Procedure for Foreign Students Confirming Accommodation

at the Halls of Residence at Charles University

1. Once a request for accommodation at Charles University's halls of residence has been accepted, the applicant is required to pay an accommodation reservation fee. The reservation is subject to a 1,800 CZK deposit plus a first monthly rent, which is 3,800 CZK, i.e. the total amount will be 5,600 CZK. **The payment must be made by 31st of August 2020.**

2. The above-mentioned deposit constitutes funds for paying the final month's rent.

3. When accommodated at the halls of residence in Prague, Plzen or Hradec Králové, use the following account number:

    19-3093939319/0800

    IBAN: CZ22 0800 0000 1930 9393 9319

    SWIFT (BIC): GIBACZPX

Name and title of the account holder:	Name and address of the bank:
Univerzita Karlova	Česká spořitelna, a.s.
Koleje a menzy	Veřejný a neziskový sektor
Zvoníčkova 1927/5	Budějovická 1518/13b
Kolej Hvězda, blok A3	140 00 Praha 4
162 08 Praha 6	

   You must give the **student's name, surname and date of birth** in the message for the recipient of the payment. The student is liable for bank charges for crediting payment from an account held abroad. If the student does not cover these, the provider of the accommodation will charge these costs to the student's account.

4. In the event that the deposit is not paid **31st of August 2020** or the payment cannot be identified, the student's reservation will be cancelled and Charles University's halls of residence and refectories will be unable to guarantee accommodation. In such cases, students may only be accommodated in the university's halls of residence if there are available rooms.

5. The voucher (confirmation of accommodation) you received from the Faculty's study department is only valid if the deposit (see paragraph 1) is paid.

6. Accommodation at the Charles University halls of residence is governed by the internal Halls of Residence and Refectory rules, which are published at www.kam.cuni.cz.