

How to apply for housing at Maastricht University for the duration of the Pre-Academic Training (PAT) and/or your first year of studies in Maastricht?



# Pre-Academic Training

Summer 2019

[www.maastrichtuniversity.nl/pat](http://www.maastrichtuniversity.nl/pat)

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Should you have questions at any point during your housing application, please check the FAQ part of their website and/or send them an email at [info@maastrichthousing.com](mailto:info@maastrichthousing.com).



**Option 1:** stay at the UM Guesthouse during the Pre-Academic Training only (and find your own place to live after PAT)

• **Step 1: Join Maastricht Housing:**

- Go to <http://www.maastrichthousing.com/Subscribe.html>.
- Select 'I am a student'.

Membership & information:

- Select 'Maastricht Summer School' as your institution.
- Select 'Summer School' as your student type.
- Select your preferred type of housing.
- Click 'Next step >' at the bottom of the page.

Personal data:

- Fill in all of your personal details:
  - UM student ID number
  - Initials (first letter of your first name and, if available, first letter of your middle name(s))
  - First, middle and last name
  - Date of birth
  - Gender
  - Home address
  - Nationality
  - Email address
  - Phone and mobile phone numbers
  - If you are a professional athlete or if you have a specific medical condition, please select the right data in the drop down menu and attach proof by uploading a file. *If you are not a professional athlete*

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*or if you don't have a medical condition, you can disregard this step.*

- Click 'Next step >' at the bottom of the page.

**Confirm:**

- Check that all the information you entered is correct. If you need to change anything, click on the pencil on the right-hand-side of the topic you wish to adjust, make the correction, and click 'Next step >' at the bottom of the page.
- Once all of your data is correct, click 'Submit subscription >' at the bottom of the page.
- You will receive an automated email confirming that you are now a 'candidate member of Maastricht Housing'. Your membership will be activated as soon as Maastricht Housing receives the membership fee of €35.

*N.B. Please note that this email contains your **logon code** and **password** which you will need for login in on the website in the future.*

**Payment:**

- Once you've confirmed and submitted your application (see previous step) you will be taken to a payment screen.
- Select the payment method of your choice to pay the €35 registration fee and click on 'Proceed to our payment partner'.
- Proceed with the payment as requested.

*N.B. Should you not be able to complete the payment step straight away, you can always log back in your Maastricht Housing account at a later stage using the logon code and password stated in your membership confirmation email. Once you've logged in, select 'My membership' in the left-hand-side menu, select your payment method and click 'Proceed to our payment partner'.*

• **Step 2: View the housing options available to you:**

- Log into your Maastricht Housing account by using the logon code and password stated in your membership confirmation email. Once you've logged in, select 'MyHousing' in the left-hand-side menu and click on 'Go to the results! >' in the 'Available housing' box.

• **Step 3: Choose the housing of your choice :**

- Please note that all students staying at the UM Guesthouse for the duration of PAT only will all be housed in the C-building or the P-building in the main Guesthouse facility (address: Brouwersweg 100, 6216 EG Maastricht). You can see the distance between that address and each faculty of Maastricht University on the 'Location' tab of each room option.

• **Step 4: Select the housing of your choice:**

- Once you've picked the room-type of your choice, select it by clicking on its picture.
- Go to the 'Prices and reservations' tab of the housing of your choice.

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- Fill in the dates for which you want to reserve your room (Wednesday 31-jul-2019 → Friday 16-aug-2019).
  - Check that the total amount of days and the rates make sense.
  - Read the contract conditions.
  - Click on 'Reserve this housing now!'
- **Step 5: Confirm your reservation by paying your rent:**
    - Follow the instructions to pay the full rent of your stay at the Guesthouse. You can choose one of the following payment methods:
      - iDEAL
      - PayPal
      - Money transfer
      - GiroPay

Should you wish to pay using a Credit Card, you can do so by linking it to PayPal. Instructions are provided on how to proceed.

N.B. Please note that your room reservation will only be officially confirmed once Maastricht Housing has received your payment.

- **Step 6: Receive confirmation of your room rental:**
  - Once you have paid for the rent of your complete stay you will receive a confirmation from Maastricht Housing.

Congratulations on organising your accommodation for PAT! 😊



**Option 2:** stay at the UM Guesthouse during the Pre-Academic Training as well as for the rest of the academic year 2019-2020 (11 or 12 months in total)

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**Please note that there is a limited amount of rooms available for this option and that spots will be given out on a first-come, first-served basis.**

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• **Step 1: Join Maastricht Housing:**

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- Select 'I am a student'.

Membership & information:

- Select 'Maastricht Summer School' as your institution.
- Select 'Summer School' as your student type.
- Select your preferred type of housing.
- Click 'Next step >' at the bottom of the page.

Personal data:

- Fill in all of your personal details:
  - UM student ID number
  - Initials (first letter of your first name and, if available, first letter of your middle name(s))
  - First, middle and last name
  - Date of birth
  - Gender
  - Home address
  - Nationality

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- Email address
- Phone and mobile phone numbers
- If you are a professional athlete or if you have a specific medical condition, please select the right data in the drop down menu and attach proof by uploading a file. *If you are not a professional athlete or if you don't have a medical condition, you can disregard this step.*
- Click 'Next step >' at the bottom of the page.

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- **Step 4: Select the housing of your choice:**
  - Once you've picked the room-type of your choice, select it by clicking on its picture.
  - Go to the 'Prices and reservations' tab of the housing of your choice.
  - Fill in the dates for which you want to reserve your room (Wednesday 31-jul-2019 → Friday 16-aug-2019).
  - Check that the total amount of days and the rates make sense.
  - Read the contract conditions.
  - Click on 'Reserve this housing now!'
  
- **Step 5: Confirm your reservation by paying your rent:**
  - Follow the instructions to pay the full rent of your stay at the Guesthouse. You can choose one of the following payment methods:
    - iDEAL
    - PayPal
    - Money transfer
    - GiroPay

Should you wish to pay using a Credit Card, you can do so by linking it to PayPal. Instructions are provided on how to proceed.
  
- **Step 6: Receive confirmation of your room rental:**
  - Once you have paid for the rent of your complete stay you will receive a confirmation from Maastricht Housing.
  - Congratulations on organising your accommodation for PAT! 😊
  
- **Step 7: Change your Maastricht Housing profile to reflect your Bachelor's/Master's student status:**
  - Send a quick email to [info@maastrichthousing.com](mailto:info@maastrichthousing.com) with the following text (please select *Bachelor's* or *Master's* depending on the studies you are about to start and fill in your name and student ID number):

*"Dear Maastricht Housing team, I have booked my accommodation for the duration of PAT and would now like to reserve a room for the rest of the academic year (for 11 or 12 months). Would you be so kind to change my student status to **Bachelor's/Master's student** so that I can proceed with my room reservation? My name is ... and my student ID is ... . I look forward to hearing back from you soon."*
  
- **Step 8: Choose the housing of your choice:**
  - Please note, when selecting the housing of your choice, that the different faculties and schools of Maastricht University are spread throughout the whole city. This is also the case for UM Guesthouse locations. It is therefore important that you check the location of your studies and the location of your housing to make sure you feel comfortable with the distance between them. The Maastricht Housing website lists the distance between each housing location and each faculty. You can find this information on the 'Location' tab of each housing option.

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- **Step 9: Select the housing of your choice:**
  - Once you've picked the room-type of your choice, select it by clicking on its picture.
  - Go to the 'Prices and reservations' tab of the housing of your choice.
  - Fill in the dates for which you want to reserve your room (Friday 16-aug-2019 – date of your choice 11 or 12 months later).
  - Check that the total amount of days and the rates make sense.
  - Read the contract conditions.
  - Click on 'Reserve this housing now!'

- **Step 10: Confirm your reservation by paying your last month's rent:**
  - Follow the instructions to pay the last month's rent of your stay. You can choose one of the following payment methods:
    - iDEAL
    - PayPal
    - Money transfer
    - GiroPay

Should you wish to pay using a Credit Card, you can do so by linking it to PayPal. Instructions are provided on how to proceed.

N.B. Please note that your room reservation will only be officially confirmed once Maastricht Housing has received your payment.

- Once you have paid for your last month's rent you will receive a confirmation from Maastricht Housing.

Congratulations on organising your own accommodation for the duration of the PAT programme and your first academic year at Maastricht University! 😊



### **Option 3:** organise your own accommodation for PAT and for the rest of the academic year

- **Step 1: Join Maastricht Housing:**

- Go to <http://www.maastrichthousing.com/Subscribe.html>.
- Select 'I am a student'.

Membership & information:

- Select 'Maastricht University' as your institution.
- Select the faculty you will be studying at during your Bachelor's or Master's programme.
- Select 'Regular' as your student status.
- Select 'Bachelor' or 'Master' depending on what applies to you.
- Select 'Housing corporation' and/or 'Private market' as housing options, as well as whether you are interested in a furnished or unfurnished place depending on your preference.
- Click 'Next step >' at the bottom of the page.

Personal data:

- Fill in all of your personal details:
  - UM student ID number
  - Initials (first letter of your first name and, if available, first letter of your middle name(s))
  - First, middle and last name
  - Date of birth
  - Gender
  - Home address

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- Nationality
  - Email address
  - Phone and mobile phone numbers
  - If you are a professional athlete or if you have a specific medical condition, please select the right data in the drop down menu and attach proof by uploading a file. *If you are not a professional athlete or if you don't have a medical condition, you can disregard this step.*
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Confirm:

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- Fill in the dates for which you want to reserve your room.
- Check that the total amount of days and the rates make sense.
- Read the contract conditions.
- Click on 'Reserve this housing now!'

- **Step 5: Confirm your reservation by paying your last month's rent:**

- Follow the instructions to pay the last month's rent of your stay at the Guesthouse. You can choose one of the following payment methods:
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- **Step 6: Receive confirmation of your room rental:**

- Once you have paid for your last month's rent you will receive a confirmation from Maastricht Housing.

Congratulations on organising your own accommodation for the duration of the PAT programme and your first academic year at Maastricht University! 😊