

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 or to the address **ÚZ ŠDaJ 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. Foreign student is obliged to **open an account**, otherwise the payment will not be accepted.
6. The payment is to be executed by cashless **bank transfer on the bank account** of the accommodation provider and under variable symbol mentioned in "Statement about allocation of the accommodation of foreign student".
7. Bank connection accommodation: **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: SPSRSKBXXX
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).

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	7122
J.Hronca, Bernolákova 1, Bratislava	7322
Mladosť, Staré Grunty 53, Bratislava	7522

1. the payment period is from 2.09.(resp. the first working day in the month of September) until 31.10. **-with a maturity date of 17.08.**

Payment for the 1st payment period can be, due to an unambiguous identification of payment executed (credited to the accommodation providers' account) from 1.08. of the given year at the earliest.

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.

2. payment period is from 1.11. until 31.12. – **with maturity date 2.11.**

3. payment period is from 1.01. until 29.02. – **with maturity date 25.01.**

Payment for the 3. payment period are to be executed not before January, the reason being accruals and deferrals of yields in the accommodation providers' bookkeeping.

4. payment period is from the 1.03. until 30.04. – **with maturity date 1.03.**

5. payment period is from the 1.05 until the date of end of concluding the studies in the respective year in sense of studies schedule of the respective faculty - **with maturity date 2.05.**

6. payment period for postgraduates and foreign students is from 1.07. until 31.08. - **with maturity date 15.06.**

8. If until **15.08. 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.
9. If student settles the charge for accommodation and he doesn't check-in in to the student dormitory at the furthest until 31.10., he loses accommodation interest and at the same time he loses demand for return of settled charge.
10. 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).

Important caution:

- **Every foreign 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 until Friday, from 8 until 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, 20 August 2015