

## Priority Room Allocation Guide

The University of Liverpool has some of the best accommodation options around for students who might need a priority room allocation due to a medical condition. From larger ensuite rooms to ground-floor, easy access rooms to studio apartments with adjoining carer accommodation - we can help you find the perfect place to call home whilst you study here at the University.

In order for us to try and find you the most suitable room, please make sure you follow these steps...

### 1. Research our halls of residence

- Have a look at the available halls and locations for your student type.
- Check which room types are available at each hall – make sure it meets your requirements.
- Think about the location – some of our halls are a short bus journey away from the main campus. This may not be suitable for everyone.
- Make contact with the [Disability Support Team](#) “DST” if you need further support

### 2. Complete your accommodation application

- So that we know you are intending to stay in University accommodation, we need an [application from you](#).
- The application is to be completed online – once you have an offer to study at the University, you will be emailed an invitation to apply. This will contain all the information you need to apply including the link to the application, your University ID number which starts with ‘20.....’ and instructions on setting your PIN.
- If you require a priority room allocation, you will need to select ‘yes’ when asked if you have a medical condition. You will then be asked for a brief description.
- To accompany your application, you will also need to complete a [Medical Evidence Template](#) (see step 3).
- You will need to make three preferences of accommodation, including the most suitable room type/location as preference 1. If you are submitting a priority allocation request, we will always try our best to offer your 1<sup>st</sup> choice.

### 3. Complete your medical evidence template

- To ensure that you have full access to the support you need, we ask that you fill in the [medical evidence template](#).
- This needs to be completed and signed/stamped by your GP/consultant.
- The medical evidence template provides a chance to explain any specific requirements for your accommodation – This could be anything such as needing an ensuite room or needing an adapted room with an adjoining carer’s flat.

### 4. Return your medical evidence template

The medical evidence template needs to be returned to the Accommodation Office no later than the 1<sup>st</sup> August in the year that you are starting University to be considered for a priority room allocation. You can return via email to [accommodation@liverpool.ac.uk](mailto:accommodation@liverpool.ac.uk)