

# HANDBOOK TO APPLY FOR ACCOMMODATION

## EXCHANGE STUDENTS

Academic period 2024 - 2025





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

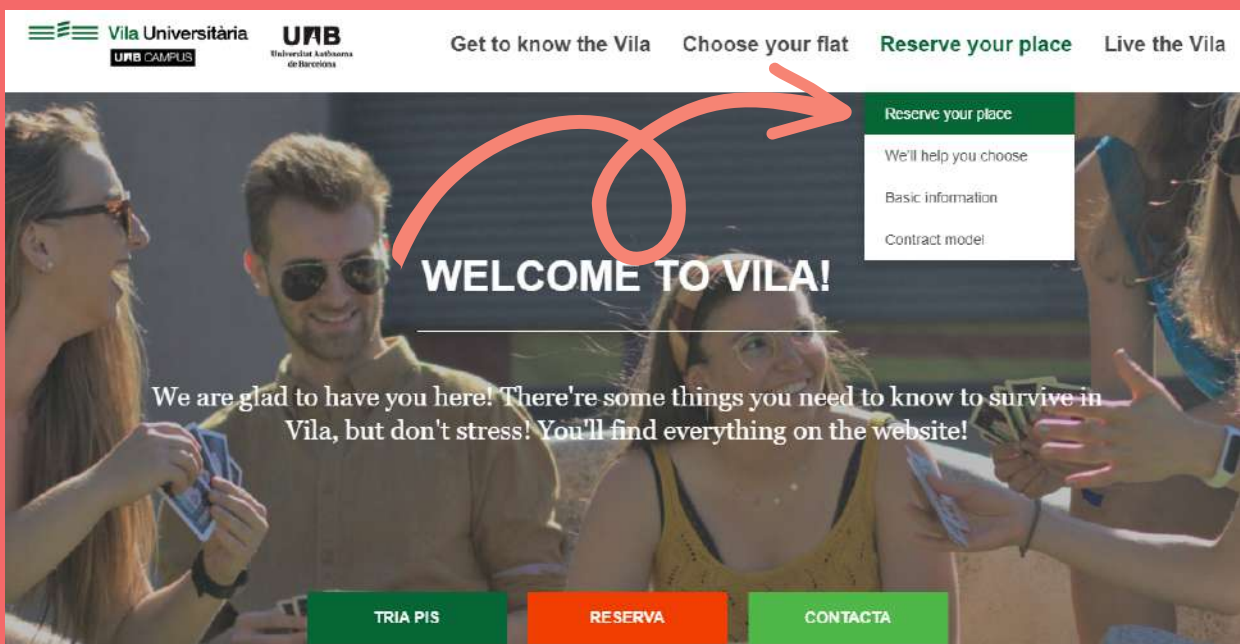


From June 3rd we'll start confirming the accommodation of all the application forms completed that we have received , and we'll be doing it until we sold out.

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](http://vilauniversitaria.uab.cat))



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

2

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



**NOTE THAT:**

- **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.



**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.

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 him/her. 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
01-09-2022	31-12-2022

Order of preference	Kind of room
1	Type A Apartment (2 people),Monthly rent per person (expenses included)
2	Type B Apartment (4 people),Monthly rent per person (expenses included)
3	Type C Apartment (5 people),Individual room (expenses included)

\*\*Example

**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: CAIXABANK  
Account: 2100 0424 3402 0011 4567  
Iban Code : ES94 2100 0424 3402  
0011 4567  
Swift o Bic Code: CAIXESBBXXX

Holder: Vila Universitaria SL  
Bank: BBVA  
Account: 0182 6035 4102 0161 0705  
Iban Code : ES78 0182 6035 4102  
0161 0705  
Swift o Bic Code: BBVAESMM

**For security reasons are not allowed the payments in cash**



### **VERY IMPORTANT:**

If you make the payment by bank transfer you should write down your FULL NAME + reservation code (example NAME SURNAME + INT 23/00001) in order to identify the payment Also you have to send us the bank transfer receipt.

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

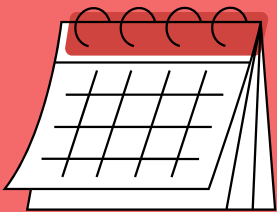


Note that the fastest option is paying by card, bank transfers can take around one week to arrive.

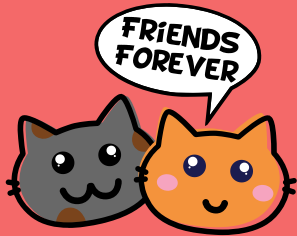
# LAST PROCEDURE TO FINISH THE APPLICATION PROCESS



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)



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](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) 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.
- The payment must be done by credit card, is not allowed the payment is cash.
- 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 down 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/](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 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.

**PAYMENTS IN CASH ARE NOT ALLOWED**

- 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.

# SHARED ROOM IN 2 PEOPLE FLAT : TYPE A

10 months stays:  
368€/month

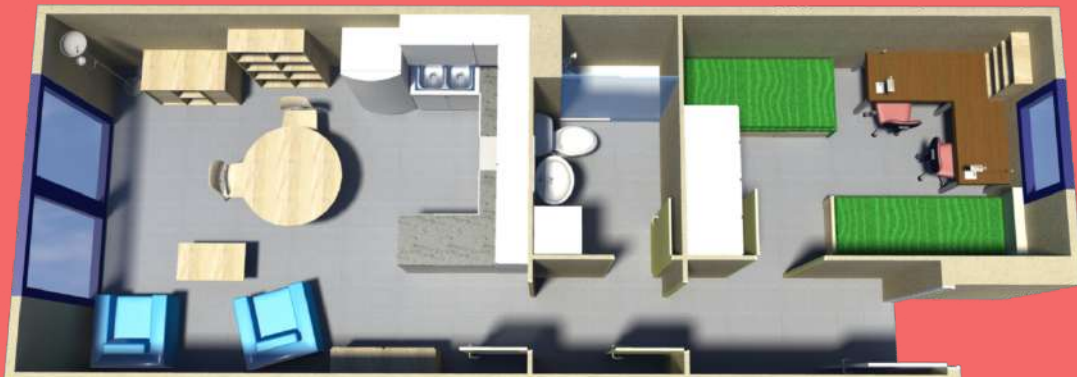
Less than 10 months stays:  
548€/month

## NOT INCLUDED

Electricity and water expenses  
and 23.25€ (community fees)

## INCLUDED

Electricity and water expenses  
and 23.25€ (community fees)



Click on the picture to see more characteristics of the flat

- 40 m<sup>2</sup>
- Living room
- Kitchen
- A double room
- One Bathroom
- Equipped with all the necessary furnitureo

\*The apartments have not bed linen, towels and kitchenware. You can rent it for 14.52 € per month

# SHARED ROOM IN 4 PEOPLE FLAT: TYPE B

10 months stays:  
280€/month

Less than 10 months stays:  
421€/month

## NOT INCLUDED

Electricity and water expenses  
and 23.25€ (community fees)

## INCLUDED

Electricity and water expenses  
and 23.25€ (community fees)



- 76 m<sup>2</sup>
- Living room
- Kitchen
- 2 double rooms
- Bathroom
- Equipped with all the necessary furniture

Click on the picture to see more characteristics of the flat

\*The apartments have not bed linen, towels and kitchenware. You can rent it for 14.52€ per month

# 3 PEOPLE FLAT: TYPE T

10 months stays:  
Single room: 416€/month  
Shared room: 291€/month

Less than 10 months stays:  
Single room: 574€/month  
Shared room: 435€/month

## NOT INCLUDED

**Electricity and water expenses and 23.25€ (community fees)**

## INCLUDED

**Electricity and water expenses and 23.25€ (community fees)**

- 76 m<sup>2</sup>
- Living room
- Kitchen
- 2 rooms (1 individual and 1 twin)
- Bathroom
- Equipped with all the necessary furniture



Click on the picture to see more characteristics of the flat

\*The apartments have not bed linen, towels and kitchenware. You can rent it for 14.52 €per month

# 5 PEOPLE FLAT: TYPE C

10 months stays:

Single room: 359€/month

Shared room: 265€/month

Less than 10 months stays:

Single room: 510€/month

Shared room: 407€/month

## NOT INCLUDED

**Electricity and water expenses and 23.25€ (community fees)**

## INCLUDED

**Electricity and water expenses and 23.25€ (community fees)**



- 101 m2
- Living room
- Kitchen
- 3 rooms (1 single and 2 twins)
- 2 bathrooms
- Adapted for disabled persons
- With all the necessary furniture

Click on the picture to see more characteristics of the flat

\*The apartments have not bed linene, towels and kitchenware. You can rent it for 14.52 € per month

# SINGLE STUDIO OR FOR 2 PEOPLE TYPE D

10 months stays:

Single use: 558€/month  
Shared room: 274€/month

Less than 10 months stays:

Single use: 781€/month  
Shared room: 423€/month

## NOT INCLUDED

**Electricity and water expenses and 23.25€ (community fees)**

## INCLUDED

**Electricity and water expenses and 23.25€ (community fees)**



Click on the picture to see more characteristics of the flat

- 30 m<sup>2</sup>
- Room – Living room
- Kitchen
- Bathroom
- Adapted for disabled persons
- Equipped with all the necessary furniture

\*The apartments have not bed linene, towels and kitchenware. You can rent it for 14.52 € per month

# 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.



## REMINDER

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



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internacional@vilauniversitaria.com



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vilauniversitaria.uab.cat

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