

## **PAYMENT PROCEDURE OF THE LONG-TERM DEPOSIT OF CZK 1,800 FOR THE ACCOMMODATION IN CHARLES UNIVERSITY DORMITORIES IN THE ACADEMIC YEAR 2017/2018**

To have the allocated place in Charles University dormitory in Prague confirmed, it's necessary to pay the **long-term deposit of Czk 1,800** to the bank account of Dormitories and Refectories. In case this long-term deposit isn't paid within 7 days since the option is established, the reservation in the accommodation system will be canceled, and the place will be offered to other applicants.

The bank account for payments from the banks in the Czech Republic is identical for all accommodation areas (Prague, Pilsen and Hradec Králové) :

**19 – 3093939319/ 0800**

### **Payment procedure**

We recommend paying the deposit of Czk 1,800 by a bank transfer to the aforementioned bank account number.

As a **variable symbol** of the payment, the following numbers must be used:

- 1) **The ID of the Charles University student** (the number is displayed on the student card under the photograph), or
- 2) **The applicant's full birth number without the slash (ten digits); this applies to first years and students of other universities.**

**Important notice: please use "2017" as the specific symbol. This symbol is important for the confirmation of the reservation of the allocated bed; without this symbol, the automatic system will consider the payment an ordinary payment for the long-term accommodation in the academic year 2016/2017.**

There's no need to use the constant symbol.

The confirmation of the payment of the Czk 1,800 deposit, together with the confirmation of the accommodation booking in Charles University dormitories, will be sent to the applicant's e-mail.

**The successful payment of the Czk 1,800 deposit can also be verified in the "Application for the access of Charles University students to the information on their accommodation in Charles University dormitories in Prague".**

The access to the application for students: <https://rehos.cuni.cz> (section "Current accommodation and applications")

### **Other ways to pay the deposit:**

- a) **Cash or credit/debit card** in the accommodation office of the dormitory.
- b) **Cash** in any affiliate of Česká spořitelna in the Czech Republic, or bank transfer from any bank in the Czech Republic. As the variable symbol, always use the student's ID or the full birth number without the slash, the specific symbol is 2017. This way is the quickest for the applicants using the Portal.
- c) **Postal money order** of the Czech Post to the bank account of Dormitories and Refectories; the variable symbol and specific symbol 2017 must always be used.
- d) **Bank transfer from a foreign bank account** – the message for the recipient must always contain **the student's name and date of birth, and/or the full birth number or student ID. Without this information, the payment can't be identified, and the reservation will be canceled.**

The incurring costs (approx. 25 Czk) will be, in such a case, charged to the accommodated student.

**Payment from a foreign bank account:**

**IBAN: CZ2208000000193093939319**

**SWIFT(BIC): GIBACZPX**

**Name and address of the account owner:**

Univerzita Karlova v Praze  
Koleje a menzy  
Voršilská 1  
116 43 Praha 1

**Name and address of the bank:**

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

**The web application providing access for students to the information on their accommodation in Charles University dormitories is available on the internet:**

<https://rehos.cuni.cz> (section "Current accommodation and applications")

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