
Check in procedure

Before your check-in at the dormitory please do the following:

Dormitory check-in

Please note that the arrival date indicated on the accommodation reservation is the mandatory date of arrival at the dormitory.

Check in is carried out by the Accommodation office of the dormitory. Office hours are on working days from Monday to Friday. Office hours [here](#)

In exceptional cases we may grant an exception in the check in process.

- if you must arrive at the weekend or at night, please inform the accommodation office of your arriving dormitory at least 3 working days in advance. Because the autumn check-ins is very busy time, we do accommodate approx. eleven thousand students, informing us in advance you will avoid any inconveniences (lack of free room or unprepared bed upon your arrival).

Please read carefully the name and the address of the Dormitory or Student residence where you will be staying. This information is located in the middle of the voucher.

1. Pay the dormitory fees online. Information on how to pay dormitory can be found [here](#)

2. What to bring with you for check-in? you may find [here](#)

If you do not check-in at the dormitory within the deadline set for entering the dormitory, ie by 30 September, the reservation will be canceled and the long-term deposit will be forfeited.