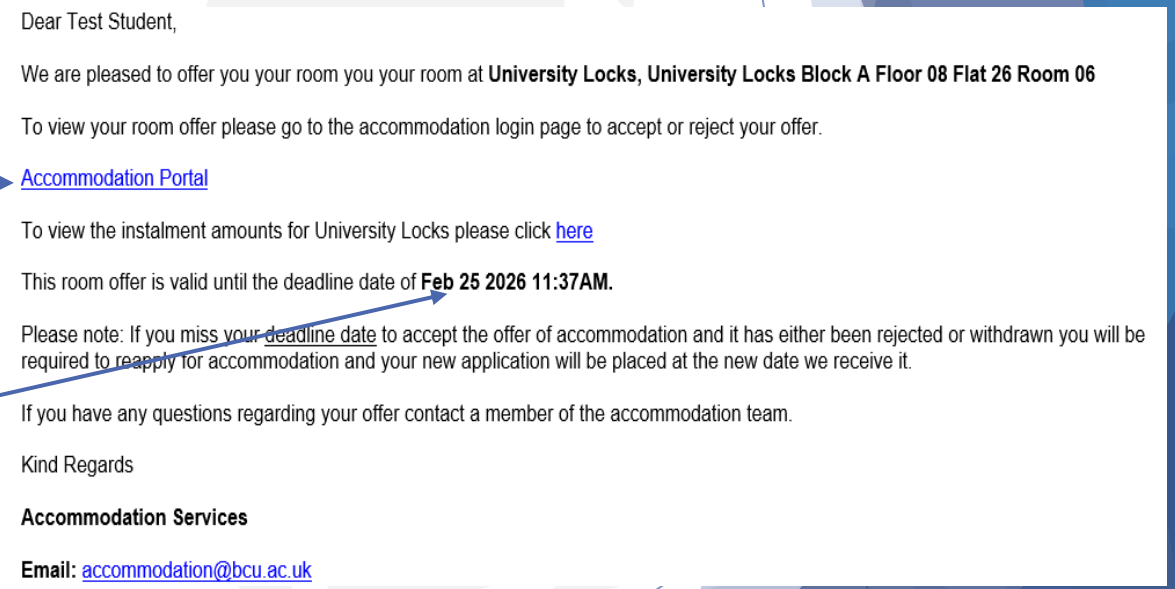
University Locks Room Offer Acceptance Process 2026-27

BIRMINGHAM CITY University



1. Room Offer Email

- You will receive a room offer email with the link to login to the Accommodation Portal (please also check junk/spam mail).
- Click on the link to access the portal.
- The email also includes your room offer deadline date you need to accept by.



Dear Test Student,

We are pleased to offer you your room you your room at **University Locks, University Locks Block A Floor 08 Flat 26 Room 06**

To view your room offer please go to the accommodation login page to accept or reject your offer.

Accommodation Portal

To view the instalment amounts for University Locks please click here

This room offer is valid until the deadline date of **Feb 25 2026 11:37AM.**

Please note: If you miss your deadline date to accept the offer of accommodation and it has either been rejected or withdrawn you will be required to reapply for accommodation and your new application will be placed at the new date we receive it.

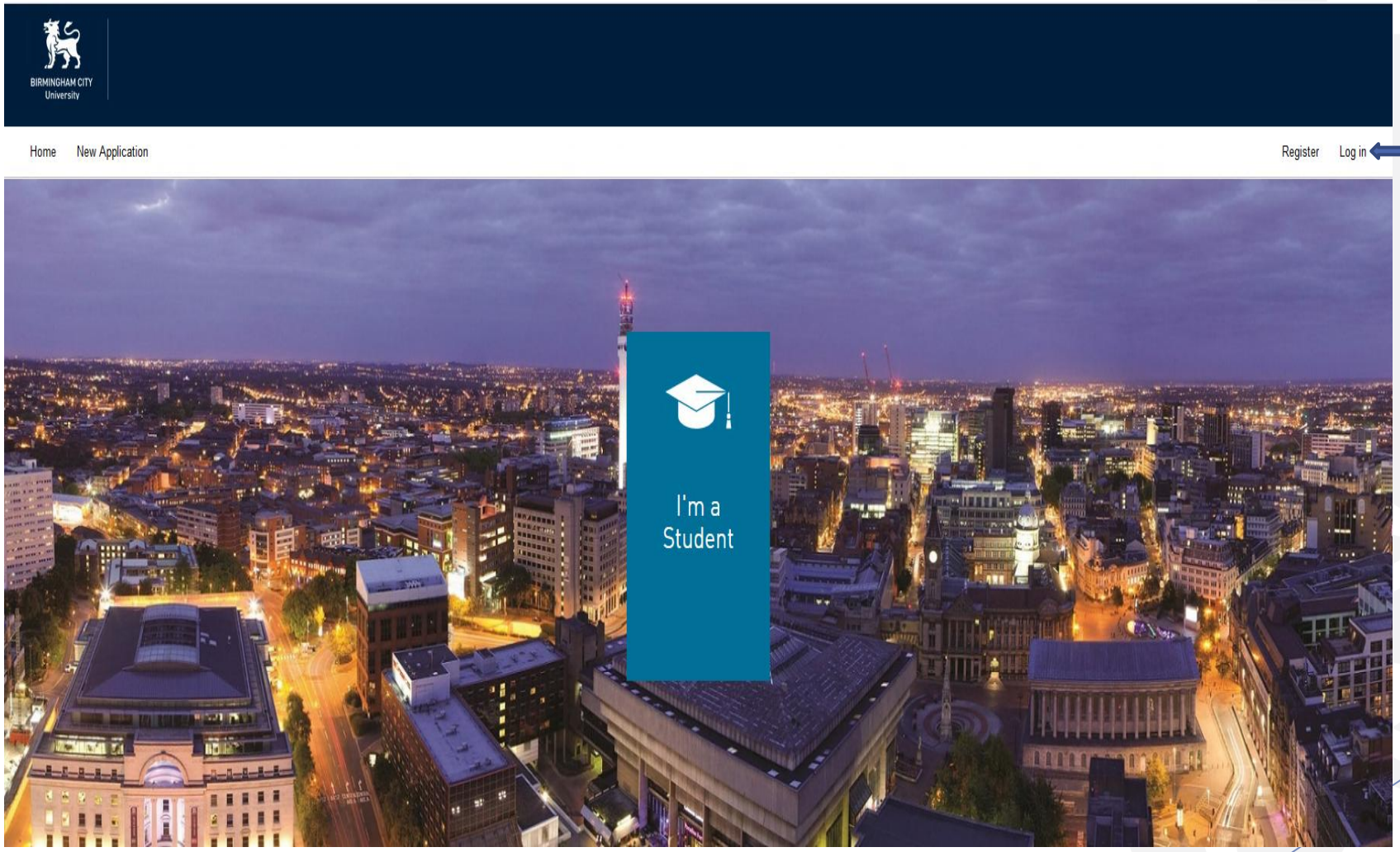
If you have any questions regarding your offer contact a member of the accommodation team.

Kind Regards

Accommodation Services

Email: accommodation@bcu.ac.uk

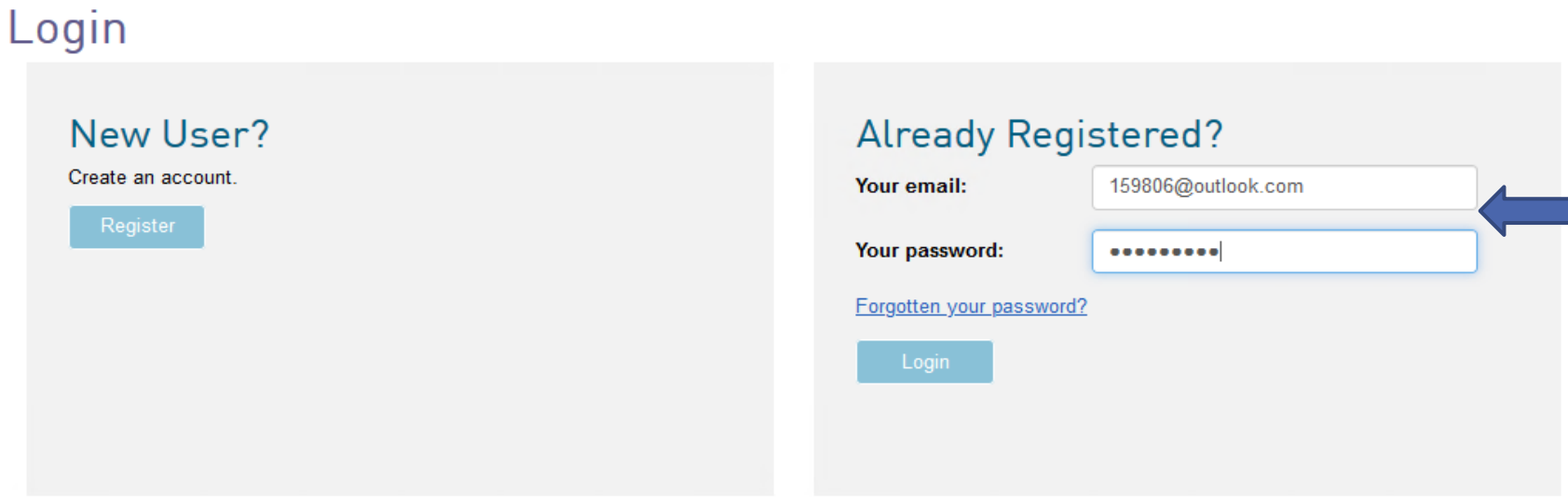
2. Login to portal



Select ‘Log in’

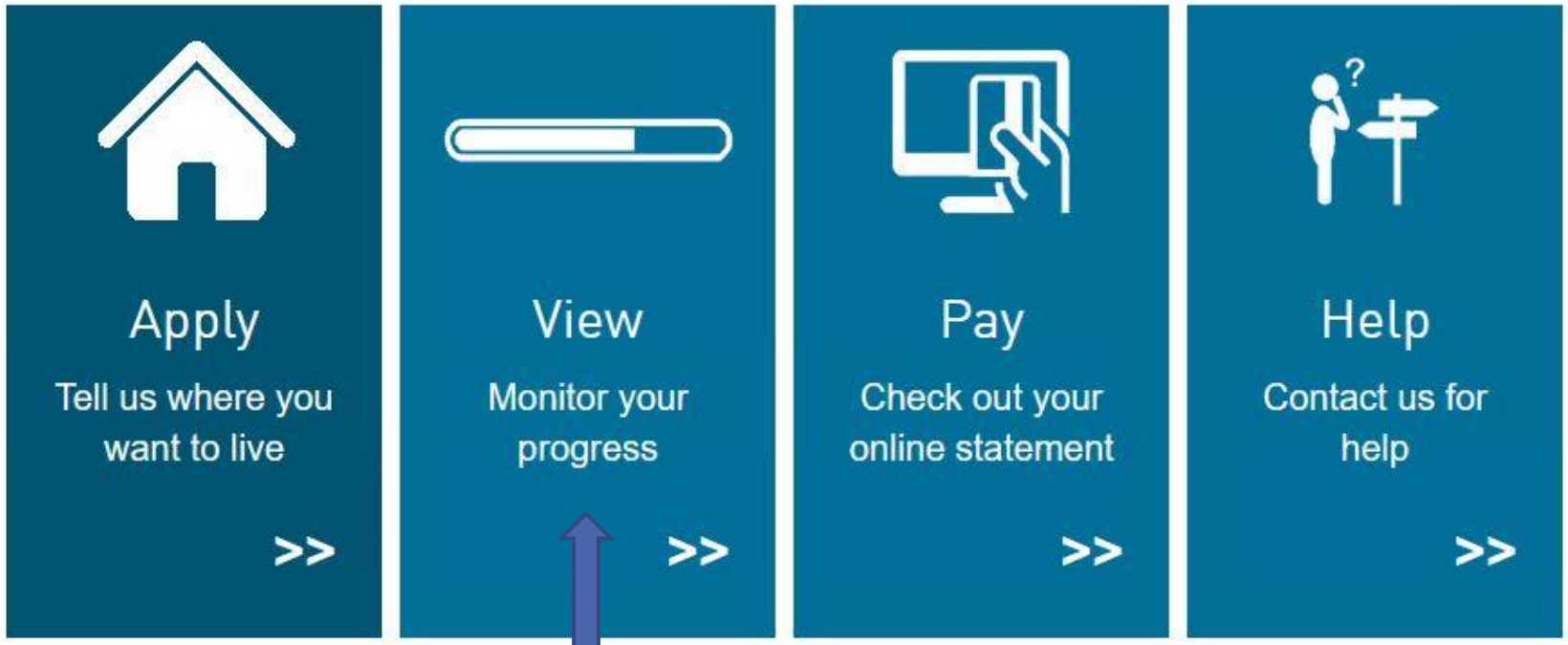
3. Enter login details

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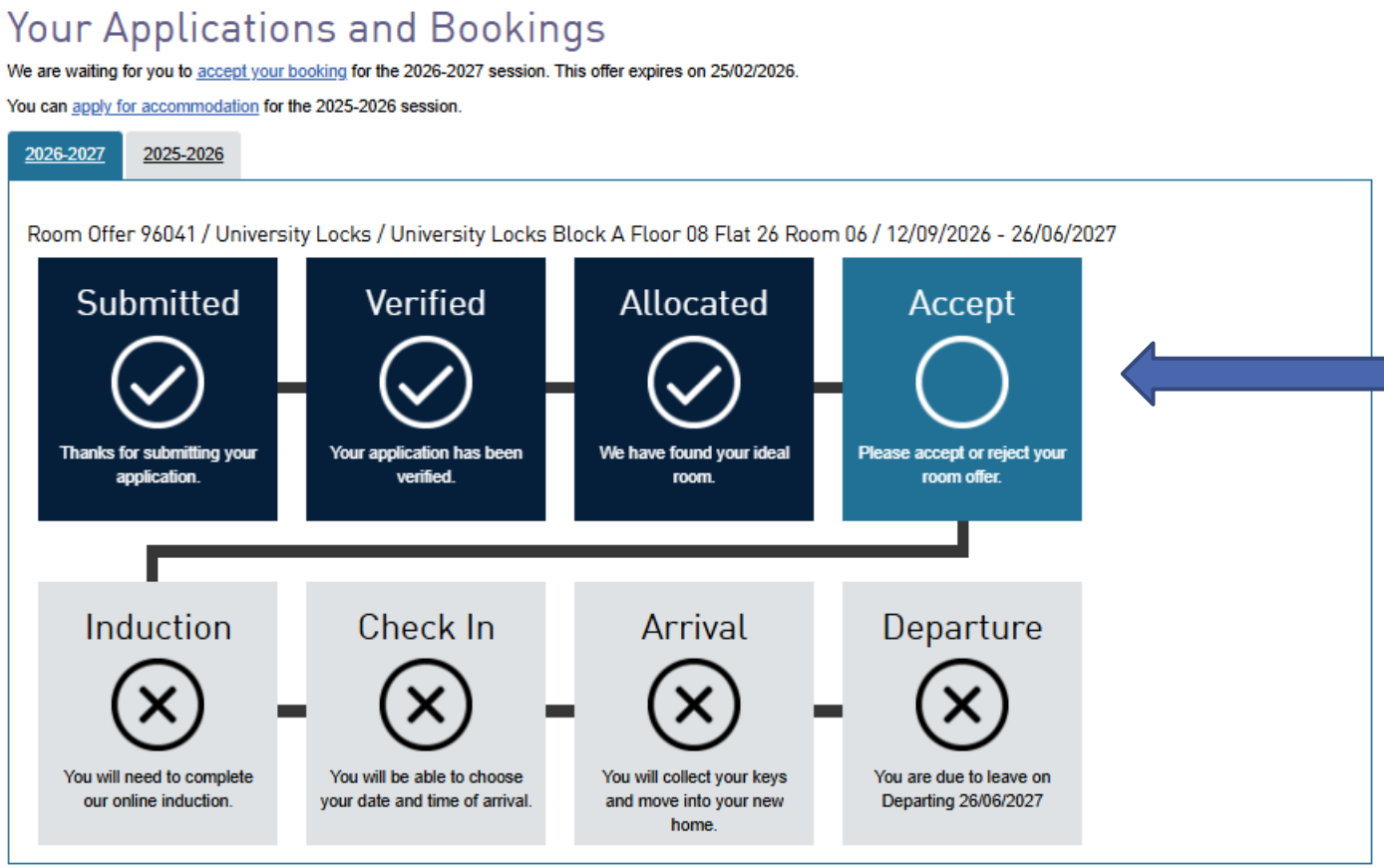


Enter login email and password

4. View the Room Offer

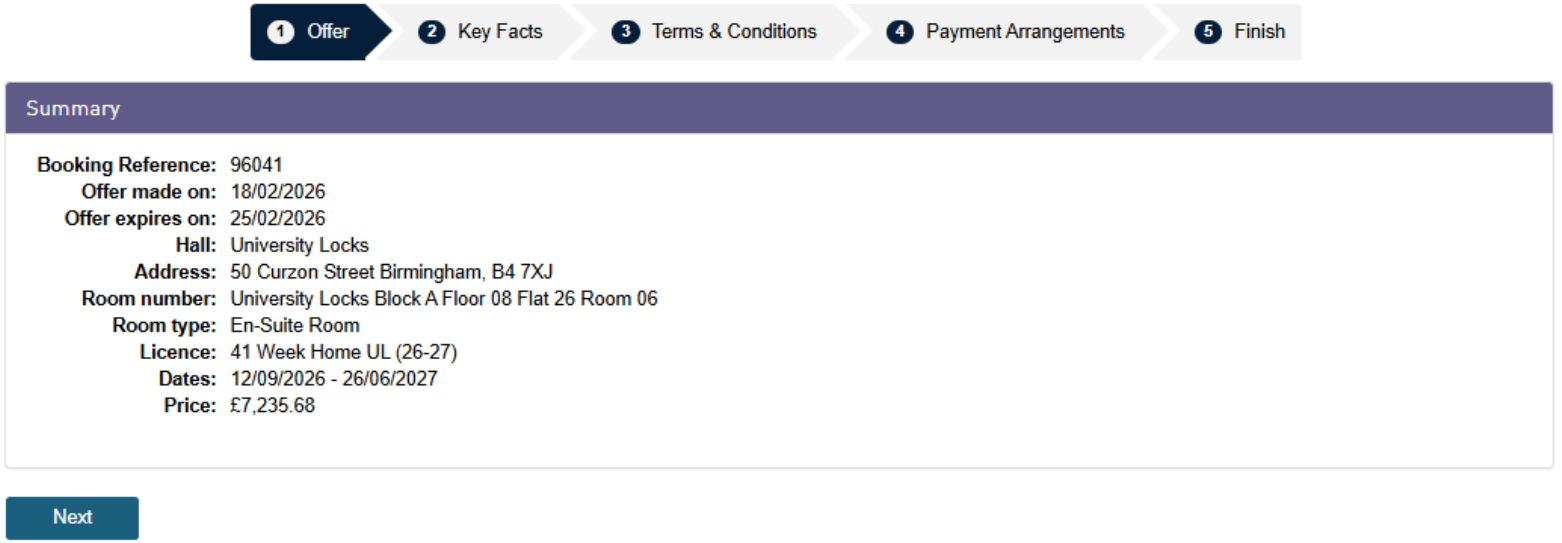


5. View room details



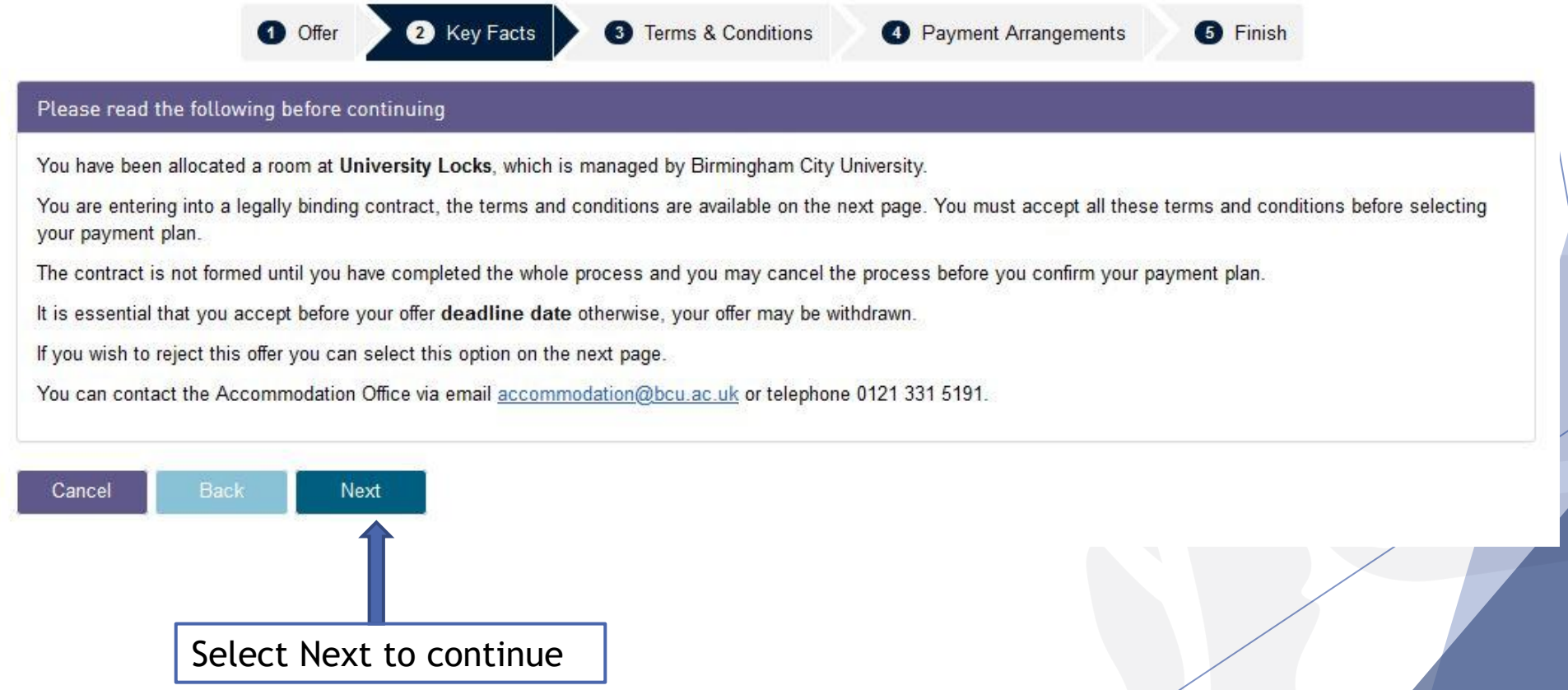
Click on ‘Accept’ to view your offer

6. View your room offer



Select ‘Next’ to continue

7. The Key Facts

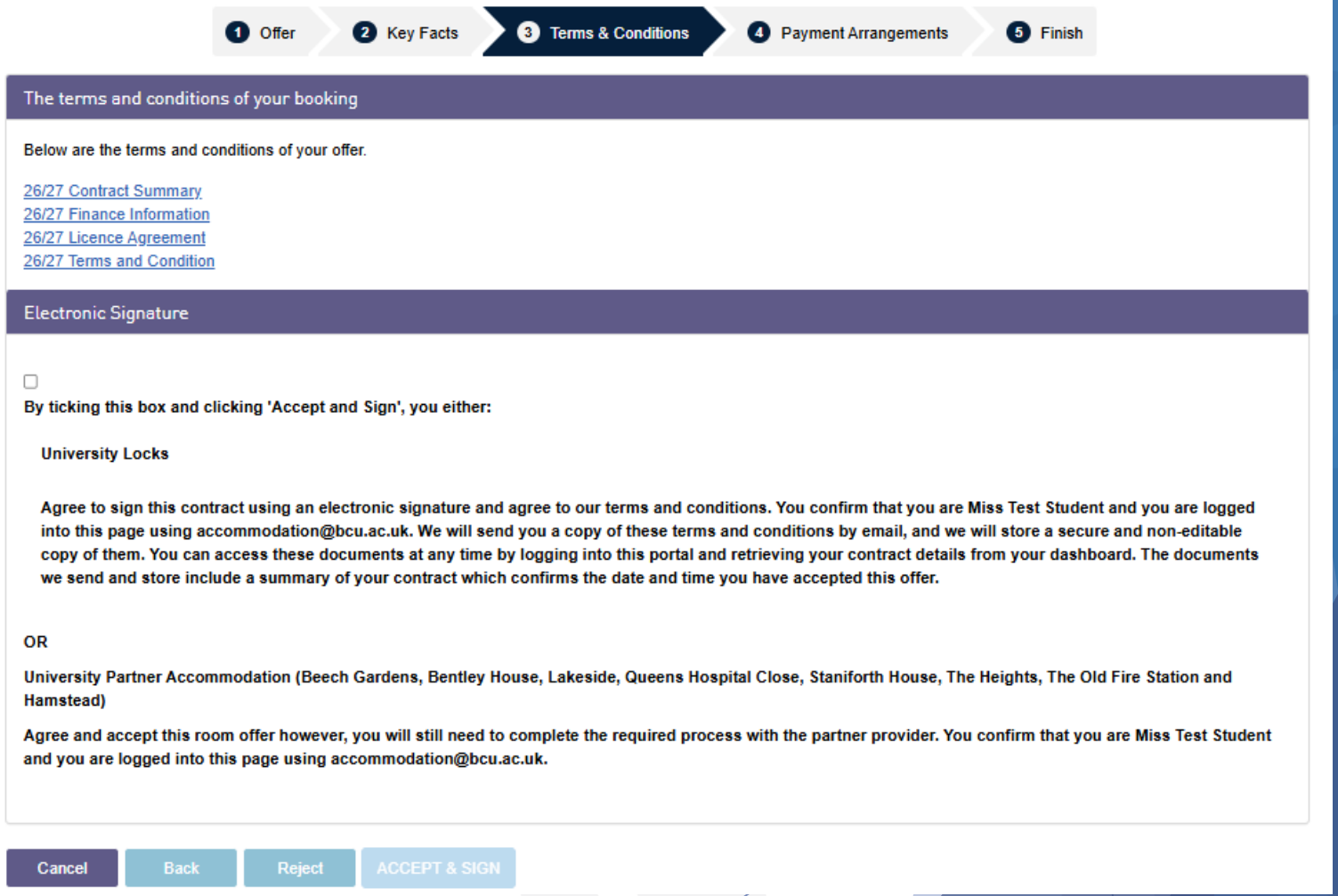


8. Accept terms and conditions

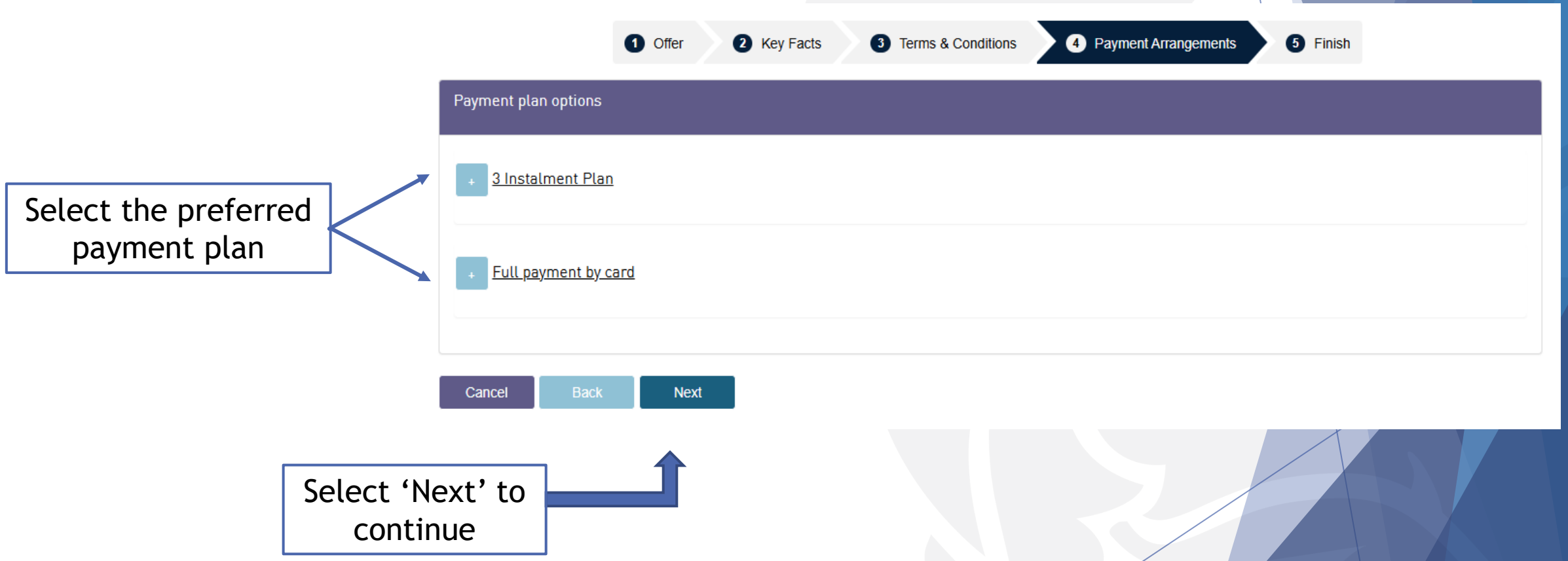
Read all terms and conditions before accepting the offer

Tick the box to ‘Accept and Sign’

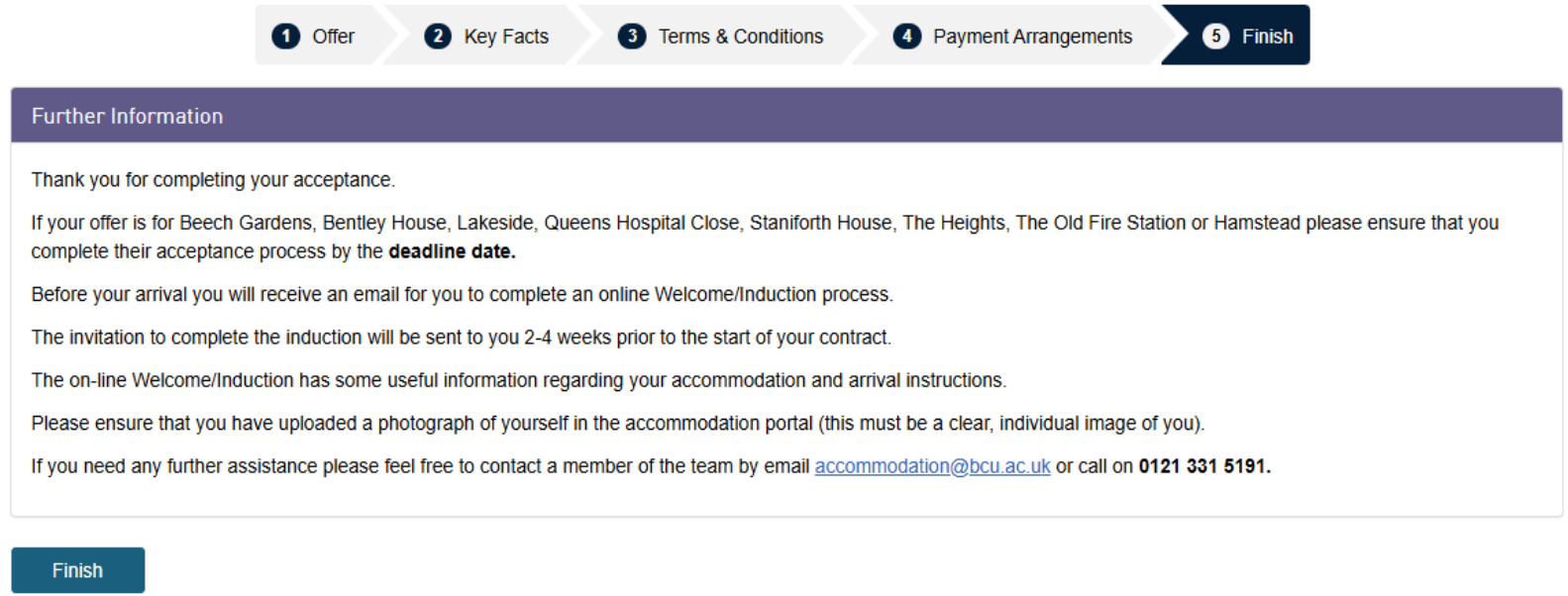
Select ‘Accept & Sign’ to continue



9. Select payment option

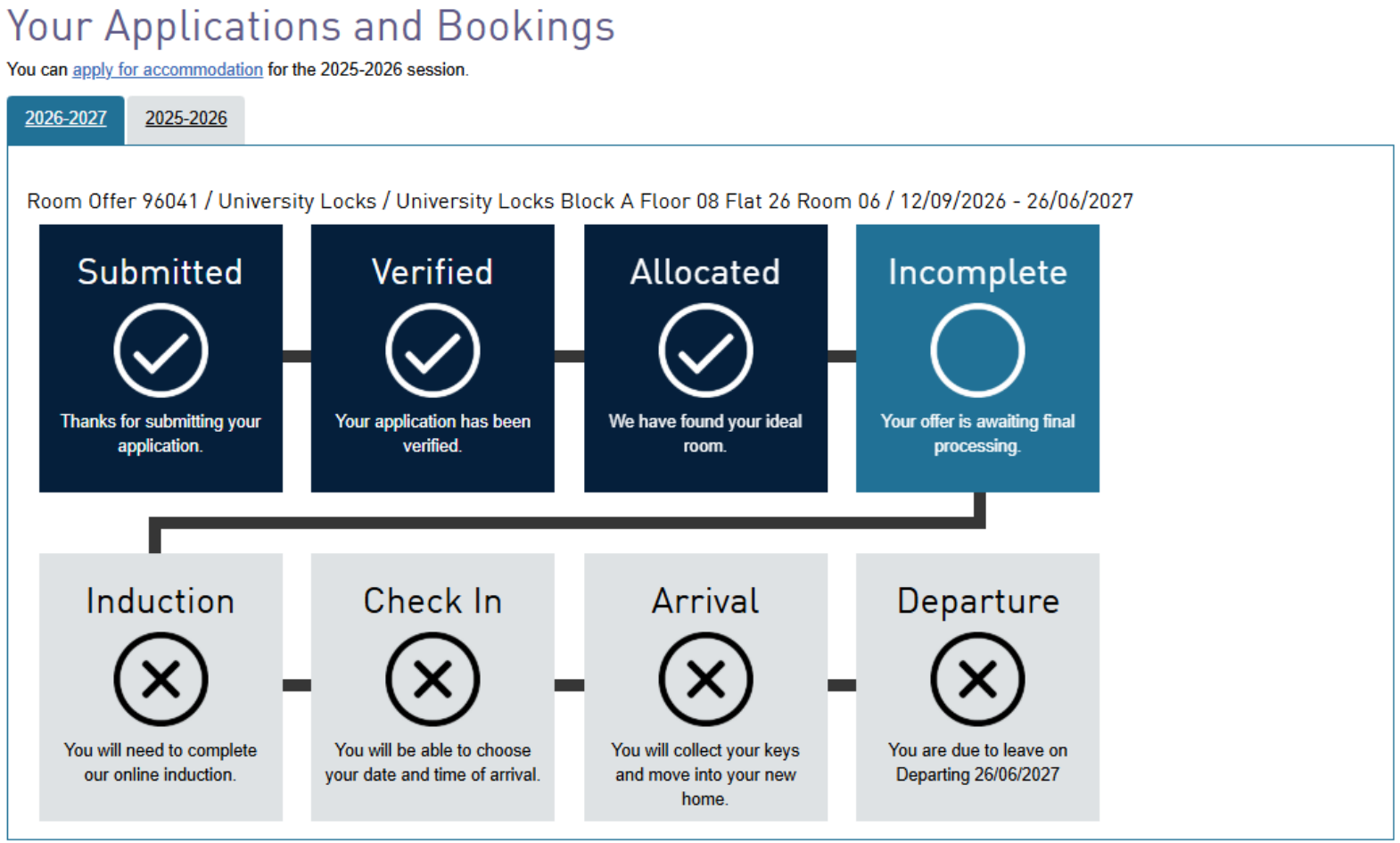


10. Room offer accepted



Select ‘Next’ to continue

11. Awaiting final processing by BCU



12. Your offer is now accepted!

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What next!

- You will receive an email two - four weeks prior to your arrival with access to your online welcome/induction and booking slot arrival details.

- Please ensure you upload a **photograph** of yourself in the accommodation portal (select upload photo via Account drop down menu). You can find this at the top righthand side of the homepage.

- If you have any questions, please contact a member of the accommodation team on;

  accommodation@bcu.ac.uk

- If you would like to join the Facebook Group for University Locks please click on the link below.

  University Locks