

Instruction on how to accept/decline your housing offer

Once the IC Housing Office has allocated you accommodation you will receive an email with information about the housing offer.

To accept or decline the housing offer log on to the AU self service website www.mit.au.dk

Click on “My housing site”

The screenshot shows the MIT.AU.DK self-service portal. The user is logged in as 'Donald Duck TEST'. The main navigation bar includes 'SELF SERVICE', 'Donald Duck TEST', and 'Applications'. The 'Applications' section is expanded, showing a list of links. The link 'My housing site' is circled in red. The page also displays a breadcrumb trail: 'You are here: AU > Self service'.

Press “Continue to my housing site”

The screenshot shows the MIT.AU.DK self-service portal with the 'My housing site' link selected. The breadcrumb trail is updated to 'You are here: AU > Self service > Donald Duck TEST > My housing site'. The main content area displays the heading 'MY HOUSING SITE' and a button labeled 'Continue to my housing site', which is circled in red. The footer contains contact information for Aarhus University and social media links.

Click "select"

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Logout

Edit Housing offers Payments

Address	City	Rooms	Area	Period	Housing info
Select Testvej 15, room 45	9999 Testesen		33	01-08-13 - 31-08-13	Rent - kr 3.000,00 Deposit - kr 5.000,00

To confirm your housing offer read and accept the terms and condition and click the "Accept/start payment" button

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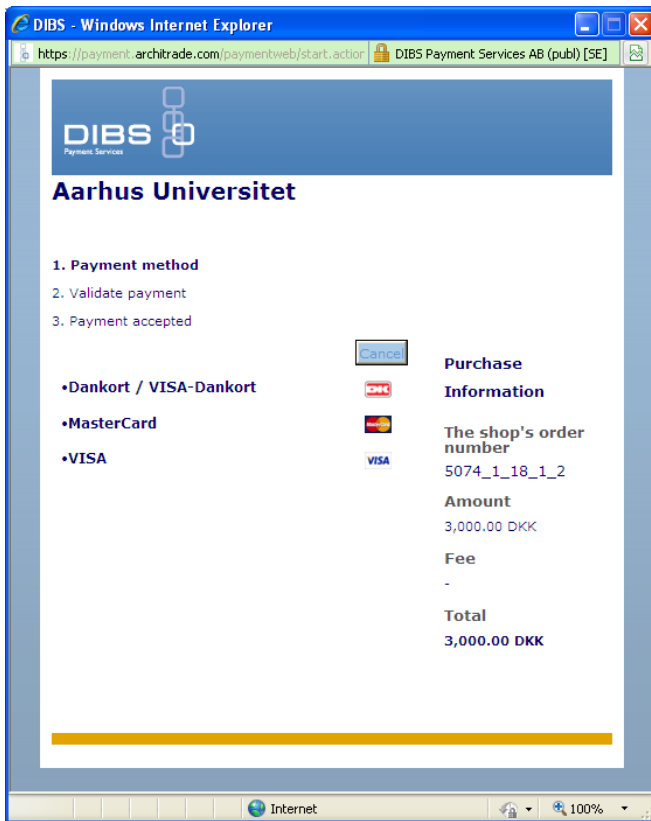
Logout

Edit Housing offers Payments

Address	City	Rooms	Area	Period	Housing info
Select Testvej 15, room 45	9999 Testesen		33	01-08-13 - 31-08-13	Rent - kr 3.000,00 Deposit - kr 5.000,00

Information	Payment
Start/End: 01-08-2013 - 15-01-2014 Status: Housing offer sent (01-05-2013 14:14) Accept before: 03-05-2013 Type of housing: Student residence Type of room: Single room Description: Furnished, Shared kitchen Additional expenses: None Find additional information about the IC housing service here: http://www.au.dk/en/internationalcentre/international-housing-office/	<p>In order to accept this housing offer you must press the accept button below/make the first payment.</p> <p>If you wish to decline this housing offer, press the decline button below.</p> <p>Amount to pay: kr. 3.000,00</p> <p>Rent payment: Payment by applicant</p> <p>Deposit payment: Will be charged together with the payment for the second month's rent</p> <p>I accept the terms and conditions for housing <input checked="" type="checkbox"/></p> <p>Accept/Start payment Decline housing offer</p>

A new window will open. Please make the required payment. Click on which type of credit card you want to use



Enter your credit card number, expiry month and year and the cvc/cvv number (see backside of your credit card). Press "validate payment"



You will return to the Housing offer site. Your payment and booking has now been approved. An email will be sent to you confirming the payment and booking.

The screenshot shows the Aarhus University Housing Office interface. At the top left is the Aarhus University logo. A 'Logout' button is in the top right. Below the logo are three tabs: 'Edit', 'Housing offers', and 'Payments'. A table lists housing offers with columns for Address, City, Rooms, Area, Period, and Housing info. The selected offer is 'Testvej 15, room 45' in '9999 Testesen' with 33 rooms, area 33, and period 01-08-13 to 31-08-13. Below the table are two panels: 'Information' and 'Payment'. The 'Information' panel shows details like Start/End (01-08-2013 - 15-01-2014), Status (Payment approved), and Description (Furnished, Shared kitchen). The 'Payment' panel shows instructions to accept the offer, amount to pay (kr. 3.000,00), and deposit payment details. A green checkmark icon and the text 'Booking accepted' are displayed at the bottom of the payment panel.

To decline the housing offer press the “Decline housing offer” button and confirm

Please notice that the AU Housing Office can only send you one housing offer

The screenshot shows the Aarhus University Housing Office interface. At the top left is the Aarhus University logo. A 'Logout' button is in the top right. Below the logo are three tabs: 'Edit', 'Housing offers', and 'Payments'. A table lists housing offers with columns for Address, City, Rooms, Area, Period, and Housing info. The selected offer is 'Testvej 15, room 45' in '9999 Testesen' with 33 rooms, area 33, and period 01-08-13 to 31-08-13. Below the table are two panels: 'Information' and 'Payment'. The 'Information' panel shows details like Start/End (01-08-2013 - 15-01-2014), Status (Housing offer sent), and Description (Furnished, Shared kitchen). The 'Payment' panel shows instructions to accept the offer, amount to pay (kr. 3.000,00), and deposit payment details. At the bottom of the payment panel, there is a checkbox for 'I accept the terms and conditions for housing' and two buttons: 'Accept/Start payment' and 'Decline housing offer'. The 'Decline housing offer' button is circled in red.

You will return to the Housing offer site. Your declination has now been registered.

Edit Housing offers Payments

	Address	City	Rooms	Area	Period	Housing info
Select	Testvej 15, room 45	9999 Testesen		33	01-08-13 - 31-08-13	Rent - kr 3.000,00 Deposit - kr 5.000,00

Information 

Start/End: 01-08-2013 - 15-01-2014

Status: Housing offer declined (01-05-2013 14:11)

Accept before: -


Type of housing: Student residence

Type of room: Single room

Description: Furnished, Shared kitchen

Additional expenses: None

Find additional information about the IC housing service here:
<http://www.au.dk/en/internationalcentre/international-housing-office/>

Payment 


In order to accept this housing offer you must press the accept button below/make the first payment.

If you wish to decline this housing offer, press the decline button below.

Amount to pay: kr. 3.000,00

Rent payment: Payment by applicant

Deposit payment: Will be charged together with the payment for the second month's rent

 Booking declined