

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 managing accommodation requests. At the top right are links for 'Logout' and flags for the Czech Republic, the United Kingdom, and the European Union. Below these are three main menu items: 'Basic information', 'Account', and 'Cards'. Under 'Basic information', there are sub-links for 'List of accommodation', 'Book', and 'Requests for accommodation'. A yellow box highlights the 'Basic information' section, which contains fields for Name, Surname, Address, Cell phone, E-mail, Corresp. e-mail, Account, and Variable symbol. The variable symbol field is populated with '931219212'. To the right of the name field, it says 'Hlavní konto : 0 Kč'.

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.

| Basic information | Account | Cards |
|--|----------------------|--|
| List of accommodation | Book | Requests for accommodation |
| <p>New request</p> <p> Preferred College: <input type="text" value="Masarykova kolej"/> info Spare college: <input type="text" value="Masarykova kolej"/> info Planned from: <input type="text" value="02/05/2015"/> Thursday, 5 February, 2015 Planned to: <input type="text" value="06/26/2015"/> Friday, 26 June, 2015 I am applying for a visa: <input checked="" type="checkbox"/> I live in the Czech Republic: <input type="checkbox"/> * 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: <input type="text" value="RUSSIA - Embassy of the Czech Republic in Moscow"/> </p> | | |
| <p><input checked="" type="checkbox"/> I confirm that I have read the terms and conditions of the accomodation request/booking and I agree with them</p> <p style="text-align: center;"> Apply</p> | | |

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 12th.
10. The Central Accommodation Service will inform all students about their current reservation after December 12th 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 15th, 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
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 | Vaníčkova 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,- Kč 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

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 date 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 date of your arrival, please announce it to the central accommodation service by e-mail to 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>