

## Instructions to check- in to the student dormitory of the STU for foreign students

1. **Foreign student** must fill in application for accommodation and send it to the mail-address [elena.trochtova@stuba.sk](mailto:elena.trochtova@stuba.sk) or to the address **ÚZ ŠD a J STU, Bernolákova 1, 811 07 Bratislava** 2 months before check-in.
2. **Foreign student (2nd – 5th class)**, to whom the accommodation in student dormitory of the STU has been allocated, is due to settle charge for accommodation for two first months of academic year **till the 15th August**. The payment must be transferred to the account of the Purpose Institution Hostels and Dining-Halls of the STU in Bratislava in the time stipulated, i.e. For that **the payment must be made on the 10th August**.
3. **Foreign student (1st class)** is due to settle accommodation charge for the first two months of academic within 5 working days from the date of registration at faculty.
4. **Foreign student** who checks in to the student dormitory during the month, must pay aliquotely for two first months of accommodation.
5. Payment must be made **by bank transfer bank charges including!**
6. Bank connection: **Name of bank: ŠTÁTNA POKLADŇA**  
**Address of bank: Radlinského 32,**  
**810 05 Bratislava, Slovakia**  
**Number of account: Sk 20 8180 0000 0070 0007 8344**  
**Swift code: SPSRSKBAXXX**  
**Beneficiary: Účelové zariadenie ŠD a J STU,**  
**Bernolákova 1,**  
**811 07 Bratislava, Slovakia**

### Variable symbol of every student consists of 10 digits: xxx xx xxxxx

the first 4 digits is a number of student dormitory

the last 6 digits is identification number of foreign student completed with needful number of zeros from the left (**students of the 2nd till the 5th class**) which student can find in academic informative system AIS ( [www.stuba.sk](http://www.stuba.sk)).

**Foreign students of the first class receive their identification number upon the day of registration at faculty.**

Student dormitory	the first 4 digits
Mladá Garda, Račianská 103, Bratislava	<b>7122</b>
J.Hronca, Bernolákova 1, Bratislava	<b>7322</b>
Mladosť, Staré Grunty 53, Bratislava	<b>7522</b>

**1st payment term** is from the 1st September till the 31st October **-with maturity of the 15th August**.

Payment for the 1st payment term can be done (charged on account of accommodation provider) earliest on the 16th July of given year because of clear identification of payment.

The 1st payment term for the 1st class of bachelor study and for the 1st class of engineering study of these students, who finished bachelor study at another university, is adjusted in special internal instruction.

**2nd payment term** is from the 1st November till the 31st December – **with maturity of the 31 October**.

**3rd payment term** is from the 1st January till 28th February – **with maturity of the 26th January.**

Payment for the 3rd payment term **must** be done only in **January** because of time resolution of revenues in accounting of accommodation provider.

**4th payment term** is from the 1st March till the 30th April – **with maturity of the 2nd March.**

**5th payment term** is from the 1st May till the date of end of study in competent class in terms of study program of competent faculty - **with maturity of the 30th April.**

**6th payment term** is from the 1st July till the 31st August - **with maturity of the 17th June.**

7. If till **the 15th August** ( 2nd – 5th class ) **or within 5 working days from the date of registration at faculty** ( 1st class) the accommodation for months September and October will not be settled, the student loses room interest.
8. If student settles the charge for accommodation and he doesn't check-in in to the student dormitory at the furthest till the 31st October , he loses accommodation interest and at the same time he loses demand for return of settled charge.
9. By check-in in it is necessary to present:
  - passport and residence permit
  - 2 photos (4x4 cm)
  - health state certification
  - certification of bank transfer for accommodation (in case of incorrect variable symbol the payment will not be accepted)
  - temporary address certification (the 1st class will carry by check-in to the student dormitory).

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**Important caution:**

- **Every student (accommodated at the hostels of the STU) is due to ensure own quilt, pillow and bed-clothes. The student will not be accommodated at the hostel without these things.**
- **Working time at the accommodation department is from Monday till Friday, from 8 till 15 o'clock.**  
**Student which can not come to hostel at this time, must advise exact date and time of his (her) arrival.**

In Bratislava, 14 August 2014