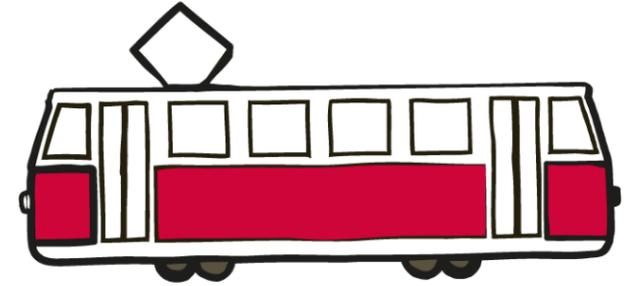




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OF SOCIAL SCIENCES
Charles University

VIDEO TUTORIAL FOR EXCHANGE STUDENTS



CHARLES UNIVERSITY DORMITORIES
&
PRIVATE ACCOMMODATION

ACCOMMODATION AT CU DORMITORIES

GENERAL INFORMATION

Automatically arranged for visa students

For non-visa students (mostly Erasmus+) arranged **only if requested in the Online Application Form**

Accommodation voucher

Different locations around Prague – **exact address on the voucher**

CONTACTS

Central Reservation Office

accommodation@kam.cuni.cz or koleje.bounce@kam.cuni.cz

Local Accommodation Offices Contacts

Based on the given dormitory, find the contact [here](#).



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DEPOSIT PAYMENT



Reservation is **subject to the deposit payment of 2100 CZK** plus a monthly rent of 3800 CZK (differs according to a given dormitory) – **follow the deadline** and details provided by the Accommodation Office or IO coordinator

Exchange rate discrepancies and bank fees are up to the student to cover

The voucher (confirmation of accommodation) is only valid if the deposit is paid in time!



ACCOMMODATION AT CU DORMITORIES

CHECK-IN PROCEDURE

Follow the **check-in date** stated on the Accommodation Voucher. If you need to arrive another day, please **inform the accommodation office, at least 3 days prior to your arrival!**

Registration

Visit the accommodation office during [office hours](#) and bring your:

- ✓ ID card/passport
- ✓ Accommodation voucher
- ✓ Confirmation of Deposit payment

You can register only during office hours!

What if I arrive outside of the office hours?

- > you might be allocated into a provisional room and registered next working day (arrival during weekdays recommended)
- > we recommend informing the accommodation office in advance

LATE ARRIVAL

Always inform the accommodation office:

- ❑ Arrival outside of the office hours – Local Accommodation Office
- ❑ Delayed arrival date due to visa or other reasons – Central reservation office and Local Accommodation Office

Your spot **will be on hold only for a week** from the date stated on the voucher. If you do not inform the accommodation office, you will lose the reservation



ACCOMMODATION AT CU DORMITORIES

DORMITORY CANCELLATION POLICY

- ❑ **Written notice** provided to the accommodation office
- ❑ **1 month notice period**, starting on the first day of the month – otherwise a **cancellation fee**
- ❑ Detailed info [here](#)

Can I cancel it before my arrival?

Yes, if you do not pay the deposit, the reservation will be automatically cancelled. But please inform the accommodation office about it.

Is it possible to terminate it during the semester?

Yes, please follow the cancellation policy

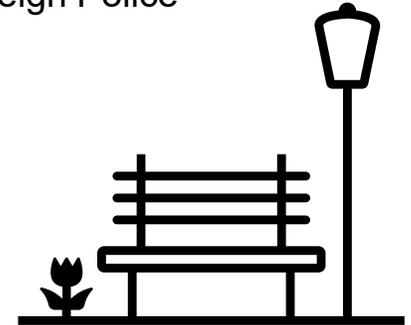
PLEASE NOTE:

You will have to validate your ISIC card to enter the dorms

Not all receptionists speak English, you can ask for help from the Housing Assistants

You will be automatically registered at Foreign Police

- ! Night quiet hours 22 pm – 6 am
- ! Smoking prohibited



CU DORMITORIES – WHO TO CONTACT?

CENTRAL RESERVATION OFFICE

- ❑ accommodation@kam.cuni.cz
- ❑ Cancellation before your arrival
- ❑ Arrival dates, later arrivals
- ❑ Complaints

LOCAL ACCOMMODATION OFFICES (I. E. HVĚZDA, VĚTRNÍK, TRÓJA) – [CONTACTS](#)

- ❑ Room changes
- ❑ Cancellation during semester
- ❑ Pricing questions
- ❑ Specific complaints

HOUSING ASSISTANT – [CONTACTS](#)

Who is a housing assistant?

A student living in the dormitories, speaking Czech&English and available on Facebook or email

What s/he can help me with?

- ❑ Questions about gym, laundry room, study rooms location
- ❑ Technical issues
- ❑ English speaking support at the dorms



PRIVATE ACCOMMODATION

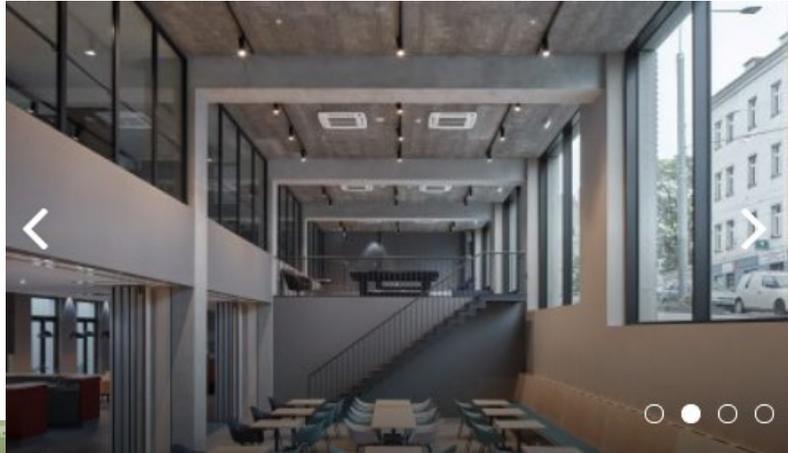
PRIVATE DORMITORIES

The Fizz

Location: Prague 7
More details [here](#)

DC REZIDENCE

Location: Prague 4
More details [here](#)



ROOM/FLAT SHARING

[Forstudents.cz](#)

[Sreality.cz](#)

[AccommodationPrague.net](#)

Facebook group

[Flat rent Prague](#)

[FLATSHARE in PRAGUE](#)

[International students in Prague](#)



! IMPORTANT

You MUST register at Foreign police yourself!



ERASMUS STUDENTS ONLY - ACCOMMODATION SCHOLARSHIP

WHAT IS IT?

Charles University decided to contribute to the accommodation costs Erasmus students have - around 500 CZK/month.

WHO IS ENTITLED?

Erasmus+ and ICM students

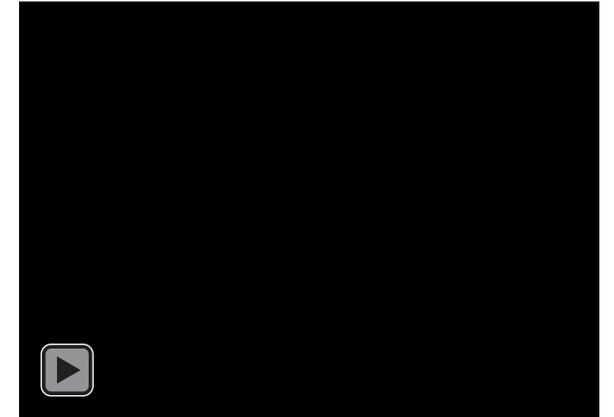
WHEN WILL I RECEIVE IT?

All Erasmus students will be informed via e-mail (Erasmus.incoming@ruk.cuni.cz) once the scholarship is available (usually 1 months before the end of the semester)

WHAT DO I NEED TO DO IN ORDER TO PICK IT UP?

Wait for the email from the European Office, read the instructions carefully.

- The scholarship is **paid out only in cash** and you can **pick it up in person at any branch of Komerčni banka**.
- You will need your **valid ID card/passport** – if the **document number changed** since the online registration, **you have to inform the European Office** in time!
- If you do not inform them, the bank won't be able to pay it out.



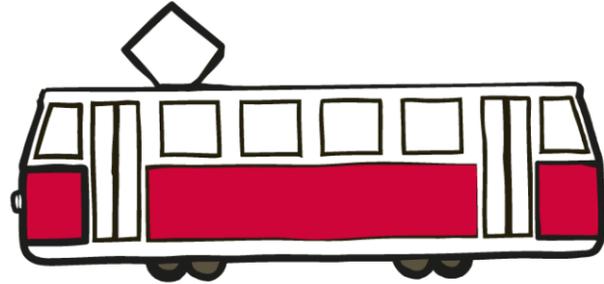
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For more details, visit [this link](#).





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WE WISH YOU HAPPY TIME AT
YOUR NEW HOMES