

Instructions for foreign students to check- in to the hostel of the STU

1. Foreign student must fill in application for accommodation and send it to the mail-address elena.trochtova@stuba.sk or to the address **ÚZ ŠD a J STU, Bernolákova 1, 811 07 Bratislava.**
2. Foreign student (**students of the second class and higher**), to whom the accommodation at the hostel of STU has been allocated, is due to settle accommodation charge for the first two months of the school 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. **the payment must be made on the 10th August. Foreign student is due to use variable symbol in payment.**
3. Foreign student (**first class**) is due to settle accommodation charge for the first two months of the school year till the **16th September** to the account of the Purpose Institution Hostels and Dining-Halls of the STU in Bratislava. If foreign student will be registered at faculty after the 16th September, he (she) must pay within five days after registration. **Foreign student is due to use variable symbol in payment.**
4. Foreign student, which checks in to the student dormitory during the month , must pay aliquotely from the amount for the firts two 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 0000007000078344
Swift code: SUBASKBX
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 the hostel

the last 6 digits is identification code 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).

Students of the first class receive their identification code upon the day of their registration at the faculty.

Hostel	the first 4 digits
Mladá Garda, Račianská 103, Bratislava	7122
J.Hronca, Bernolákova 1, Bratislava	7322
Mladost', Staré Grunty 53, Bratislava	7522

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 25th January.**

Payments 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 28th February**

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

6th payment term for graduants and foreign students 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 the 16th September (1st class) the accommodation for months September and October will not be settled, the student loses room interest.

8. If student settles the charge and he doesn't move in to the hostel at the furthest till 31st October , he loses accommodation interest and at the same time he loses demand for return of settled charge.

9. By moving in it is necessary to present:

- passport and residence permit
- index (not the 1st class)
- 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 moving in to the hostel).

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 arrival.