



**Copenhagen
Business School**
HANDELSHØJSKOLEN

Application and Allocation Manual

for Housing Applicants

Table of Contents

Application and Allocation Manual	3
Important information to Housing Applications	3
Important things to know – BEFORE you start	3
How to complete the Application Form	3
Student Residence Priority List	4
Getting a room allocation	4
System Constraints and Criteria	6
When you have locked (accepted) your allocation	6
Cooling off period (14 days)	6
Payment deadline and payment instructions	7

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Application and Allocation Manual

This Application and Allocation Manual has been put together for CBS Housing applicants (hereinafter referred to as “you”) to ensure a smooth application process. It is therefore very important that you read – and if necessary, print - this **Application and Allocation Manual**, before you start the application process.

Important information to Housing Applications

- You may only register one Housing Application. The system will block any applicant applying multiple times.

How to complete the Application Form

You will receive an e-mail in your CBS e-mail account with a link to the online housing application process.

- Follow the instructions at every stage of the application process.
- Your email address must be one you will have access to at all times.
- You will be asked to enter a User ID and Password.

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Student Residence Priority List

Please prioritize the student residences according to the numbers shown (where 1 is your first priority, 2 your second priority etc.);

- Select 'Room Occupancy' (single, shared or no preference);
- Select 'Room Size' (small, medium or large);

Special Needs

1 If you have any special needs, you will need to contact the CBS Housing Department at housing.intoff@cbs.dk after you have finalized your housing application.

Getting a room allocation

1 You have now completed your personal information and your preferences/priorities in the Housing Application process. To submit your preferences, click 'Continue';

2 Click 'Continue' and the system will direct you to 'Accept Allocation';

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4. The system automatically allocates you a room according to your gender, your student residence priority list and your room occupancy and size preferences;

5. Kindly note: Once the system allocates you a room, you have 30 minutes to accept it; If you do not accept the allocation within 30 minutes, you will lose the allocation. In that case, you will be directed to 'Student Residence Priority List'. You can either re-submit your current preferences and priorities, or you can change your priorities and preferences in order to get another residence/room, if available);

6. The system has an automatic time-out-function; click "OK" at times to keep the session active in the browser. If you are logged out by the system, sign in again using your user name and password;

7. If you do not want to accept the allocation, you can re-submit your priority list (you must change your priorities and preferences; switch your first and second priorities etc.), to get a new room allocation;

8. The system allocates rooms on a first-come, first-served basis;

11. If you want to lock (accept) your allocation, click 'Yes' and then 'Continue';

12. An allocation will be cancelled if the reservation confirmation is not received on time.

System Constraints and Criteria

1 Only same gender (male or female) will share a room. Only same gender (male or female) will share a bathroom (refers to two person bathrooms only); 2 In order to ensure a reasonable distribution of nationalities at any one student residence, the system will balance and mix the intake of nationalities; 3 In order to have a 50/50 mix of female and male students at any one student residence, the system will balance the intake based on gender; 4 The system will always try to allocate you a room based on your preferences (room size, priority list, room occupancy etc.) which you submitted at the beginning of the application process.

When you have locked (accepted) your allocation

- 1 Print your reservation confirmation;
- 2 Date and sign it, and send it by e-mail (rental.intoff@cbs.dk) to the CBS Housing Department within 48 hours, or you may lose your allocation;
- 3 Please contact the CBS Housing Department at housing.intoff@cbs.dk, if you do not receive a confirmation within 6 days, but please be patient as we receive hundreds of reservation confirmations in a very few days.

Cooling off period (14 days)

- 1 When you receive confirmation that we have received your reservation confirmation, you have a cooling-off period of 14 days.
- 2 Within the cooling-off period you may cancel your housing reservation confirmation without penalty payment;
- 3 After the cooling-off period ends, you are legally liable for payment of the full reservation confirmation amount.

Payment Deadline and Payment Instructions

- 1 The payment deadline and the first instalment payment are listed on page 3 of your reservation confirmation;
- 2 The payment instructions are listed on page 4 of your reservation confirmation;
- 3 Only payment by international bank (wire) transfer is possible;
- 5 The information required to make a bank (wire) transfer is listed on page 4 of your reservation confirmation. Please note; it is imperative that the text field on page 4 of your reservation confirmation, for example: **44280-Soria-403-917** is included with your transfer. The text field identifies the transfer according to a unique Student ID (e.g 44280), your last name (e.g. Soria), your allocated room number (e.g. room number 403) and the student residence ID (e.g. 917 = Kathrine Kollegiet). If you forget the text field identifier, your payment cannot be registered.