

KEY INFORMATION for 1st years accepted for study at CTU faculties and other constituent parts, and others

Where and how to get dormitory accommodation → <https://www.suz.cvut.cz/rezr>

Submitting dormitory accommodation applications ON-LINE →

<https://web.suz.cvut.cz/Login>

Accommodation Schedule, Accommodation Scenario, General Terms of Acc. – key dates →

<https://www.suz.cvut.cz/koleje/informace-a-dokumenty>

Accommodation prices → <https://www.suz.cvut.cz/cenik>

Service Facilities Administration website – dormitories and canteens →

<https://www.suz.cvut.cz/>

Payment of cash deposit (and services related to accommodation)

IMPORTANT – It is essential that students always make NON-CASH payments

Bank account details:

For payments made by bank transfer or cash payment in a bank, you must use these details:

1. **Account number: 27- 4082130287/0100 (Komerční banka, Praha 6)**
2. **Konstantní symbol (Constant symbol): 0308**
3. **Variabilní symbol (Variable symbol): found in 'Basic information' in the ISKAM4**

accommodation system

(most banking institutions charge a fee of 50 CZK for using a VS). Payments made from abroad are further subject to an exchange rate fee which is paid for by the payee, see List of payments <https://www.suz.cvut.cz/cenik>

By paying the required cash deposit sum, the student is expressing his/her interest in being assigned dormitory accommodation (reservation, application). The due payment date is always given. **If the cash deposit is not paid by the given date, the student's place is lost to another applicant.**

Cancellation fees regarding accommodation are dealt with in the General Terms of Accommodation for the particular academic year in Section E. The specific cancellation fee amount is further described in List of Payments – Electrical Appliances, Electricity, Fines and Other Services, see <https://www.suz.cvut.cz/cenik>

We recommend foreign students and anyone making a payment from abroad use the GoPay payment gateway. This is the simplest way (fast and significantly cheaper than bank transfers), and if accommodation services are not used and the conditions for returning paid deposits are met then money can be sent back using the gateway FEE-FREE. For more on the GoPay method, see <https://www.suz.cvut.cz/files/gopay.pdf>

Cash transfer details → FOR PAYMENTS FROM ABROAD:

Receiver

Receiver account number: (IBAN) CZ2001000000274082130287

Receiver account number: 27-4082130287/0100
Receiver account name: Správa účelových zařízení ČVUT Praha
Address: Vaníčková 7, 160 17 - Praha 6, Czech Republic

Receiver bank

BIC (SWIFT) code: KOMBCZPPXXX
Receiver name: Komerční banka, a.s.
Address: Komerční banka, a. s., Dejvická 189/5, 160 59 Praha 6, Česká republika

Enter your variabilní symbol into the 'message for receiver' box (applies for international payments)

**IF INCORRECT PAYMENT DETAILS ARE ENTERED, THE PAYER BEARS ALL
CONSEQUENCES!**

Want to live in CTU dormitories? Simply submit an application for dormitory accommodation:

To get dormitory accommodation (reservation or application (new applicant)), students must log in to the web interface: <https://web.suz.cvut.cz/Login>

RESERVATION = APPLIES ONLY TO STUDENTS ALREADY ACCOMMODATED, couples should make a reservation with the dormitory manager during the reservation period

APPLICATION = APPLIES TO NEW AND NOT YET ACCOMMODATED STUDENTS, couples should apply mainly using the web interface + written application to the Department of Accommodation

LOG-IN DETAILS

Options by which students can log in to the system:

1. The basic method is by logging in through the CTU usermap, as used hitherto.
2. Applicants from CTU without a valid IDIS are able to log in using their surname and rodné číslo/birth number.
3. Students can also log in using their study application number and the password the users set up when submitting their applications on the CTU website, as new applicants for study at CTU are used to.
4. We have opened up an option for current users outside CTU and for applicants from CTU (there are cases where they do not have an active log-in via the usermap, such as between the end of bachelor's study and beginning of master's study) to log in using their recorded e-mail address and a chosen password. Students must ask to receive a link for setting up the password, which will be sent via their accommodation officer. This link will be live for 24 hours, by which time it must be used, or another one must be requested. The link is sent by the accommodation officer so that it is not easy to get information on a foreign account and it is not easy for someone to ask for a password change for another user.

Options 2 and 3 are only temporary and serve for logging in CTU students until they receive a valid university log-in in accordance with Option 1.

! REGISTRATION for the ISKaM4 system does not apply for CANDIDATE students!

Submitting applications – submitting applications for the 2017/2018 AY via the website from 1. 3. 2017

Dates are specified in the Accommodation Schedule for the specific academic year. These documents can be found on our website at <https://www.suz.cvut.cz/koleje/informace-a-dokumenty>

Anticipated costs in relation to accommodation can be found here:

<https://www.suz.cvut.cz/koleje/informace-a-dokumenty>

How is dormitory accommodation allocated?

In accordance with the Accommodation Scenario for the current AY and related documents.

If a student's application was cancelled in previous rounds, he/she may submit a new application.

What do you need when arriving at the dormitory?

A national ID card or passport, 1 x passport photo.

- CTU students should submit their ID card for verification (in contested cases, a valid CTU card or current certificate of study can be shown). In contested cases, accommodated students are charged the self-payer price until the date they submit a valid CTU card in person, or a current certificate of full-time or part-time study at CTU, see www.suz.cvut.cz/cenik
- Students arriving for placements or study exchange programmes – accommodation terms and conditions are governed by specific conditions. Further information can be found in the GTA, see Sections F) a G)
- Property insurance – students sign an amendment to the accommodation agreement on the day of arrival to the dormitory.

Moving in takes place on work days and during the office hours of the dormitory. Where students are considering arrival outside office hours or the working week (only placements or study exchange students) MUST WITHOUT EXCEPTION report this information at least 3 days in advance to the Department of Accommodation (ubytovani@suz.cvut.cz or directly to the dormitory for which they have a reservation, see www.suz.cvut.cz/koleje), in order to ensure everything needed is secured!

And don't forget, of course, that before arriving at the dormitory you must have paid the cash deposit, accommodation and insurance.

The Masarykova Dormitory, Podolí Dormitory and Central Reception (Block 1 – Strahov) have payment points where you can make payments both by card (fee) or in cash. Payment of deposits, accommodation and insurance cannot be made at the other dormitories!!!

Can I change the place allocated to me in the dormitory? Yes, but....

If all requirements are met and it is after the date given in the Accommodation Schedule for the academic year, this is always possible.

How can I terminate my dormitory accommodation?

There are various ways to terminate accommodation.

When the conditions for submitting written notice of termination are met (form available from dormitory manager), with 30 days residence remaining, following which the deposit will be returned. Or termination can take effect immediately and the deposit will be kept by the SFA. Notices of termination cannot be submitted during the final month of accommodation when the accommodation agreement comes to an end.

CONTACT DETAILS AND IMPORTANT LINKS

Department of Accommodation - Office hours

Mon, Tue, Thu – 8:00am – 3:00pm

Wed – 9:00am – 4:00pm

Fri – 8:00am – 2:00pm

e-mail: ubytovani@suz.cvut.cz

tel.: 234 678 387; 234 678 305

ISKaM4 technical support: iskam@suz.cvut.cz

For the Accommodation Services Department

Ing. Dvořáková Ilona & team