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# Accommodation

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## Accommodation at Halls of Residence of Charles University

Accommodation is provided in Charles University Halls of Residence (= dormitories). Students are housed in double-occupancy rooms. Single rooms are not available. Unit system consists of twin rooms (= double room with two separate beds) sharing bathroom facilities (shower and wc). A small kitchenette is usually at the end of each corridor. Students can also use a lavatory and hanging rooms in the building (keys are available at the reception against a fee). Bedding and bed linen are provided (bed linen is exchanged regularly); towels and kitchen utensils (such as pans, plates, cups etc.) are not.

The allocation of rooms is responsibility of the management of the residence hall - if you wish to *share a room with a colleague* (schoolmate) of yours, please, ask the Accommodation Office (Reception) on your arrival or contact the European Office with the request in advance.

### **The accommodation will be provided for the period corresponding to your study stay at Charles University.**

The rooms are always available starting approximately one week before the beginning of the semester/study period, orientation week included (for learning the exact dates see [Academic Calendar](#), appropriate host faculty websites or contact your host faculty or host department coordinator). Students need not make any special request to move in during this week.

You will be notified of details of your accommodation in the *Accommodation Voucher* that you will receive together with your *Letter of Admission*. Please contact the European Office if you need accommodation for a period that differs from your study period *for good reasons*: [erasmus@ruk.cuni.cz](mailto:erasmus@ruk.cuni.cz)

The *address of the student residence* is specified on the Accommodation Voucher.

The *exact price and period of your stay* will be confirmed on the Accommodation Voucher.

*Students who wish to come earlier will have to find their own accommodation.*

Please note: if you decide to *cancel the accommodation* you will not be able to reapply for accommodation in CU Residence Halls.

**To check-in** you need: your passport, the original of your Accommodation Voucher, one photograph. Students who arrive after office hours will be housed for the night (*the reception is open 24 hours a day*) and registered on the following workday at the Accommodation Office.

**The rent is paid directly in cash (CZK) at the Accommodation Office/Reception at the appropriate residence. No cards accepted.**

**Students make the first payment upon their arrival** and must make subsequent monthly payments in advance - always at the latest on the 25th of the preceding month (the administration staff of the dormitory can send you an email reminder with dates of payment for the next month).

Accommodation Charges at the **Hostivar Hall of Residence** for the Academic Year 2013/2014:

Foreign students on the Erasmus programme will be accommodated in two-bed rooms with bathroom facilities. The prices differ depending on the length of time for which the student makes an accommodation agreement, and depending on the fixtures of the room.

The charge for 1 bed/day when the length of accommodation is from 30 – 90 days will be approx. **CZK 150.**

The charge for 1 bed/day when the length of accommodation is from 90 – 270 days will be approx. **CZK 120.**

**A deposit Kč 1800,- is to be paid approximately 2 months before arrival.**

If a student wishes to leave the accommodation earlier than is stated in the agreement, he or she will have to pay a penalty charge that will be deducted from the „advance“ part of the payment.

Accommodation contract and other useful information in English is available at <http://www.kam.cuni.cz/KAM-90.html>

The Hostivar Hall of Residence Leaflet can be downloaded here (2.93MB)

### **Dormitories used for the ERASMUS programme in the academic year 2013/2014**

| <b>Dormitory</b>                                                                                                              | <b>Address</b>                            | <b>Phone number</b>                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Prague</b>                                                                                                                 |                                           |                                                                                                                       |
| Kolej Hostivar<br>E-mail:<br><a href="mailto:kolej.arealhostivar@kam">kolej.arealhostivar@kam</a><br>Price:CZK/Day<br>120-150 | Weilova 2<br>Praha 10<br>102 23           | +420 267.215.205, 211 (reception)<br>+420 267.215.212 (operational office)<br>+420 267.215.213 (accommodation office) |
| <b>Hradec Kralove</b>                                                                                                         |                                           |                                                                                                                       |
| Kolej Na Kotli<br>Price:CZK/Day<br>approx. 100-125                                                                            | Na Kotli 1147<br>Hradec Kralove<br>502 96 | +420 495.763.608                                                                                                      |
| <b>Plzen</b>                                                                                                                  |                                           |                                                                                                                       |
| Kolej Bolevecká<br>Price:CZK/Day<br>approx. 105-130                                                                           | Bolevecká 34<br>Plzen<br>301 00           | +420 377.259.384                                                                                                      |

## **Private Accommodation**

It is not difficult to find private accommodation in our university cities. For a three-room flat (two rooms and kitchen) in Prague you can pay about Kč 15.000. It can be twice as cheap in Pilsen and Hradec Králové. You can contact various letting agencies.

If you decide not to use the University accommodation we **need you to inform us** as soon as you have fixed your private accommodation.

## **Erasmus Scholarship (accommodation grant for the winter semester of 2013/2014)**

The accommodation grant is paid by Charles University in Prague as a contribution to the costs of accommodation during university studies.

This **contribution - 520 CZK/month - will be paid out in cash** to students on the Erasmus Programme at any major branch of the Komerční banka a.s. **from 16th December 2013 till 28th February 2014 on production of their travel document** (ID card or passport).

The document number must correspond with the one you filled in when registering on-line.

Please note that it is not possible to transfer the amount to your bank account.

If, on the other hand, you cannot pick up the cash in person, you may authorise another person to do so on your behalf.

This person must have:

**1) your travel document (original not copy)**

**2) a letter of attorney, i.e. a document containing:**

- your name, surname, and number of your travel document
- name, surname and travel document no. of person authorised
- statement of transaction authorised (withdrawal of money paid by Charles University through a branch of the Komerční banka a.s.)
- your notarised signature

**All this must be in Czech.**

Should you have any troubles with expired documents you can send the updated information (number of your travel document and its validity period) to the e-mail address [erasmus@ruk.cuni.cz](mailto:erasmus@ruk.cuni.cz).