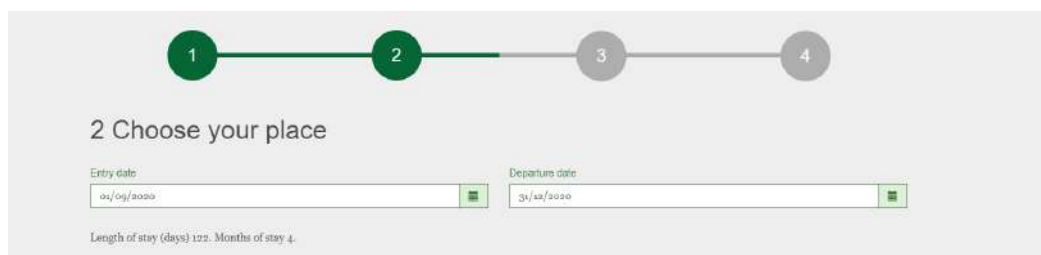
Profile \*

- 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 your approximate check in and checkout date

To consider:

- The minimum stay is 4 months
- The maximum date is 31st August 2023
- Rate of 10 months has to be from September to June / October to July/ November to August
- You can put approximate dates and then modify them before your arrival
- Depending on the length of stay you choose, it will give you the choice of a single fare option (10 or less than 10 months)



1 2 3 4

### 2 Choose your place

Entry date: 01/09/2020

Departure date: 31/12/2020

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

4. You can choose different options by pointing to "option 1" as the one you like best and continue sorting according to preference. Choose only the type of apartments you are interested in. 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.



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.

# STEP BY STEP

5. Give us more information. If you want to live with someone you already know, you should put their details in this section. If that's not the case, you have to leave it blank.

**The flats are not mixed - except the flats of 2 with previous request**

**IMPORTANT :** In the case that you want to live together, you must make an application each of you.

## 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.

Paying the second deposit does not guarantee that you will finally be assigned this type of apartment. You may eventually be assigned another option. In any case, the two deposits will be refunded in the case of unavailability or refusal of the visa.

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


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

Yes

No

\*\*In case you do not need any official documents, you must choose NO and only pay 170€ to make the request. The second deposit has to be paid on your arrival.

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



Complete your application form

Summary of application form

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

Order of preference	Kind of room	Price
1	Type <input type="checkbox"/> Apartment (2 people), Shared occupancy (expenses included)	409 €

Example

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

# 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**

Total payable 170.00€





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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

IF YOU PAY BY TRANSFER PUT AS A REFERENCE THE CODE OF YOUR RESERVATION TO BE ABLE TO IDENTIFY THE PAYMENT EXAMPLE: **DOC 22/ 00001**

## Information for the transfer:

Holder: Vila Universitaria SL  
Banc: Caixabank  
Account: 2100-0424-3402-0011-4567  
Iban code : ES94 2100-0424-3402-0011-4567  
Swift - BIC : CAIXESBBXXX

Holder: Vila Universitaria SL  
Banc: Banco Bilbao Vizcaya  
Account: 0182-6035-4102-0161-0705  
Iban code : ES78- 2100-0424-3402-0011-4567

## ESSENTIAL TO FINALIZE YOUR APPLICATION

Send the acceptance letter of UAB to  
vila2@vilauniversitaria.com or to Raquel.jimenez@uab.cat

Once we have the following information:

**APPLICATION**

+

**PAYMENT**

+

**ACCEPTANCE LETTER**



**WE WILL CONTACT YOU TO INFORM YOU**

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



# IMPORTANT INFORMATION

## CONFIRMATION OF ACCOMMODATION

We will send the accommodation confirmations from 15th June if you arrive in September. If you arrive after September, they are shipped one month in advance

The period for the second semester (January 2023) 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 delay more than fifteen days, without specifying the date, your place can be given to another student and you will be written on the waiting list

## CANCELLATION

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 30th of the month

If there are no places available, the deposit will be refunded if you decide to cancel the application. If you do not cancel, you will be put on a waiting list

# IMPORTANT INFORMATION

## 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.sepaes.es/sepa/es/secciones/enlaces/Listado de paise](http://www.sepaes.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
ADRESS 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.



You have the option to pay your full stay less than 10 months by transfer or credit card before your arrival. Before your arrival, you must have informed us about how you want to pay for your stay. The rent cannot be paid with scholarships or grants. That is, if you have a scholarship or financial aid, you will have to deposit it in the national bank. 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. The payment has to be with card (credit or debit) - it is not allowed to pay in cash at the office.**

# THANK YOU FOR THE INTEREST IN VILA UNIVERSITARIA



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