

Halls of Residence Application Process and Tips

Online application for Halls of Residence open on the 1st August. Applications need to be submitted before the 30th September.

Before you begin your application

You need the following information before you start your application: -

Have decided which Halls of residence you want to apply for, you need to do some research around the options and which one is best suited to you. At some universities you can only select one where other universities may ask you to select 3 preferences.

- Contact details of your guardian – name, address, phone number/s and email address
- Your NSN - National Student Number
- Your most recent NCEA academic results (Year 12 NCEA, IB or CIE, or Year 13 results if you have been on a GAP Year).
- Your proposed course or study e.g. Bachelor of Arts etc.

Think about how you may answer the application questions, this template represents the type of questions you can expect.

[Halls of Residence Link](#)

Register online

After the 1st August you can go to the accommodation site of the university you intend to study at. “Apply Now” and register, you will then be emailed a username and password to enable you to save and come back to your application if you need to.

References

In addition to the online application students need to provide a confidential reference from their school. These are usually completed by a teacher, careers advisor, dean or principal. Find out who is writing your reference and the process that you need to undertake to get your reference sent. Please note this is a confidential reference you will not see this reference as it is sent directly to the accommodation at the university you are applying for.

Complete the online request for the Common Confidential Reference (CCRF) before the end of August. [CCRF Form](#) To do this you will need your NSN number.

Your school will need to complete your reference before 15 September. You will get an email to confirm the reference has been sent by the school.

Complete Application before 30th September

It is advisable to have this done by the beginning of September. Applications can be made after the 30th September but you will not be made an offer in the first round which are made around the 10th October. Make sure the application is complete as missing information will delay your application being processed or accepted.

Get someone to proof read your application before you submit your application.

Please note you may be required to pay an application fee by some universities. This is usually payable by a credit card and will be between \$75-100. This must be paid before your application is processed.

Offers

Halls of Residence offers are made between October and February. If you have not been allocated a place in a Halls of Residence in the first round, you will be placed on a waiting list. It is advisable to accept your offer even though it may not have been your first choice. Most students, by the time the university starts in February, do receive an offer but it could take some time until a vacancy becomes available.

If you are still on the waiting list in mid- February, temporary accommodation is often available. Students move in mid-February (you will be given a date). Spaces can become available within the first few weeks after the semester commences.

Pay your deposit

Pay the required deposit as specified in the offer – this can range from \$600-1000. If you do not return your contract by the due date, your contract will expire and your place will be offered to another student. This usually due before the end of October.

Choose payment options

Look through the payment options and discuss with parents, caregivers and whanau how best to manage this? Options include lump sum payments, where the whole year fees are paid in January, quarterly payments, weekly payments etc. Students eligible for a student loan via Studylink. You can receive \$239.76 a week for living costs but you don't have to borrow the full amount. This will not be accessible until end of February once the semester starts.

Accommodation Scholarships

[Canterbury University](#)

[Massey University](#)