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

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 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)

All payments are made only NON-CASH

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

Payments made from abroad are further subject to an exchange rate fee which is paid for by the payee. 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: Vaníčkova 7, 160 17 - Praha 6, Czech Republic
Receiver bank

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](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

**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.

**I REGISTRATION for the ISKaM4 system does not apply for CANDIDATE for study at CTU!**

**Submitting applications – submitting applications for the 2020/2021 AY via the website from 3. 2. 2020**

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](https://www.suz.cvut.cz/koleje/informace-a-dokumenty)

**Anticipated costs in relation to accommodation can be found here:**

**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?**

**IF INCORRECT PAYMENT DETAILS ARE ENTERED, THE PAYER BEARS ALL CONSEQUENCES!**
A student of the CTU has the details of their course loaded directly to ISKAM4. If the data is not loaded, then the student identifies themselves with a valid CTU card, or a current confirmation of attendance (not older than 14 days). In these disputable cases, the resident is charged a fee as per the Price List for Self-Payers, until the day of the physical presentation of a valid CTU card or a current confirmation of study of the CTU; see www.suz.cvut.cz/cenik. From the day of the presentation of a valid CTU card or a current confirmation of study of the CTU, they will be charged a fee as per the Dormitory Price List.

b) Students of other schools (other than the CTU) must present a current confirmation of study (no more that 14 calendar days old) upon arrival:
- If they fail to do so, students of Czech universities will be charged the price as per the Price List for Self-Payers, until the physical presentation of this confirmation; see www.suz.cvut.cz/cenik. From the day of the presentation of the confirmation of study of a Czech university, they will be charged a price as per the Dormitory Price List.
- If they fail to do so, students of other schools (not Czech universities) will be charged a price as per the Price List for Self-Payers, until the physical presentation of this confirmation; see www.suz.cvut.cz/cenik. From the day of the presentation of the confirmation of study of a school (not a Czech university), they will be charged a price as per the Price List for Students Self-Payers.

c) Upon arrival, a graduate of the Czech Technical University in Prague may present a copy of a diploma from the Czech Technical University in Prague no older than 5 years inclusive. If they fail to do so, they will be charged a price as per the Price List for Self-Payers, until the physical presentation of a copy of a diploma from the Czech Technical University in Prague no older than 5 years inclusive; see www.suz.cvut.cz/cenik. From the day of the presentation of a copy of a diploma from the Czech Technical University in Prague no older than 5 years inclusive, they will be charged a price as per the Price List for Students Self-Payers.

d) Students taking part in an internship or student exchange programme, are governed by specific conditions of accommodation. More information is available in GTA, see sections F and G.

e) Student signs and agrees to the conditions of the property insurance as applied to the property, by signing to the Accommodation Agreement on the first day of arriving at 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 (cash payments aren’t possible).

Payment of deposits, accommodation and insurance cannot be made at the other dormitories!!!
CONTACT DETAILS AND IMPORTANT LINKS

Office hours
Mon: 8:00am - 11am; 12:00am - 2:00pm
Tue: 8:00am - 11am; 12:00am - 2:00pm
Thu: 8:00am - 11am; 12:00am - 2:00pm
Wed: 8:00am - 11am; 12:00am - 1:00pm
Fri: 8:00am - 11am; closed

e-mail: ubytovani@suz.cvut.cz
tel.: 234 678 387; 234 678 305

ISKaM4 technical support: iskam@suz.cvut.cz

Accommodation Department