

Your housing request, in 5 steps

This guide takes you from the first click to the moment you collect your keys. Follow the steps in order: each one only becomes available once the previous one is complete.

Before you start, gather your documents

Scan or photograph them in advance: the form cannot be saved while a required document is missing. The exact documents vary from one campaign to another; the list is shown at the top of the form.

☐ **Validated enrolment certificate**

For the current academic year. Failing that, the previous year's one for returning students.

☐ **Transcript or secondary-school diploma**

For new school leavers only.

☐ **Bank account details**

In the applicant's name.

☐ **Medical disability certificate**

Issued by the COUS-AC physician, for students with a disability.

☐ **Your identifiers**

RAVIP number, student number and identity card number.

Accepted formats

Image files **.jpg**, **.png** or a **.pdf** document. Make sure the document is sharp and fully legible: an unreadable document gets the file rejected, even if everything else is correct.

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A valid email address is essential

Every decision about your file — validation, allocation, payment request, final allocation — reaches you by email. Use an address you actually check, and remember to look in your junk folder.

1 Create your student account

Done once only. Your account then keeps all your requests, campaign after campaign.

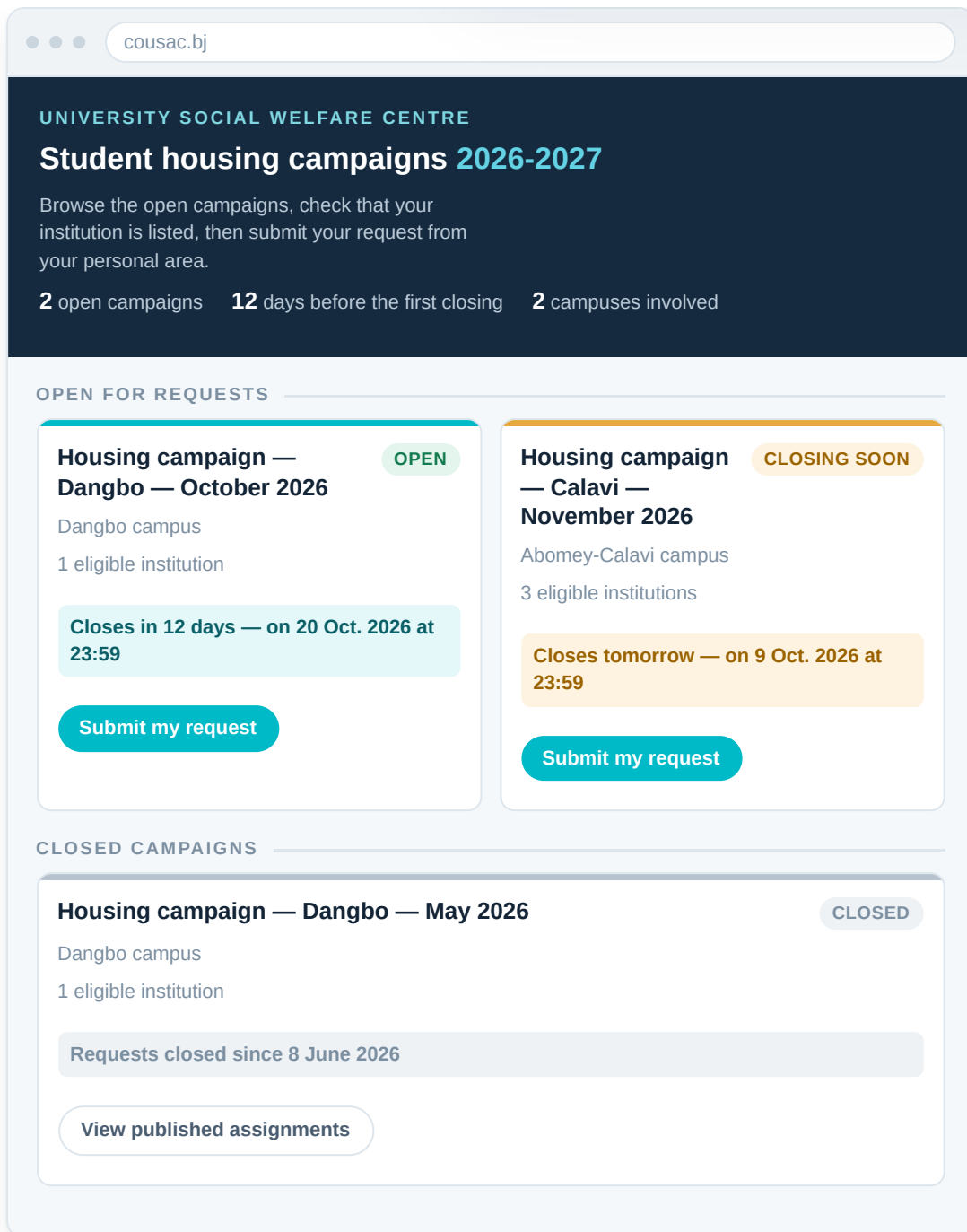
1.1 Open the platform

Go to <https://cousac.bj>. The home page lists the campaigns for the current academic year: those accepting requests first, then those already closed.

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Public home page — open campaigns come first

Check your institution first

Each campaign covers only certain institutions and a single campus. Before going any further, make sure yours appears on the campaign card.

1.2 Click “Submit my request”

A screen simply asks whether you already have an account or not. If you are a new user, you go straight to the form.

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cousac.bj

Housing campaign — Dangbo — October 2026 · Closes on 20 Oct. 2026 at 23:59.

To submit your request

Your requests are attached to your student account.

→ **I already have an account**
Sign in and apply

+ **I do not have an account yet**
Create my student account

Back to the campaign list

Choice screen shown after "Submit my request"

1.3 Fill in the registration form

Five pieces of information are enough. Your first and last names must match your official documents.

cousac.bj/en/register

Platform registration

Creating your account

First names* Surname*

Bona BOSSOUVI

Email*

bona.bossouvi@gmail.com

Password* Repeat password*

.....

☒ I accept the terms and conditions of use *

Register

Platform registration form

Your password must contain
at least 8 characters, including a
lowercase letter, **one digit** and o
 does not meet these criteria is reje

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1.4 Confirm your email address

An email is sent immediately. Click the button it contains to activate your account. Until this confirmation is done, signing in remains impossible.

Confirm your email address

COUS-AC — housing allocation platform

Hello,

Thank you for registering on our platform. To complete the creation of your account, please confirm your email address by clicking the button below:

Confirm my address

This link expires in **1 hour**. After that, a new link will be sent to you when you click the expired one.

Address confirmation email

Link expired?

The link is valid for **one hour**. After that, click it anyway: a fresh link is sent to you automatically.

2 Submit your request

One request per campaign. Allow about fifteen minutes, with your documents at hand.

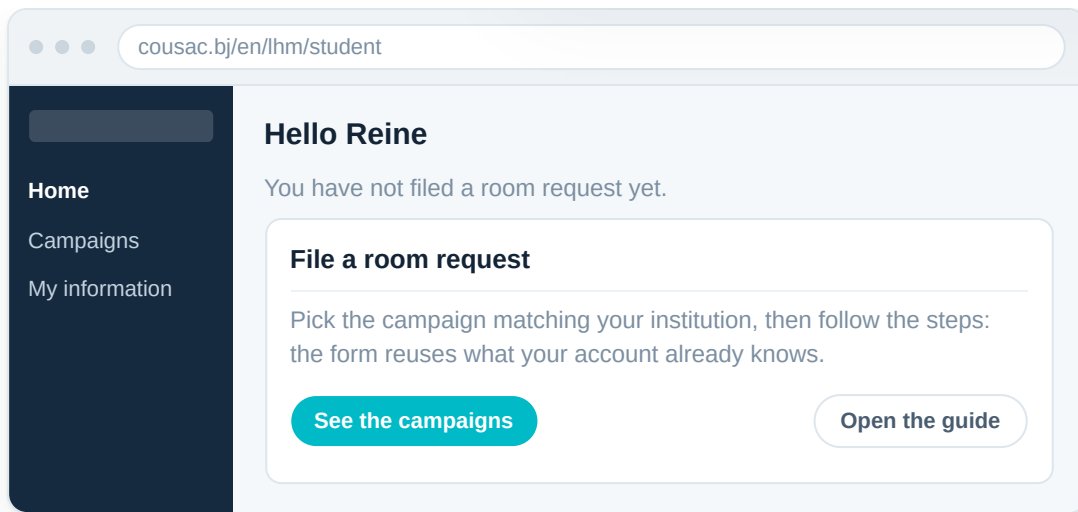
2.1 You land in “My area”

Once signed in, the platform drops you into **My area**. That page does not list everything that exists: it tells you **what is left for you to do**. Until you have filed a request, it invites you to do so and takes you to the campaigns through the “**See the campaigns**” button. Later on, this is where the missing document, the amount due, then your final allocation record will appear.

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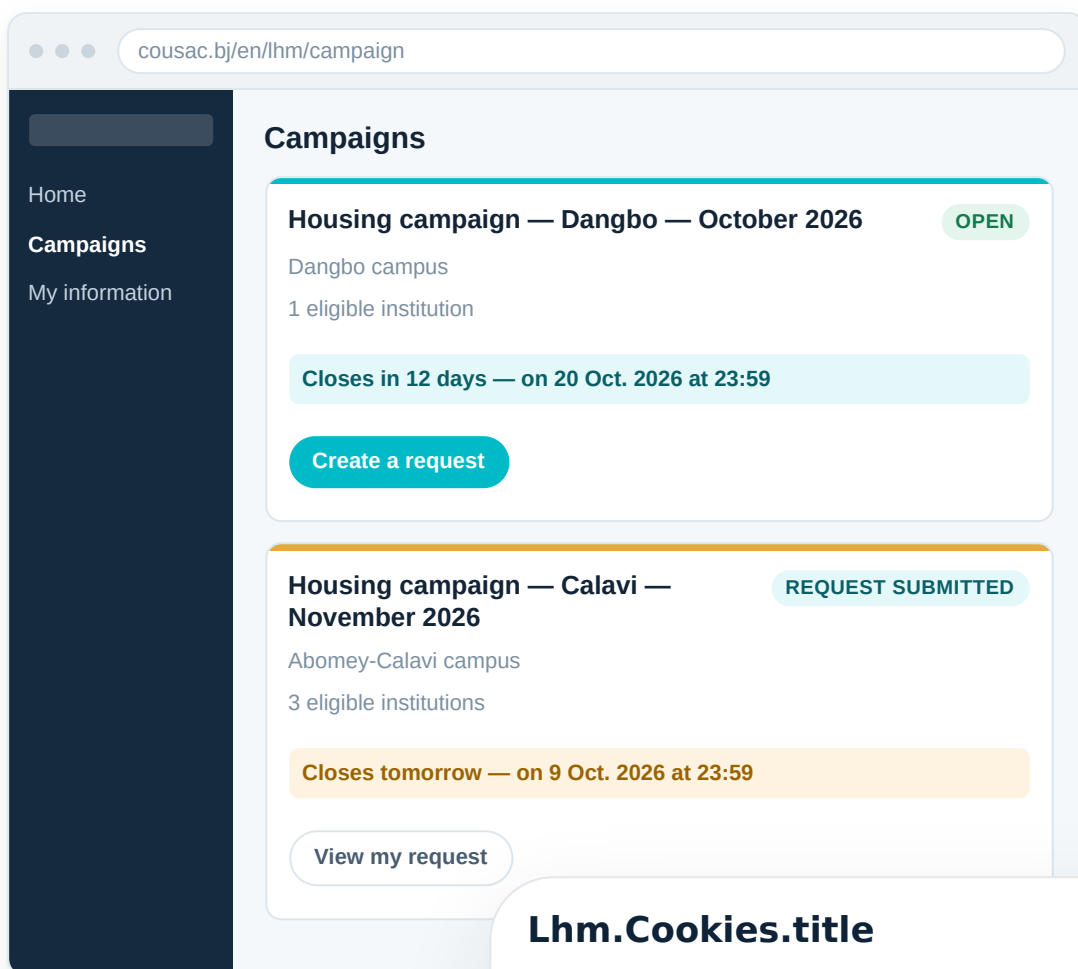
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My area — the page tells you what is left to do

2.2 Open the campaign that concerns you

Once signed in, your area shows the open campaigns for the current year, plus those you have already applied to. Click “**Create a request**” on the one that concerns you.



Your campaigns — the but

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What each card tells you

Open: you can submit your request until the last day, at 23:59. — **Request submitted:** your file already exists, and the button takes you to it. — **Closed:** submissions are over; the campaign stays visible only if you applied to it.

No file is accepted after the closing time

Requests are accepted until **23:59 on the last day** of the campaign. After that time the form is no longer available, without exception. Do not leave it to the final evening.

2.3 Fill in the form

The form runs in **four steps**: **Who you are**, **Your studies**, **Your documents**, then **Review and submit**. “**Continue**” takes you to the next one, “**Back**” to the previous one, and a bar shows how far along you are. Fields marked with a red asterisk are mandatory; the documents expected for this campaign are listed at the top of the page and gathered in the **Your documents** step.

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cousac.bj/en/lhm/campaign

Home

Campaigns

My information

New housing request

1 Who you are

2 Your studies

3 Your documents

4 Review and submit

To submit a housing request, please:

1. Fill in the housing request form

2. Attach the validated enrolment certificate for the current academic year

3. Attach the applicant's bank account details

4. Attach a medical disability certificate for students with a disability

Request details

RAVIP number*

ER54678943

Gender*

M.

Surname*

BOSSOUVI

First names*

Bona

Phone*

+229 01 98 97 65 43

Date of birth*

18-12-2004

City of residence*

Abomey

Other information

Student number*

MAT42526798

Institution*

Institute of Mathematics and Physical Sciences

Programme*

Sciences physiques

Year of study*

Second year

Degree cycle*

Bachelor

Financial support*

Scholarship holder

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COUS-AC — Room request guide

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Identity card number*

GT6523212

Documents to provide

Enrolment certificate*

Choose a file

inscription.pdf ✓

Bank account details*

Choose a file

rib.pdf ✓

Disability certificate (optional)

Choose a file

No file chosen

Cancel Save and quit Continue

Request form — information and documents to upload

You may stop and come back later

Nothing is saved on its own. The **“Save and quit”** button, at the bottom of the form, keeps what you typed *and* the documents already uploaded as a **draft** — one per campaign. You find it again in **My space**: **“Resume my request”** puts you back on the step where you stopped. Careful: **a draft is not a request**. Until you submit it, it is not passed on to the COUS-AC and cannot be assessed.

2.4 Review, then submit

The last step recaps what you typed. The **“Submit my request”** button asks for confirmation: it is the only irreversible action on the screen. Your request then enters assessment and your draft disappears, the documents it carried following the request. A full summary appears next, with your request number. Keep that number: it will be asked for in every exchange with the housing office.

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cousac.bj/en/lhm/campaign

Home

Campaigns

My information

Request details

Request number	20266A96A50DCA57B
Academic year	2026-2027
Campaign	Housing campaign — Dangbo — October 2026
Request status	New request
File complete?	COMPLETE REQUEST
Surname	BOSSOUVI
First names	Bona
Institution	Institute of Mathematics and Physical Sciences
Documents provided	3 documents uploaded

Summary of the saved request

3 Track your file

Processing happens in stages. Every change of state is sent to you by email.

3.1 The stages of processing

Your request moves through the following states. You can see them at any time on your request page, in your area.

1 New request

Your file is recorded and awaiting review by the housing office.

2 File checked

Your documents have been verified. An incomplete or unreadable file may be rejected at this stage.

3 Temporary allocation awaiting payment

A room is reserved for you. You have 15 days to confirm your choice.

4 Final allocation

Payment is confirmed. Your final allocation is sent to you by email. You have possession of the room.

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3.2 View published assignments

From the public home page, a campaign's “**View published assignments**” link shows the list of allocations, temporary then final. The “**View instructions**” button displays the instructions specific to that campaign.

The screenshot shows a web browser window with the URL 'cousac.bj'. The page title is 'Assignments — Housing campaign — Dangbo — October 2026'. Below the title is a button labeled 'View instructions'. A section titled 'Final assignments' contains a search bar with the placeholder text 'Search in the final assignments...'. Below the search bar is a table with the following data:

Gender	Surname	First names	Request no.	Start date	End date
M.	BOSSOUVI	Bona	20266A96A5...	01-10-2026	31-07-2027
Mme	ADJOVI	Reine	20266B41C...	01-10-2026	31-07-2027

Below the table, the text 'Published assignments for a campaign' is displayed.

Sign in regularly

An email can be delayed or filed as junk. Your personal area, however, is always up to date: it is the reference source on the state of your file.

4 Pay the accommodation fees

This step starts as soon as your request moves to “temporary allocation awaiting payment”.

4.1 Check your allocation and the amount due

Open your request from your area. The allocation page shows the reserved room, the stay dates, the monthly price and the total due. A banner reminds you how much time you have left.

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cousac.bj/en/lhm/campaign

Home

Campaigns

My information

Bed allocation

You have 4 days left to pay

To be paid before 18 Oct. 2026 at 23:59

11 days elapsed · 15-day period

Resident	Bona BOSSOUVI
Status	Temporary allocation awaiting payment
Room	A1-23
Start date	01-10-2026
End date	31-07-2027
Fully paid?	No
Monthly price	2 500 F CFA
Total	30 000 F CFA
Treasury payment receipt	No file uploaded

Temporary allocation — the payment countdown

4.2 Pay at the Public Treasury

Online payment is not open yet. So pay either:

- at a **Treasury counter**, into the account below;
- or directly on paiement.tresorbenin.bj.

Account to credit

COUS-AC OPERATIONS

BJ660 01001 000001048423 51

Have your references written on the receipt

When paying, have your **surname, first name and phone number** written on the receipt, together with the **reference number of your allocation** as shown in your area and in the confirmation email. If the reference number the office cannot match your payment, you will have to pay again.

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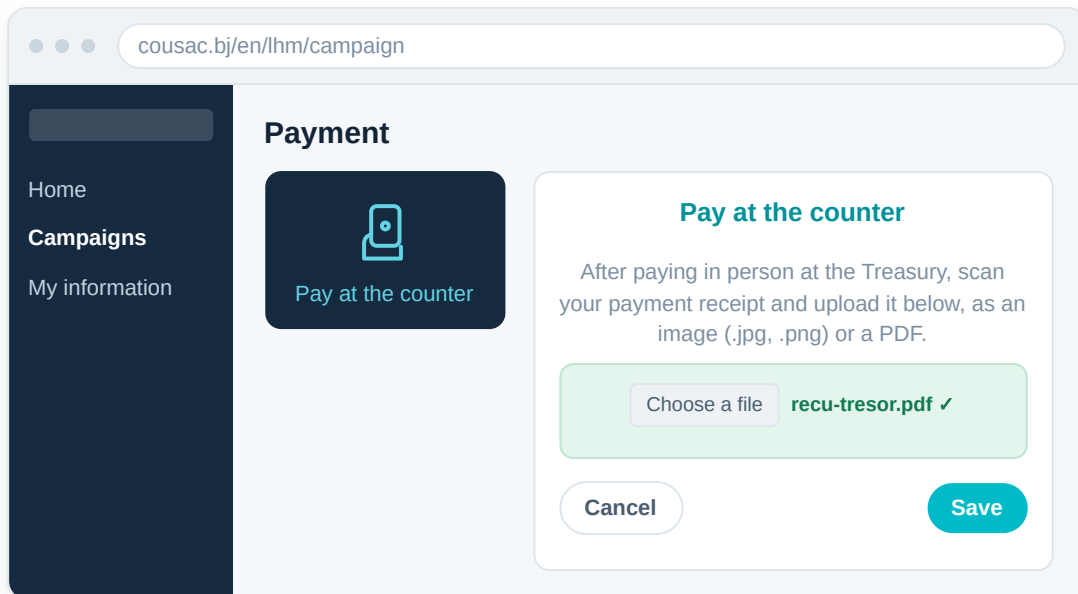
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4.3 Upload your receipt to the system

Back in **My area**, the payment tile shows the amount you still have left. Click **“Upload my receipt”**, then **“Choose a file”** to attach the

scanned receipt. Finish with “**Save**”. The “**How do I pay?**” link on the same tile brings you back to this guide.



Uploading the payment receipt

The receipt must be legible

Accepted formats: **.jpg**, **.png** or **.pdf**. The reference number and the amount must be clearly visible. No processing takes place without a compliant receipt.

What happens if the deadline passes

Once the deadline shown on your allocation has passed, uploading a receipt is **automatically refused**, your reservation is cancelled and the bed is returned to the pool for other students. You are informed by email. If you did pay at the Treasury *before* that date, take your receipt to your campus housing office: only they can reopen the file.

Payment deadline passed

Receipts are no longer accepted on this file.

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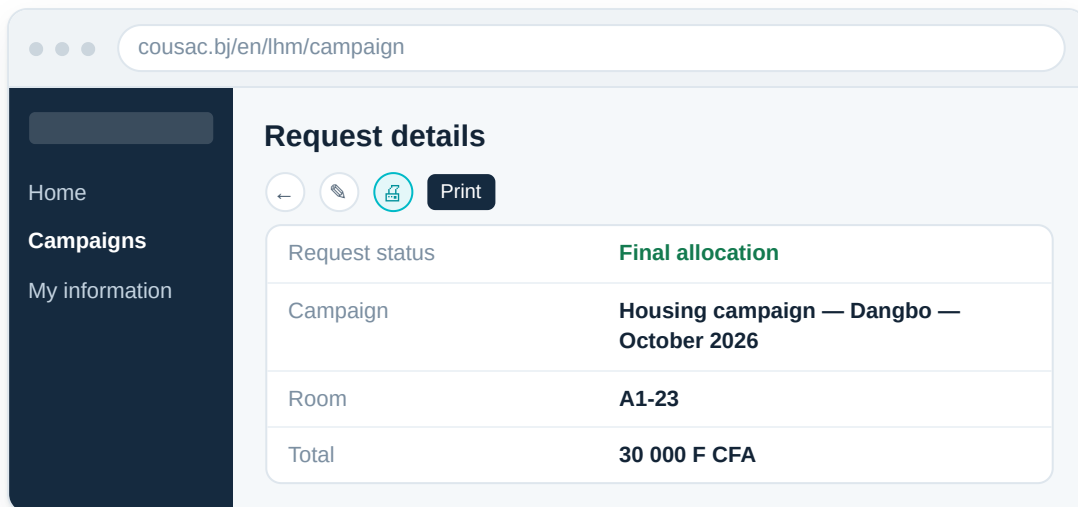
5

Collect your certificate and move in

Final step: your final allocation certificate is the document that opens the residence doors.

5.1 Print your final allocation certificate

As soon as your request is marked “**Final allocation**”, open it from your area and click the **Print** button in the toolbar.



Print button on the request details

5.2 Check the certificate before printing

The certificate summarises your room, building, floor, stay dates and the amount paid. The QR code lets residence staff verify that it is genuine.



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5.3 Take possession of your room

Two appointments, in this order:

- 1 The building manager**
They start the administrative procedure for taking possession of your room.
- 2 The site supervisor**
They hand over the amenities you need for your stay.

Bring two documents

Your **final allocation certificate** (printed or on your phone) and a **copy of your CIP**. Both are required at each of the two appointments.

Until when?

Your certificate shows an **end-of-stay date**. You undertake to comply with the residence rules and to vacate the premises by that date at the latest.



Frequently asked questions and contacts

The most common situations, and where to turn when they are not covered here.

I did not receive the confirmation email.

Check your junk folder. If the link has expired, click it anyway: a new link is sent to you automatically.

The campaign I am interested in no longer appears.

A closed campaign stays visible only if you submitted a request to it. The dates of upcoming campaigns are announced by the COUS.

My institution is not in the list.

Each campaign covers only certain institutions. If you are not listed, contact the housing office.

Can I submit two requests for the same campaign?

No. One request per campaign and per institution for different campaigns.

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Can I change my request after saving it?

Yes, as long as no officer has taken your file in hand: the “Edit my application” link then appears in My space. Once assessment starts, no change is possible; contact your campus housing office.

I paid but my file has not moved.

The receipt must be uploaded to the platform and must show the reference number of your allocation. Check that it is legible and properly saved.

I started a request without submitting it.

If you used “Save and quit”, what you typed is kept as a draft: resume it from My space before the campaign closes. A draft that is never submitted is not assessed, and it is erased some time after the campaign closes.

An email tells me my request has been transferred.

The office may move your request to another open campaign of the same year, sometimes on another campus. Your number, your documents and the progress of your file are kept: there is nothing to submit again. Read the email to the end — it gives the new deadline and, where applicable, a document the new campaign additionally requires.

Where to turn

PLATFORM

<https://cousac.bj>

EMAIL

cousac@gouv.bj

ONLINE PAYMENT (TREASURY)

paiement.tresorbenin.bj

REPORT A SECURITY ISSUE

support-cous@lensomcorp.com

One simple habit

Sign in to your area regularly: that is where the state of your file, your deadlines and your documents are always up to date.

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