

## 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](http://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: 'Supplementary subjects and Master's programmes', 'Stats Selfservice', 'Application form for exchange students', 'Housing application forms', and 'AU Research Foundation application forms'. The 'Status of application' link is circled in red, and the 'My housing site' link is also circled in red.

Press “Continue to 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: 'Supplementary subjects and Master's programmes', 'Stats Selfservice', 'Application form for exchange students', 'Housing application forms', and 'AU Research Foundation application forms'. The 'Status of application' link is circled in red, and the 'My housing site' link is also circled in red. The 'Continue to my housing site' button is circled in red.

Click "select"

AARHUS UNIVERSITET

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

You will return to the Housing offer site. Your booking has now been approved. However, your housing reservation will not be finally confirmed before we have received your payment for the first month's rent. This payment must be made no later than two days after receipt of your housing offer. Information on how to pay this installment can be found in the housing offer you received from us by email.

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 contains instructions to accept the offer, the amount to pay (kr. 3,000.00), and payment details. A green checkmark icon and the text 'Booking accepted' are prominently 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

This screenshot shows the same Aarhus University Housing Office interface as above, but with a different status. The 'Status' in the 'Information' panel is 'Housing offer sent (01-05-2013 14:05)'. In the 'Payment' panel, there is a link to 'accept the terms and conditions for housing' with an unchecked checkbox. At the bottom of the 'Payment' panel, there are two buttons: 'Accept/Start payment' and 'Decline housing offer'. The 'Decline housing offer' button is circled in red, indicating it is the focus of the instruction.

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

[Logout](#)

[Edit](#) [Housing offers](#) [Payments](#)

	Address	City	Rooms	Area	Period	Housing info
<a href="#">Select</a>	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**