

Application for rooms on campus and [Trinity Hall](#) by students with special considerations

Students requesting room on campus because of special considerations should adhere to the application process by submitting each of the following documents:

- an application for a room on campus through the Accommodation Office's online system by the published deadline;
- a completed Special Circumstances form to the Registrar of Chambers;
- supporting documentation from appropriate personnel outlining the reasons for special consideration.

The completed Special Circumstances form, along with all supporting documentation, should be placed in an envelope marked 'CONFIDENTIAL', addressed to the Registrar of Chambers, Accommodation Office, West Chapel, Trinity College, Dublin 2.

Special Circumstances form

All students seeking special consideration for a room on campus are required to provide relevant documentation to the Registrar of Chambers (even though it is possible that this information may have been given to other College personnel previously). [Click here for a copy of the Special Circumstances form.](#)

Letter of Support

If you are seeking special consideration for medical reasons or because of a disability, you should provide a supporting letter, outlining the reasons why you require special consideration, from one or more of the following professionals:

- General practitioner or family doctor;
- Consultant hospital doctor;
- Physiotherapist or Occupational Therapist.

This Letter of Support must include details of your current medical/physical/sensory diagnosis, relevant history and a clinical summary. A generic letter from the Registrar of Chambers is available for you to send to the relevant health care professional to request their Letter or Support. [Click here for a copy of the Registrar of Chambers' request letter.](#)

If you require special consideration to be given to your application for rooms on campus because of a disability, you should ask the College Disability Service to provide a report outlining clearly and comprehensively the reasons why you should be given special consideration. You must already be registered with the College Disability Service for this.

If you believe that there are other exceptional circumstances why you should be given rooms, you should provide a supporting letter from the College Counselling Service, your tutor, or the Senior Tutor's Office. A generic letter from the Registrar of Chambers is available for you to send to the relevant person requesting a Letter or Support. [Click here for a copy of the Registrar of Chambers' request letter.](#)

If you wish to provide a letter of support from another source, please contact the Registrar of Chambers – chambers@tcd.ie – before requesting such a letter.

Note on access to personal information

During the room allocation process, a number of relevant College staff will discuss the information you have submitted in a confidential manner. Where it is possible, your name will not be included in the discussions.

If you are allocated a room, any personal information provided by you to help in the room allocation process and which is retained thereafter, will be kept strictly confidential. It will only be made available to other College personnel, when necessary, for health and safety reasons. Each student will be informed about the information held and to whom this information will be available.

If you are not allocated a room, all your personal information provided for the purposes of room application, will be destroyed, after the room allocation process is completed.

If you have any queries or questions relating to your application, please contact the Registrar of Chambers to arrange a meeting.