

Procedure for Payment of Long-Term Deposit of 2,100,- CZK for Accommodation in Charles University Dormitories in the Academic Year 2025/2026

To confirm the assigned place in the Charles University dormitory, it is necessary **to deposit a long-term deposit of 2,100,- CZK** into the account of the Dormitories and Canteens. If this long-term deposit is not paid within 7 days of creating the option, the reservation will be canceled from the accommodation system and the place will be offered to other applicants for accommodation in Charles University dormitories.

The bank account number for payments from banking institutions within the Czech Republic is the same for all accommodation areas (Prague, Plzeň, and Hradec Králové):

19 – 3093939319/ 0800

Payment of the deposit

We recommend making the deposit payment of 2,100,- CZK as a one-time transfer to the above-mentioned bank account number.

Important notice - Please use the specific symbol **2025**. The inclusion of the symbol **2025** is crucial for confirming the reservation of the assigned bed; without this symbol, the payment will be treated by the automatic system as a regular payment for the current long-term accommodation in the academic year 2024/2025 - the option will remain unconfirmed and will be automatically canceled. There is no need to provide a constant symbol.

Credit of the processed deposit of 2100 CZK and confirmation of accommodation reservation in the UK dormitories will be electronically communicated to the applicant via email after the correctly marked payment has been processed.

The deposit can be paid in the following ways:

- Personally, by credit card at the accommodation office of the respective dormitory.
- Online payment link, which will be sent to your email after booking the accommodation „push payment“
- By depositing cash into the account of the Dormitories and Canteens at any branch of Česká spořitelna within the Czech Republic, or by transferring from any bank within the Czech Republic. Always use the variable symbol indicated in the Accommodation Agreement or the UK student ID as the variable symbol – this is the most suitable and fastest method for applicants through the Portal.
- By transfer from an account abroad – always include the full name, variable symbol from the Accommodation Agreement or UK student ID, or the applicant's date of birth in the message for the recipient. Without this information, the payment will be unidentifiable and thus unprocessed, and the reservation will be canceled. Any costs incurred related to the crediting of such a payment will be charged by the Dormitories and Canteens to the tenant if not covered by the payer themselves.

Payment from a foreign account:

IBAN: CZ22 0800 0000 1930 9393 9319

SWIFT(BIC): GIBACZPX

Name and account owner:

Univerzita Karlova
Koleje a menzy
José Martího 407/2
162 00 Praha 6

Name and address of the bank:

Česká spořitelna, a.s.
Veřejný a neziskový sektor
Budějovická 1518/13b
140 00 Praha 4