How Accommodation in STU Dormitories in Bratislava Works

The complete process **„step by step“**

Accommodation timeline

1	2	3	4	5	6	7	8	9	10
Application	Points	Waiting list	Room transfer/ Room exchange	Room reservation	Allocation of Accommodation	Approved/ Rejected Reservation	Electronic Signature	Payment	Check-in at Dormitory
According to the Faculty´s Deadline, as a rule from 2.6. to 15.7.	Apply for additional points by June 30.	Extend your Aplication in the Waiting list by September 10.	15.6.-30.6.-CS 2.8 - 9.8.- CS Od 11.8.-AS	15.6- 30.6.- CS 1.7.-31.7.-CS 2.8.- 9.8.- PS 11.8. - AS	FA: 16.7.-8.9. AO: from 9.9.	1.8. – CS 10.8. – PS from 11.8. - AS	from 15.8.	from 26.8. according to the instructions in the AS STU	from 1.9.

Legend : CS-continuing student
PS- prospective student
AS – all students
FA- Faculty
AO – Accommodation Office
AS STU – Accommodation system STU

1. Electronic Accommodation Application

- You can easily submit your accommodation application through STU Accommodation System within the deadline specified by your faculty, provided that:
  - 📍 you have **permanent residence outside Bratislava**,
  - ✅ you have **no outstanding payments or fees owed to STU,**
  - 🚫 you have **not been excluded from the dormitories** due to a gross violation of the rules.

💡 **Don´t forget to submit your application on time!** Applications submitted after the deadline are placed at the **end of the waiting list.**

❗ **Important information:** If you are **under 17 years old as of September 1,** you may still submit an application, but **accommodation cannot be assigned to you.**

TIP: Keep track of the deadlines in the STU Accommodation System and check your email notifications.

2. Points – continuing student

- If you are a **continuing student,** the system will **automatically** assign you points after you submit your appliocation, based on the valid STU criteria for:

🎓 academic results,

📍 commuting distance (penalty),

💙 social scholarship.

👉 You can also **earn additional** points based on the addendum issued by your faculty or institute.

- **No points are awarded** based on the distance from your permanent residence. However, the closer you live to Bratislava, the more points are **deducted (penalty).**

➕ If you meet the requirements for additional points (e.g. health reasons, blood donation, sports competitions, etc.), request that these points be awarded from the designated contact persons at your Faculty.

TIP: Keep track of the deadlines in the STU Accommodation System and check your email notifications.

2. Points – prospective 1. year student

If you are a **prospective first-year** student and have not studied at STU before, your score after submitting the application is calculated accroding to the STU Criteria for Student Accommodation Allocation based on:

- **the result of the admission process**,
- **a commuting distance penalty,** if the journey from your permanent residence to your place of study takes less than 60 minutes by public transport,
- **additional points** awarded according to the addendum of the respective faculty.
- If you meet the requirements for **additional points** (e.g. for health reasons, blood donation, sports competitions, etc.), request that these points be awarded by the designated contact persons at your faculty.

TIP: Keep track of the deadlines in the STU Accommodation System and check your email notifications.

3. Waiting list

- Based on the points you have earned, you will be placed on the waiting list, and your position on the waiting list may **change** during the accommodation allocation process.
- Your position on the waiting list may **move up** or **down**, depending on changes made by **all students,** for example:

✅ a student **confirms** or **does not confirm** their interest in accommodation,
❌ a student **cancels** their application,
📊 a student´s **score** changes,
🎓 a student **becomes eligible** or **no longer eligible** for accommodation,
🛏️ **accommodation is assigned** to a student, or the student declines it,
📝 a student **corrects or updates** information in their application.

TIP: Keep track of the deadlines in the STU Accommodation System and check your email notifications.

4. Room forwarding

- **Important rules:**

🤝 You may **forward** your room only within the same dormitory and only during the 1st round of reservations through the system.

🏠 You mas **forward** your room only to a student who would also be eligible to reserve it during the **2nd round of reservations**.

🗓️ After the 1st round has ended, room forwarding is **no longer possible**.

🚫 It is **not possible** to forward or reserve a **blocked room** (e.g. a room blocked due to renovation, a change in capacity, or other operational reasons).

TIP: Keep track of the deadlines in the STU Accommodation System and check your email notifications.

4. Room Exchange – Before Moving In

- You can **exchange** your room from the 3rd round of reservations onwards, provided that both students **agree** of the exchange. Both students must confirm their consent electronically in the system.
- **Important rules:**

✅ both students must have accommodation **assigned**,

✅ both students must have an **approved** room reservation,

📄 the room exchange must be arranged **before** electronically signing the Accommodation Contract,

👥 you can exchange your room **only** with a student of the same gender,

🏠 you can exchange your room at **any** STU dormitory,

🤝 you must find the student yourself and arrange the exchange with them.

💡 **The room exchange is valid only for the current academic year.**

TIP: Keep track of the deadlines in the STU Accommodation System and check your email notifications.

4. Change of the room – during accommodation

- **Change of the room during accommodation** will be available under these conditions:

Room change requests are reviewed **only once a week**.
You can submit only **one change request** during one semester.
The fee **10 €** will be charged for every approved change of the room.
In the event of serious problems with roommate the fee can be waived.
You can submit the request via the app **„INTRÁK“.**
If you have serious problem or serious situation, describe it in the request.
Each case is assessed individually according to **severity** of the reason and available capacity.

TIP: Watch the terms in the Accommodaion system of the STU and email notifications.

5. Reservation of the room – continuing student

🛏️ In the **1. round you can** reserve **your original room** (if it is not blocked) or the room, which another student **gave up** to you.

- In the **2. round** you can reserve **maximum 5 rooms.** The system will offer you rooms only in the dormitories, where your faculty has allocated accommodation capacity.
- If you reserve **more** rooms, **the first reserved** room has **the highest prirority**.
- The condition of the reservation of the room is, that you must have **confirmation of admission and continuation of studies at the STU** for relevant academic year. Term and faculty enrollment procedure can vary by faculty or institute.

💡 **Reservation does not mean,** that **the room (accommodation) has been allocated to you.** It only expresses your preference, where you would like to reside.

TIP: Watch terms in the Accommodation system of the STU and email notifications.

5. Reservation of the room – prospective student 1.class

- If you are newly hired student, you can reserve the room **only in the 3. round of reservations.**

Conditions of the reservation:

- You must be **enrolled in studies.**
- You must have **AIS ID number.**
- You can Reserve **5 rooms at most.**
- The system will offer you available rooms only in the dormitories, where your faculty has allocated accommodation capacity.
- The condition is that , you must have **confirmation of admission and you must have your study at the STU created in the system** for relevant academic year. Term and faculty enrollment can vary by faculty and institute.

Reservation of the room does not mean, that **accommodation has been allocated to you.** It only expresses your preference, where you would like to reside.

TIP: Watch terms in the Accommodation system of the STU and email notifications.

6. Allocation of accommodation

Your **faculty** decides on the allocation of accommodation according to the rules set in the directive:

- 📊 number of earned points,
- 📋 position in the waiting list,
- 🛏️ number of places assigned to your faculty.
- 📌 If the accommodation **has not been** allocated to you in the 2.round, you do not have to worry.
- ⏳ **You are staying in the waiting list.** Accommodation can be allocated to you subsequently in next rounds (in August, in September) in order in the waiting list and available capacity.

- 💡 The capacity of dormitories is **limited,** for that it is not possible to accommodate **all interested persons.**

TIP: Watch terms in the Accommodation system of the STU and email notifications.

7. Approved / Not approved reservation of the room

- If you have **approved reservation : Congratulations!** 🎉 Now just:

✍️ Sign electronically Accommodation Contract and other documents required for accommodation.

💳 Pay fees for accommodation.

🔑 In the specified term come to check-in to the dormitory.

⏳ Do you have **allocated accommodation**, but the reservation of the room **has not been approved?**
You do not have to worry. 😊

🛏️ You reserve the room **in the 4th round of reservations**.

✅ Your reservation will be **automatically approved**.

TIP: Watch terms in the Accommodation system of the STU and email notifications.

8. Electronical signature

✅ **Do you have allocated accommodation and approved reservation? Super** 🎉
Now just:

✍️ **sign electronically: Accommodation Contract,** „Affidavit regarding your health status“ and „Declaration regarding initial training“ **in the system**.

📄 **Next documents: „**Scope of processed personal data“,“Room takeover protocol“ and „Cleaning schedule“ – download in the system, fill out and **bring with you to check-in. Do not forget to prepare them even before the arrival to the domitory!**

💡 Change of the room is not possible after **electronical** signing of the contract.

TIP: Watch terms in the accommodation system of the STU and email notifications.

9. Payment

💶 **Pay for accommodation and refundable deposit 130€** by bank transfer in stated term according to instructions in the accommodation system. Refundable deposit will be returned after end of accommodation under the terms of the contract.

😔 **Do not forget!** Pay the fee in stated term and sign electronically the contract. If you do not make it in time, your accommodation will be **cancelled** for the whole academic year 2026/2027.

TIP: Watch terms in the Accommodation system of the STU and email notifications.

10. Check-in to the dormitory

- **You need the following for check-in:**

🪪 proof of identity

🆔 AIS ID number

📸 2 x current **photograph of face (2.5 x 2.5 cm)**

👨‍👧 If you are **17 years old:** Informed Consent of legal representative and Consent of the person of first contact

During check-in:

🔑 Pick up accommodation card and keys.

🚪 Control room condition.

📄 **Fill out, sign and hand over „Room takeover protocol“.**

📱 All next defects report via the app. „**INTRÁK“.**

TIP: Watch terms in the Accommodation system of the STU and email notifications.