

Check-In Guidelines

Arrival Planning:

To facilitate a smooth check-in process, please plan your flights and travel arrangements to ensure you can check in **during our office hours**.

Monday to Friday: 08:00 to 17:00

Book your Check-In date & time:

Login to your Student Portal and select Move-In Date to book your Check-In.

Timely Arrival:

Punctuality is vital to maintaining our schedule and respecting the time slots of the next residents. Please aim to arrive promptly at your scheduled check-in time.

Assigned Room:

Residents are required to move into the room specified in their lease agreement.

Furniture Restrictions:

No additional furniture is allowed to be brought into the residence. Please note that our rooms are furnished according to our standards, and additional furnishings can disrupt the living space and potentially violate the terms of your lease agreement.

Guest Registration: If you plan to have guests during your stay, please follow visitor protocols. The same rules apply as those of the University Residence - the unit is for residents only, and strict sleepover rules will apply.

Key and Access Card: Upon check-in, you will receive your front door key / have biometrics programmed, access card (if applicable), and any other necessary items. Please keep these items secure and return them at the end of your lease term.