



UCAS' ACCOMMODATION SEARCH

helping students find their home from home

WELCOME TO UCAS' ACCOMMODATION SEARCH

It's a fact that accommodation is one of the top influencers when a student is choosing their higher education provider or course (UCAS student insight research 2019/20).

To help you get started, we'll guide you through our simple onboarding process. So, in no time, you can be front of house when prospective students are researching their options. And you'll also be there for your existing students' needs, especially those looking for specific facilities such as wheelchair access.

We're looking forward to having you on board.

WHAT HAPPENS NEXT?

Our team are on hand to help you get the most from our accommodation search, so get in touch at accommodationqueries@ucas.ac.uk if you have any questions. Below, we explain what you can expect from us and what we'll need from you to get you up and running.

Step 1. The paperwork – we'll send you a booking form which clearly shows you:

- > what property listing you have agreed
- > the cost of the property listing
- > our terms and conditions

Step 2. The payment – simply send us your purchase number to accommodationqueries@ucas.ac.uk and we'll send you an invoice.

Step 3. Set up – we'll also send you our uploading guide, which shows you the information and pictures you can include in your listing, including the number and format for your words and images.

You can choose to:

- > upload your accommodation information yourself
- > send it to accommodationqueries@ucas.ac.uk and we'll upload it for you. We'll then send you a link so you can check and approve the information before it goes live.

You'll want your choice of images to reflect your university and college, and the accommodation you have available. But to ensure compliance with our own guidelines, all images and copy should not contain any reference to alcohol, drugs, nudity, gambling, racism or profanity.

In addition, to ensure the quality of the accommodation, we only accept properties which have been accredited by either Universities UK (UUK), The Accreditation Network UK (ANUK), the Association for Student Residential Accommodation (ASRA), or Unipol.

Enhancing your appeal and promoting your facilities

Once your accommodation information is live on the website, all 700,000 prospective students, plus their parents and friends, and existing students will be able to see it and use it as part of their decision-making process. They will be able to link to our accommodation search from the main UCAS site and from a vast array of marketing materials. We'll also be actively promoting UCAS' accommodation search through our exhibitions.

If you have any questions, please contact our team at accommodationqueries@ucas.ac.uk.