

## Applying for housing at Uppsala University Housing Office (UUHO)

### How do I apply for housing at UUHO?

1. You will receive an **online-link from your receiving department** at Uppsala University.
2. The online-link goes to the **online housing application**. The application form is open:  
November 15<sup>th</sup> – November 30<sup>th</sup> (Spring)  
May 15<sup>th</sup> – May 31<sup>st</sup> (Autumn)
3. **Fill out the online form** and click “Submit”. You can choose your preferred housing areas in your application, but we do not guarantee housing in one of these areas. When we receive your application a confirmation E-mail is sent to your stated e-mail address.
4. Housing Offers will be sent out by E-mail from UUHO **earliest**:  
December 5<sup>th</sup> (Spring)  
June 5<sup>th</sup> (Autumn)
5. Your housing offer contains an internet-link that leads to your Leasing Agreement. **Click the link** and you will see your agreement in your browser.
6. Make sure you **read your Leasing Agreement carefully** – choose your arrival date - then **sign** by clicking “Yes” or “No”. This Leasing Agreement is legally binding and by signing it you accept the details in the agreements as well as the terms of condition. You are liable to pay rent for your entire contract period regardless of your arrival date.

**Yes** – Your booking is confirmed and a confirmation E-mail is sent to your E-mail address.

**No** – Your booking is cancelled and a cancellation E-mail is sent to your E-mail address.

**The deadline for signing your leasing agreement is stated in the e-mail** (we suggest that you respond as soon as possible). If we haven't received your response on the deadline, we will cancel your reservation and offer your room to another student.

7. Attached to the E-mail are also two important documents: **Housing guide** (information about your offered accommodation) and **Arrival information**. Make sure to read these two documents carefully and save them for future reference.

**Recommended arrival dates for Autumn 2017 are August 17<sup>th</sup>-18<sup>th</sup> (9:00 am – 7:00 pm).**

### What happens after my housing is confirmed?

After you have received your E-mail confirmation your leasing agreement is effective and you don't need to provide us with any other information before check in.

### How do I change my housing application?

For any changes you wish to apply to your application, send an E-mail to: [info@housingoffice.se](mailto:info@housingoffice.se)

### I'm not coming to Uppsala anymore, or I found somewhere else to stay

If you decide to cancel the offered housing, you must notify UUHO as soon as possible. Send an E-mail to [info@housingoffice.se](mailto:info@housingoffice.se) . If you cancel your reservation less than one month before the contract begins, you will be invoiced for the first rent.

**IMPORTANT!** UUHO only offers full-term contracts. However, should you have academic reasons for a contract shorter than 4 months, UUHO will try to meet your request. Short contracts can only be set for full calendar months, for example a requested stay from: 18 September-7 November will mean that you pay rent for three full months if UUHO is able to offer you a short-term contract.