

A person wearing a blue t-shirt and dark blue jeans is sitting on a grey sofa. They are holding a smartphone in their right hand and a large white sheet of paper in their left. In the background, there is a large brown cardboard box, a black clock showing the time around 10:10, and a green plant with large leaves. The scene is set in a room with a light-colored wall and a grey sofa.

MOVING IN GUIDELINES



UNIVERSE.CITY

THE MOOR



WELCOME TO THE MOOR FOR THE 2022 - 2023 ACADEMIC YEAR.

HELLO

We are really looking forward to welcoming you to The Moor in a few weeks. To ensure you have all the information you need before you move in, we have put together some helpful guidelines.

For move in, we have allocated you a personal and specific time slot, you should have had this confirmed prior to check in, please endeavour to stick to the allotted time and date. If you need to move outside these dates or outside the time slots available, please contact our residence team directly to arrange your arrival.

TRAVELLING

If you need advice on how to get to your accommodation, then please contact themoor@collegiate-ac.com and the accommodation team will be able to help.

CAR PARKING

There is no car parking at The Moor, but there is a pay and display car park called APCOA Atkinsons which is a 1 minute walk away and visible from the property

APCOA Atkinsons

Charter Row, Sheffield City Centre, Sheffield S1 4JA

We recommend that you park and then come to reception to check-in and collect your keys before bringing your luggage.

LOCAL ACCOMMODATION

If you are arriving at The Moor outside of office opening hours, there are a number of local accommodation options available to you. A few options to consider are:

Mecure Sheffield St Paul's

119 Norfolk St, Sheffield City Centre, Sheffield, S1 2JE
+44 (0) 114 278 2000

Premier Inn Sheffield City Centre

Young Street, Broomhall, Sheffield, S1 4UP
+44 (0) 333 321 8469

Hotel Novotel Sheffield Centre

50 Arundel Gate, Sheffield City Centre, Sheffield, S1 2PR
+44 (0) 113 396 9005

OUR COVID-SECURE PROMISE

The most important thing to us here at Collegiate has always been, and continues to be, the safety and wellbeing of our tenants and staff.

After the events of 2020, we are even more committed to creating the most safe and secure environment possible that you can be proud to call home.

As a result, we have made some positive changes to our check-in process, as well as how the site operates, so that you can feel happy and secure in your new home.

CHECKING IN

Prior to check-in

To make your check-in process as smooth as possible, you will be required to complete the following on your Collegiate Portal:

- Paid £250 deposit.
- Paid your first rental instalment, or full rent if applicable. This payment is due on **Wednesday 31st August 2022**.
- Provided x1 photo ID and 1x student offer and x1 student ID. If paying in instalments please provide x1 proof of address and x1 passport photo for your guarantor.
- Read and Sign Welcome Information
- Book their check in slot

Without complete documentation, you will not be able to move in. No keys will be issued if a resident has not completed all of the above requirements.

Allocated check-in slots

You will be able to book a check-in slot on a first-come first-served basis.

Check-in at your Accommodation

On the date and time of your check-in slot you will be guided by your friendly site team to the check-in desk where you will be given your keys to check in to your new home.

Designated Service Stations

We would ask tenants to come to reception if have any questions.

YOUR HOME

Enhanced cleaning

We have enhanced our thorough cleaning protocols even further to keep your new home Covid secure. The accommodation site will be fully sanitised before check-in and high traffic areas such as stairwells, lifts and communal areas will be given extra attention.

Hand Sanitising Facilities

Automatic hand sanitising stations will be located around the site for you to use.

OUR STAFF

Training

We exceed the industry standard for training. Our accommodation staff are fully ANUK trained and have undertaken specific Covid-19 awareness training which ensures they have a full understanding of coronavirus and how to reduce its spread.

Wellness

At Collegiate we take a holistic approach to your wellness and our accommodation teams are here to fully support you and help you to settle into your new home.

Our Accommodation Managers and Assistant Managers are fully Mental Health First Aid trained by MHFAE and we have strong links with all Universities in all our cities. There will always be somebody on hand to support you.

Making New Friends and Building a Community

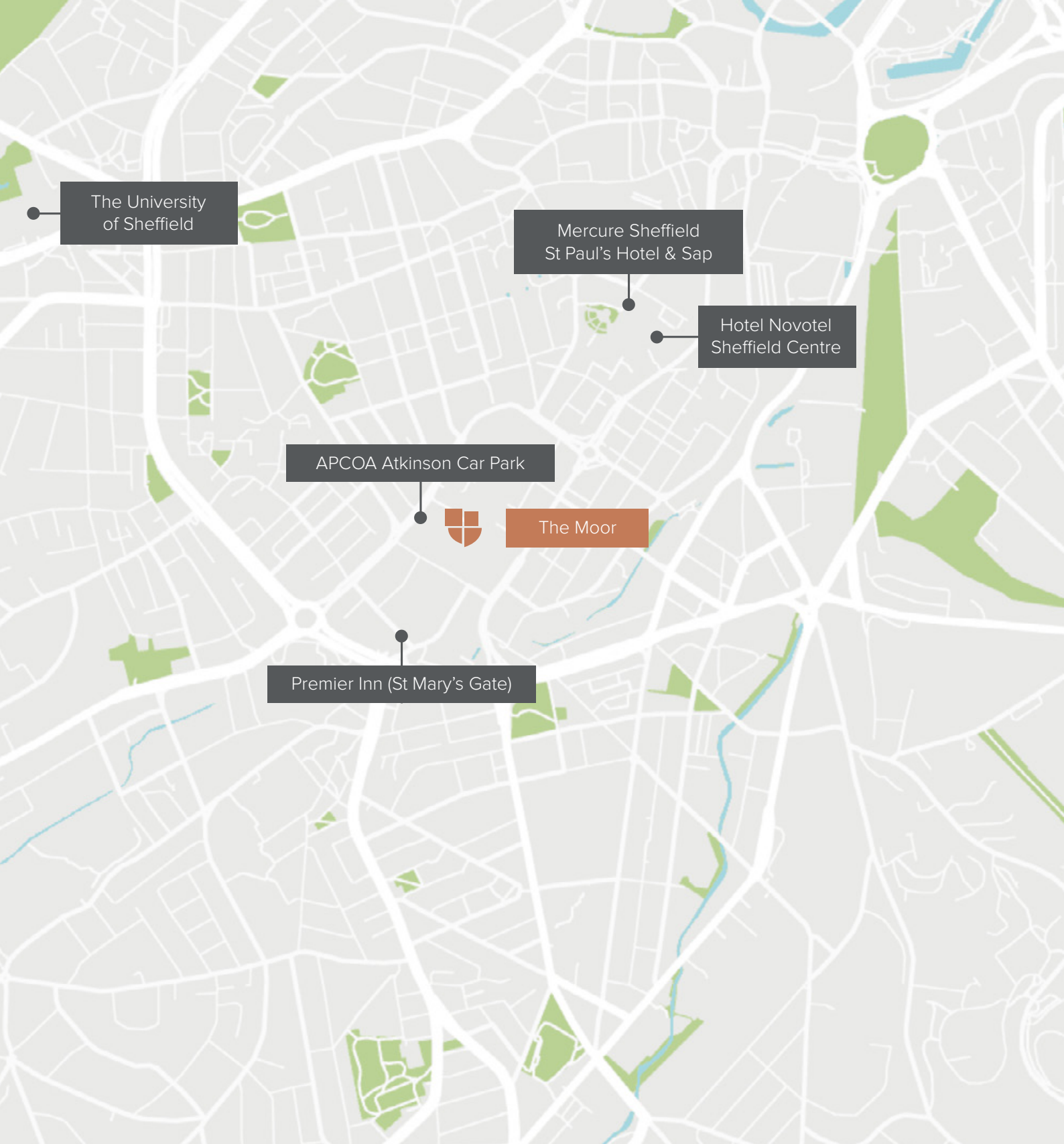
We have lots of exciting events planned for your arrival weeks and throughout the academic year.

These are designed to help you make new friends and build a friendly supportive community within your new home.

Student Experience

We have student experience programmes in place which will give you plenty of opportunities to meet and make friends with your neighbours.

We are looking forward to a great new academic year ahead and cannot wait to welcome you to your new home.



The University of Sheffield	🚶 9 minutes
Mercure Sheffield St Paul's Hotel & Spa	🚶 8 minute
Hotel Novotel	🚶 9 minute
APCOA Atkinsons Car Park	🚶 4 minutes
Premier Inn (St Mary's Gate)	🚶 7 minutes



MOVING IN REQUIREMENTS

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- Provided x1 photo ID and x1 student offer and x1 student ID. If paying in instalments please provide x1 proof of address and x1 passport photo for your guarantor.
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Without complete documentation, you will not be able to move in. No keys will be issued if a resident has not completed all of the above requirements.

PLEASE ALSO BE AWARE WE ARE UNABLE TO ACCEPT ANY CASH PAYMENTS

Should you need to complete an international bank transfer, let the team know; themoor@collegiate-ac.com, and we will forward you the relevant details.

WHAT TO BRING

What to bring to help you settle into your new home:

Bedroom	Kitchen	Bathroom
Mattress cover*	Induction pots and pans	Towels
Duvet and duvet cover*	Cutlery	Toilet roll
Sheets*	Plates and bowls	Soap and toiletries
Pillow and pillow cases	Cups and drinking glasses	
Push pins (notice board)	Cleaning products	
Photos of family and friends	Food to keep you going	
Laundry basket	Kettle and toaster	
	Bin bags	
	Tin/bottle opener	

* Please ask the accommodation team if you are unsure of sizes

When you need your own space to work or claim a moment of calm, your private apartment has it all. 24/7 broadband and Wi-Fi keeps you connected and our accommodation teams are always on hand. There's also CCTV and secure door entry for ultimate peace of mind.

WHY NOT ORDER FROM THE COLLEGIATE COLLECTIONS, OR BOOK A CLEANING SERVICE?

We know that being a student means that there's a lot going on and a lot to organise. This is especially true if you're coming from overseas. So Collegiate now offers some solutions to make settling into your home a little easier.

You can choose one of our collections that cater for your exact requirement, from The Kitchen Collection which contains all the kitchen essentials through to The Luxury Collection which was curated for the ultimate in superior living.

You don't even have to worry about unpacking it all. We will have it all made up and ready for your arrival so you can enjoy the Collegiate way of living from the moment you walk through your door.

We can also provide comprehensive cleaning services, from an ad hoc clean to a regular weekly service and everything in between.

For more information on what's included in our lifestyle packs, please visit the **[Collegiate website](#)**.

IF YOU NEED US

If you have any further queries please do not hesitate to contact us - you can send us an email at **themoor@collegiate-ac.com** or visit us at **www.collegiate-ac.com** or call **+44 (0) 114 213 6190**.

If you plan on arriving outside of office hours you will need to arrange a timeslot with the team by emailing **themoor@collegiate-ac.com**. On arrival please call the out of hours number **+44 (0) 3333 214 064** who can assist your pre-arranged check-in.

You may also join the 2022/2023 Residents Facebook page, here you will be kept up to date with all the events and weekly notices about anything important. Search **['Collegiate The Moor Community 22/23'](#)**.



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