

Instructions for submitting the accommodation applications for academic year of 2019/20 via web interface

www.ubytovani.vscht.cz

(applies to first-year students of UCT Prague and the applicants who have not been provided the accommodation at UCT Prague residence halls before)

taking place from 1. 7. 2019 to 31. 7. 2019

1. UCT Prague students or applicants log in with their user name and password (**which they have obtained from the school**) at the website www.ubytovani.vscht.cz.
2. All the other persons have to register at the website www.ubytovani.vscht.cz. After submitting your registration data, you will receive a link allowing you to create a password so that you can then log in to the ISKAM accommodation system. The link shall be sent to the email address you have indicated as your primary email address during the registration. (Note that after receiving the link, it expires in just 24 hours.)
3. In the menu Ubytování (Accommodation) – select **Žádosti o ubytování (Accommodation applications)**.
4. Select the time period of your interest (09/19 - 06/20 or 09/19 – 08/20).
5. Create the accommodation application and send it by pressing „Vybrat" (Select).
6. Confirmation – confirm the status.
7. Pay a non-refundable administration fee of 400 CZK (**our bank account number is: 156290139/0300, variable symbol is your birth ID number**). The payment may be realised via bank transfer or online via the GoPay payment gateway directly from the ISKAM accommodation system. The payment has to be realised no later than during 5 days following the submission of your application. In case that the administration is not paid accordingly, the accommodation application related shall be considered as invalid and shall be excluded from further processing.