

## **Accommodation procedure at the UCT Prague Halls of Residence** **(frequently asked questions)**

- **Have I been assigned accommodation in the UCT Residence Halls?**
  - To find out if you have been assigned to a Residence Hall , check the official notice board of AUF (Administration of University Facilities) ([AUF](#)) in [List of applicants for accommodation for 2020/2021 obtaining a place in Residence Hall on 10. 8. 2020](#)
- **Which Hall of Residence and which room will I be accommodated in?**
  - Placement into a relevant Residence Hall (Volha or Sázava) and specific room shall be settled when you come to enrol at the Hall of Residence.
  - Preferred Hall of Residence**

You have specified the Residence Hall of your choice in your application. We will try to do our best to accommodate your request. Keep in mind, however, that both Halls of Residence have limited capacities and, depending on demand, there may be no vacancy in the given Residence Hall.
  - Room**

First year students are usually assigned to a two- or three-bed room in an accommodation unit. A different room type may be required when booking via the corresponding form.
  - How much will I pay?**

You can find the price list arranged according to the individual room types [here](#). Please note that the accommodation fee is to be paid regularly from the day of starting your accommodation until your accommodation contract is terminated and the room keys are returned.
  - Is it possible to live with someone I already know?**

If you know someone who has also been assigned to the UCT Prague Residence Halls, report your name and his / her name when starting your accommodation in the Residence Hall (via e-mail to [ubytovani@vscht-suz.cz](mailto:ubytovani@vscht-suz.cz)).
- **When can I move in?**
  - You can find information about starting your accommodation on the website of [AUF](#).
  - Proper enrolment and boarding into Residence Halls shall take place on **7.-10. 9. 2020** from 7 a.m. until 2 p.m.
  - Can I choose any day from the dates available to start my accommodation (7.-10. 9. 2020) or will it be assigned to me?**

Yes, you may choose any of the days specified above according to your possibilities and needs.
- **No day offered suits me. Can I enrol and board sooner or later?**
  - Your arrival beyond the official dates must be arranged directly with the Accommodation Department ([ubytovani@vscht-suz.cz](mailto:ubytovani@vscht-suz.cz)).
  - However, if you postpone your boarding until after 10. 9. 2020, it is necessary to pay a deposit of CZK 4,000 and to deliver a confirmation of this payment in writing (via email) to the

Management Department by 7.9.2020. More information can be found on the website of [AUF](#) ([Rules on accommodation, paragraph Delayed boarding](#))

- **How does the boarding process take place?**

- When you arrive to get accommodated, do not forget to bring the confirmation authorising **direct debit payments** from your bank account and **your identity card or passport** (if you are a foreigner).
- Your first steps should lead to the Management Department (for student accommodation), which is located in the Sázava Residence Hall (on the ground floor). There, you will be assigned to a specific room in one of the Residence Halls of the UCT Prague.
- After filling in the appropriate forms and handing them in at the office of the relevant Residence Hall manager (Volha or Sázava), you will receive room keys and bed linen.
- Then, you need to fill in the "Record of Take-over" form in the room, in which you must enter any possible defects you may find in the room. Again, this form also needs to be submitted in the office of your Residence Hall manager.