

## UCAS's accommodation search

### Data input instructions for Higher Education Providers

It's very straightforward to upload your accommodation information. The building and room checklists below will show you what information you need to collect.

You can choose to:

- upload your accommodation information yourself onto our portal by going to [www.accommodation.ucasmedia.com](http://www.accommodation.ucasmedia.com) . As you cannot save the draft unless all mandatory form fields are correct, you should collect all necessary information shown on the building and room checklists below.
- or email your information to [accommodation@ucas.ac.uk](mailto:accommodation@ucas.ac.uk) and we'll upload it for you. Please complete one per room listing. Allow 2-5 working days for UCAS to upload your listing information; once uploaded UCAS will send you a link of your content to review and approve before being posted live to the site.
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For photos, we recommended an image width of 2500px and a minimum height 920px. Images will be cropped for the image carousel and centred around the focal point. A maximum number of 15 images can be uploaded on each room and building listing. 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.

**Please note:** to ensure the quality of the accommodation, we only accept properties which have been nationally accredited by:

- The ANUK/Unipol Code of Standards for Larger Residential Developments for Student Accommodation Managed and Controlled by Educational Establishments
- The ANUK/Unipol Code of Standards for Larger Developments for Student Accommodation NOT Managed and Controlled by Educational Establishments
- The Universities UK/GuildHE Code of Practice for University Managed Student Accommodation

Alternatively, you may have used a local accreditation company. Please ensure that you include this information on the building form.

## Building information checklist

All copy should be plain text and contain no styling as the text will be styled on the accommodation search website. Paragraph breaks are allowed, but copy shouldn't contain any hyperlinks as these will be removed.

| Field name  | Description            | Information required<br>* indicates a mandatory field   |
|---|------------------------|---|
| Purchase order number*                                    |                        |   |
| Name on Invoice*  |                        |   |
| Invoiced company*   |                        |   |
| Invoiced address*   |                        |   |
| Property name*  |                        |   |
| Property address*   |                        | <ul style="list-style-type: none"> <li>• Street address</li> <li>• Post town</li> <li>• Postcode</li> </ul> |
| General description*                                      |                        | Character limit of 1300.  |
| Location description*                                     |                        | Character limit of 1300.  |
| Associated Higher Education Provider*                     |                        |   |
| Associated campus*  |                        | Add all campuses that apply   |
| Email*  |                        | Your enquiry forms will be sent here.   |
| Phone number*   |                        | Please make sure to begin the phone number with (+44)   |
| URL*  |                        | URL for the specific building on your own site  |
| Terms and conditions                                      |                        | Character limit of 1300.  |
| Indicate what years of study are guaranteed accommodation | Foundation Year        | Tick all that apply   |
|   | First year of study    |   |
|   | Second year of study   |   |
|   | Third year of study    |   |
|   | Fourth year of study   |   |
|   | Postgraduate           |   |
|   | International students |   |
| Indicate what years of study can be shown the listing *   | Foundation Year        | Tick all that apply   |
|   | First year of study    |   |
|   | Second year of study   |   |
|   | Third year of study    |   |
|   | Fourth year of study   |   |
|   | Postgraduate           |   |
|   | International students |   |
| Is this a Private Property associated with your HEP?      |                        | Indicate if there is a nominations agreement with a private provider for this property                      |
| Name of Private Provider                                  |                        |   |

| Features               |                             |                          |                     |
|------------------------|-----------------------------|--------------------------|---------------------|
| Safety and maintenance | Security officer            | <input type="checkbox"/> | Tick all that apply |
|                        | Security alarm              | <input type="checkbox"/> |                     |
|                        | Secure door entry           | <input type="checkbox"/> |                     |
|                        | Controlled access gate      | <input type="checkbox"/> |                     |
|                        | CCTV onsite manager         | <input type="checkbox"/> |                     |
|                        | Daytime on site maintenance | <input type="checkbox"/> | Tick all that apply |
|                        | Daytime on call maintenance | <input type="checkbox"/> |                     |
|                        | 24-hour on-site maintenance | <input type="checkbox"/> |                     |
|                        | 24-hour on call maintenance | <input type="checkbox"/> |                     |
|                        | 24-hour on-call             | <input type="checkbox"/> |                     |
| Mobility features*     | Lifts                       | <input type="checkbox"/> | Tick all that apply |
|                        | Wheelchair access           | <input type="checkbox"/> |                     |
| Rules                  | Single gender property      | <input type="checkbox"/> | Tick all that apply |
|                        | Pet friendly                | <input type="checkbox"/> |                     |
|                        | No under 18s                | <input type="checkbox"/> |                     |
|                        | Co-living                   | <input type="checkbox"/> |                     |
|                        | No alcohol                  | <input type="checkbox"/> |                     |
| Bills & services       |                             |                          |                     |
|                        | Wi-Fi in room               | <input type="checkbox"/> | Tick all that apply |
|                        | Water                       | <input type="checkbox"/> |                     |
|                        | Heating                     | <input type="checkbox"/> |                     |
|                        | Electricity                 | <input type="checkbox"/> |                     |
|                        | Contents insurance          | <input type="checkbox"/> |                     |
|                        | Cleaning service            | <input type="checkbox"/> |                     |
|                        | Cable/satellite TV          | <input type="checkbox"/> |                     |
|                        | Bed linens and towels       | <input type="checkbox"/> |                     |
|                        | Catering                    | <input type="checkbox"/> |                     |
| Additional services    |                             |                          |                     |
|                        | Catered                     | <input type="checkbox"/> | Tick all that apply |
|                        | Communal Wi-Fi              | <input type="checkbox"/> |                     |
|                        | Shuttle bus to university   | <input type="checkbox"/> |                     |
|                        | Property transport          | <input type="checkbox"/> |                     |
|                        | Property shuttle bus        | <input type="checkbox"/> |                     |
|                        | Communal/social events      | <input type="checkbox"/> |                     |
|                        | Free tea/coffee             | <input type="checkbox"/> |                     |
|                        | Linen pack                  | <input type="checkbox"/> |                     |
| Facilities             |                             |                          |                     |
| Laundry facilities*    | None                        | <input type="checkbox"/> | Tick all that apply |
|                        | On-site                     | <input type="checkbox"/> |                     |
|                        | Free on site                | <input type="checkbox"/> |                     |
|                        | Coin laundry on-site        | <input type="checkbox"/> |                     |
| Building facilities    | Recycling                   | <input type="checkbox"/> | Tick all that apply |
|                        | Car parking                 | <input type="checkbox"/> |                     |
|                        | Sky lounge                  | <input type="checkbox"/> |                     |
|                        | Reception                   | <input type="checkbox"/> |                     |

|                   |                       |                          |                     |
|-------------------|-----------------------|--------------------------|---------------------|
|                   | Outdoor area          | <input type="checkbox"/> |                     |
|                   | Communal study area   | <input type="checkbox"/> |                     |
|                   | Entertainment area    | <input type="checkbox"/> |                     |
|                   | Computer lab          | <input type="checkbox"/> |                     |
|                   | Storage units         | <input type="checkbox"/> |                     |
|                   | On-site grocery store | <input type="checkbox"/> |                     |
|                   | Vending machines      | <input type="checkbox"/> |                     |
|                   | Tanning facilities    | <input type="checkbox"/> |                     |
|                   | Spa                   | <input type="checkbox"/> |                     |
|                   | Café                  | <input type="checkbox"/> |                     |
|                   | Hot tub               | <input type="checkbox"/> |                     |
|                   | Cinema                | <input type="checkbox"/> |                     |
|                   | BBQ                   | <input type="checkbox"/> |                     |
|                   | Karaoke room          | <input type="checkbox"/> |                     |
|                   | Wellness room         | <input type="checkbox"/> |                     |
| Sports facilities | Bike storage          | <input type="checkbox"/> | Tick all that apply |
|                   | Bike rental           | <input type="checkbox"/> |                     |
|                   | Gym                   | <input type="checkbox"/> |                     |
|                   | Volleyball court      | <input type="checkbox"/> |                     |
|                   | Swimming pool outdoor | <input type="checkbox"/> |                     |
|                   | Swimming pool indoor  | <input type="checkbox"/> |                     |
|                   | Bowling alley         | <input type="checkbox"/> |                     |
|                   | Surfboard storage     | <input type="checkbox"/> |                     |
|                   | Basketball court      | <input type="checkbox"/> |                     |

## Room information checklist

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| Field name                   | Description                    | Information required   |
|------------------------------|--------------------------------|--|
| Purchase order number*       |                                |  |
| Name on Invoice*             |                                |  |
| Invoiced company*            |                                |  |
| Invoiced address*            |                                |  |
| Room label/name*             |                                |  |
| Occupancy*                   | Private flat/studio            | Tick all that apply  |
|                              | Private bedroom                |  |
|                              | Shared bedroom                 |  |
| Bathroom*                    | Private bathroom               | Tick all that apply  |
|                              | Shared bathroom                |  |
| Kitchen*                     | Private kitchen                | Tick all that apply  |
|                              | Shared kitchen                 |  |
| Bed size*                    | Single                         | Tick all that apply  |
|                              | Three quarters or small double |  |
|                              | Double bed                     |  |
| Number of beds in bedroom*   |                                | Number   |
| Number of beds in unit/flat* |                                | Number   |
| Room size                    |                                | Number of square metres  |
| Wheelchair access*           |                                | Yes/No button  |
| URL*                         |                                | URL for the specific room on your own site                           |
| Associated building*         |                                | Name of building that this room is within that is listed on our site |
| Description*                 |                                | Character limit of 1300.   |
| Contracts available          | Price per week*                | You can list multiple contract lengths & associated prices           |
|                              | Contract length in weeks*      |  |
|                              | Date available from            |  |
| <b>Features</b>              |                                |  |
| Room features                | Wardrobe                       | Tick all that apply  |
|                              | Chair                          |  |
|                              | Bedside table                  |  |
|                              | Mirror                         |  |
|                              | Curtains/blinds                |  |
|                              | Shelving                       |  |
|                              | Wifi                           |  |
|                              | Desk/study area                |  |
|                              | Door lock                      |  |
|                              | Sink                           |  |
|                              | Television                     |  |
| Air conditioning             |                                |  |
| Furnishing options*          | Furnished                      | Tick all that apply  |

|                    |                          |  |                     |
|--------------------|--------------------------|--|---------------------|
|                    | Furnished additional fee |  |                     |
|                    | Unfurnished              |  |                     |
| Unit/Flat features | Cleaning service         |  | Tick all that apply |
|                    | Laundry facilities       |  |                     |
|                    | Iron                     |  |                     |
|                    | Ironing board            |  |                     |
|                    | Fridge                   |  |                     |
|                    | Freezer                  |  |                     |
|                    | Oven                     |  |                     |
|                    | Microwave                |  |                     |
|                    | Mop & bucket             |  |                     |
|                    | Dustpan & brush          |  |                     |
|                    | Stools                   |  |                     |
|                    | Toaster                  |  |                     |
|                    | Kettle                   |  |                     |
|                    | Noticeboard              |  |                     |
|                    | Vacuum cleaner           |  |                     |
| Single gender flat | Male only                |  | Tick all that apply |
|                    | Female only              |  |                     |
| Rules              | Pet friendly             |  | Tick all that apply |
|                    | No under 18s             |  |                     |
|                    | Family friendly          |  |                     |
|                    | No alcohol               |  |                     |
|                    | Vegetarian               |  |                     |