

# Accommodation

E&E

CTU offers accommodation for almost 8 000 national and international students in several dormitories (the biggest is Strahov, with more than 5 500 beds). Students are mostly accommodated in the area of main Dejvice campus, in the MASARYK and SINKULE dorms, located close to DEJVICKÁ metro station, and in the STRAHOV dorm, less than 15 minutes from the main campus by bus.

**Students apply for accommodation directly on the web page of the Central Accommodation Service. The International Office no longer deals with accommodation.**

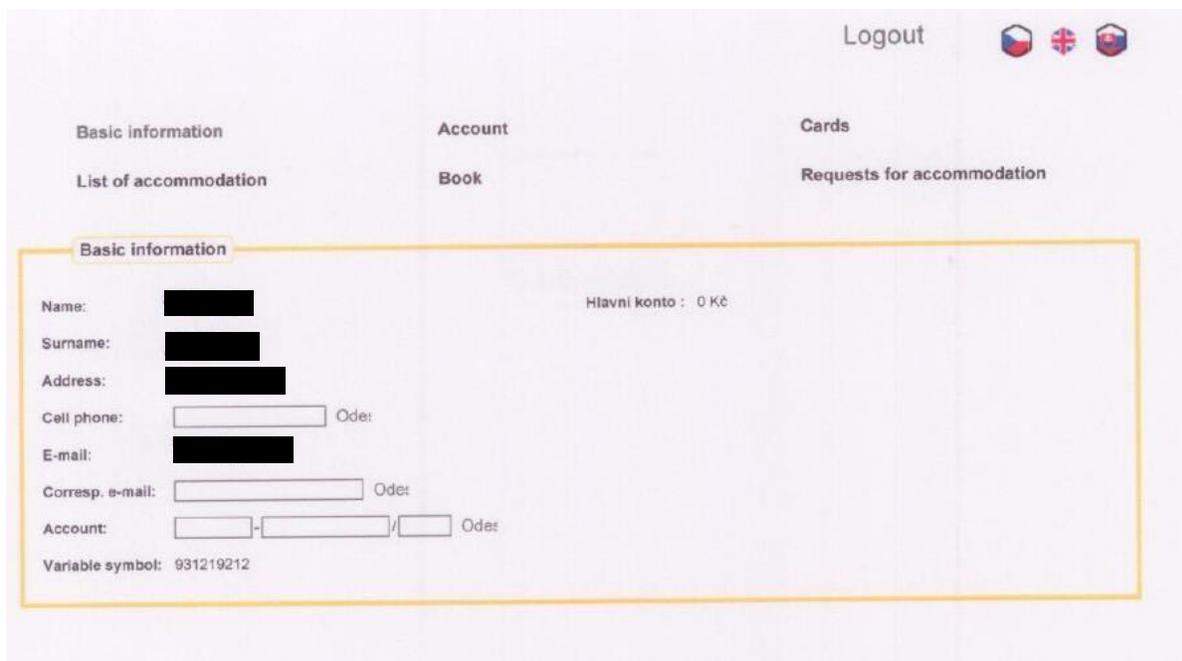
## *How to make a request for accommodation:*

Erasmus and Exchange students can make a request for accommodation in a CTU dormitory here: <https://web.suz.cvut.cz/Login>

The username and password will be sent directly to you together with your letter of acceptance.

### **How to apply “step by step”:**

1. Open this link: <https://web.suz.cvut.cz/Login>
2. Fill your username, password and Login. Now you can see your personal data and also your variable symbol. Your variable symbol uniquely identifies your transaction when you pay the deposit.



The screenshot shows a web interface for user management. At the top right, there is a 'Logout' button and three flags (Czech Republic, UK, and another). Below this are three main menu items: 'Basic information', 'Account', and 'Cards'. Under 'Basic information', there are sub-items: 'List of accommodation', 'Book', and 'Requests for accommodation'. The 'Basic information' section is highlighted with a yellow border and contains the following fields: Name (redacted), Surname (redacted), Address (redacted), Cell phone (input field), E-mail (redacted), Corresp. e-mail (input field), and Account (input field). To the right of these fields, it says 'Hlavní konto : 0 Kč'. At the bottom of the highlighted section, the 'Variable symbol' is listed as '931219212'.

3. Fill in the number of your cell phone and your current e-mail
4. Click to “Request for accommodation”
5. Choose the period for which you wish to be accommodated from the “Waiting list”.

6. Choose your preferred and second-choice dormitory, and the period for which you wish to be accommodated. If you need to apply for a visa, select this option and choose the embassy to which you will apply for your visa.
7. Confirm that you have read the terms and conditions for the accommodation and that you agree with them, and make your application using the button below.

The screenshot shows a web interface with a navigation menu at the top containing: Basic information, Account, Cards, List of accommodation, Book, and Requests for accommodation. The main content area is titled 'New request' and contains the following fields:

- Preferred College: Masarykova kolej (with an 'info' link)
- Spare college: Masarykova kolej (with an 'info' link)
- Planned from: 02/05/2015 (Thursday, 5 February, 2015)
- Planned to: 06/26/2015 (Friday, 26 June, 2015)
- I am applying for a visa:
- I live in the Czech Republic:  \* I just need confirmation for visa extension, which I will personally deal with the Ministry of Interior of Czech Republic or Czech Police.
- Otherwise, choose the Embassy: RUSSIA - Embassy of the Czech Republic in Moscow

At the bottom of the form, there is a checkbox:  I confirm that I have read the terms and conditions of the accommodation request/booking and I agree with them. Below this is a circular button labeled 'Appt.'.

**Congratulations, your request has been accepted and will be considered!**

8. Students who need a visa will receive a copy of their accommodation reservation by e-mail within one week. The original will be sent directly to the Czech embassy when you apply for a visa.
9. Students who do not need a visa will be informed about the final reservation after December 12<sup>th</sup>.
10. The Central Accommodation Service will inform all students about their current reservation after December 12<sup>th</sup> by e-mail. Students should confirm or cancel the reservation and pay the deposit if they accept the reservation.
11. The returnable deposit of CZK 5000 must be paid not later than January 15<sup>th</sup>, 2015 (otherwise your place will be redistributed to another student). Your deposit will be returned at the end of your accommodation period when you hand back your room in good order and have fulfilled your obligations under the accommodation agreement.

# How to pay your deposit:

1. Use GoPay Gateway. Find the guide here [https://www.suz.cvut.cz/files/gopay\\_en.pdf](https://www.suz.cvut.cz/files/gopay_en.pdf)  
This is the cheapest and simplest way to pay.
2. wire transfer from a bank account (your account or your parents' account)
3. wire transfer from a bank (cash payment to the bank)

Details for transferring money:

Payee

Payee's account number (IBAN)	CZ2001000000274082130287
Payee's account number	27-4082130287/0100
Payee's account name	Správa účelových zařízení ČVUT Praha
Address	Vaničkova 7, 160 17 - Praha 6, Czech Republic

Payee's bank

BIC (SWIFT) code	KOMBCZPPXXX
Name of payee's bank	Komerční banka, a.s.
Address	Komerční banka, a.s. Dejvická 189/5, 160 59 Praha 6, Česká Republika

Please transfer the equivalent to 5 000,- Kc in Euros or US Dollars. Can you give an amount: EUR 190, USD 250.

If you have any questions, please contact [ubytovani@suz.cvut.cz](mailto:ubytovani@suz.cvut.cz)

## Before your arrival:

The central accommodation service needs to know exactly your arrival time to prepare the place for you in the event that you arrive outside the working hours of the receptionists. If you do not announce the data and hour of your arrival and arrive outside working hours, you will be asked to pay at summer vacation rates for this first night!

When you are sure about the data of your arrival, please announce it to the central accommodation service by e-mail to [ubytovani@suz.cvut.cz](mailto:ubytovani@suz.cvut.cz) no later than 3 days before your arrival.

### Important links:

**Central Accommodation Service:** <https://www.suz.cvut.cz/en/the-facilities-administration-departmentof-the-czech-technical-university-in-prague>

**Information and documents:** <https://www.suz.cvut.cz/en/dormitories/information-and-documents> FAQ:

<http://intranet.cvut.cz/incomers/erasmus-exchange/faq>