



Accommodation, Catering and Events Accommodation Transfer Process

The accommodation transfer process offers residents the opportunity, where vacancies are available, to transfer to alternative accommodation within the University of Edinburgh's owned or managed accommodation.

Transfers are only possible where suitable vacancies exist and most commonly are not authorised until after an initial settling in period and we have confirmation on the available vacancies, unless there are exceptional personal or medical reasons.

Whilst students are waiting for a transfer, they will be offered support from the Residence Life team to offer support for the challenges they are experiencing.

Applying for a transfer

Students who would like to transfer can apply via the MyAccommodation Hub on MyEd

In the request, students should outline the reason(s) they want to move and detail their requirements and preferences.

Reviewing transfers

The allocations team review transfer requests alongside accommodation vacancies daily (Monday-Friday).

Where there are exceptional grounds, these will be shared with the Residence Life team who may ask for further supporting evidence or reach out to you to discuss your circumstances and available support in more detail.

Next steps

Once requests have been reviewed, they will be reviewed alongside current vacancies and other transfer requests to see if the request can be met.

Once a suitable option is available the allocations team will contact the student with an option to transfer, giving a form which allows the student to view the room before transferring. If the student wishes to proceed, they will be able to accept the transfer off on the MyAccommodation channel on MyEd. You will have 48 hours to accept the offer.

If a student rejects the offer, you can either choose to remain on the waiting list for another room, or choose to stay where you are and come off the waitlist.

Periodically whilst on the transfer list, allocations will contact you to confirm if you would like to remain on the list or be removed if you have now changed your mind.

Occasionally, if it is not possible to transfer you during semester one you may be offered the opportunity to move in semester two.

If you are doing this and may be leaving the accommodation over the winter break to return home or travel, you will either need to return on the January arrivals transfer date (this will be communicated to you) or you will need to empty your room before winter break and then collect the key for your new room on your return.

There is a £25 administration charge to transfer accommodation.



It should also be noted that there is unfortunately no way for us to tell you 'What number' or 'where you are' on the transfer list as this is not based on when people apply but on whether there is a vacancy available for you. For that reason, we encourage you to be open, and provide as much information and options as possible to increase your chances that something suitable does arise.