

INSTRUCTION FOR FOREIGN STUDNETS TO CHECK- IN TO THE STUDENT DORMITORY OF THE STU AND TO CHECK- OUT FROM STUDENT DORMITORY OF THE STU IN BRATISLAVA

1. **Foreign student** must fill in application for accommodation, the form of which is listed on the STU web site:

http://www.stuba.sk/new/docs//stu/pracoviska/uz_sdaj/Ziadost_o_pridelenie_ubyt_ZAHRANICNI_STUDENTI.pdf

The application with the confirmation letter issued by faculty must be sent to e-mail address elena.trochtova@stuba.sk or to address **Accommodation department, ÚZ ŠDaJ STU, Bernolákova 1, 811 07 Bratislava** 2 months before check-in at the latest.

2. **Foreign student** must pay for accommodation 2 months in advance, namely:
 - **Continuing class (student Bc. and Ing. study)**, to whom accommodation has been assigned on the ground of “Statement about allocation of the accommodation of foreign student”, is obliged to pay the price for accommodation till **the 15th August**, with correct **variable symbol**. By this date the payment must be credited to the landlord’s account. Otherwise, a foreign student **will lose claim for accommodation**.
 - **First class (student Bc. and Ing. study and Erasmus)**, to whom accommodation has been assigned on the ground of “Statement about allocation of the accommodation of foreign student”, is obliged to pay the price for accommodation **within 5 days from the date of registration at faculty**, with correct **variable symbol**. By this date, the payment must be credited to the landlord’s account. Otherwise, a foreign student **will lose claim for accommodation**.
3. **Foreign student (Erasmus student)**, who is accommodated for short-term accommodation (**accommodation for a maximum period of five months**), is obliged to pay a **deposit in amount of 130,00 € within 5 days from the date of registration at faculty** with correct **variable symbol** by bank transfer to landlord’s account.
4. **Foreign student** is obliged to **open an account and to use correct variable symbol in payment**, otherwise the payment will not be accepted.
5. **The payment** must be done **by bank transfer** to the bank account of the accommodation provider and with variable symbol mentioned in “Statement about allocation of the accommodation of foreign student”. Payment periods and dates of payment are stated in Accommodation contract

http://www.stuba.sk/new/docs//stu/pracoviska/uz_sdaj/Zmluva_o_ubytovani_ZAHRANICNI_STUDENTI_ENG.pdf

6. Bank connection of provider of 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: **SPSRSKBAXXX**
Beneficiary: **Účelové zariadenie ŠD a J STU,
Bernolákova 1,
811 Bratislava, Slovakia**

7. **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 (AIS ID)
 - identification number which student can find in academic informatic system AIS (www.stuba.sk), is completed from left with needful number of zeros.
8. **Foreign student of the first class** receives his identification number (**AIS ID**) on the date of registration at faculty.
9. **Foreign student** is staying in a student dormitories by “Statement about allocation of the accommodation of foreign student of the STU”.

| Student dormitory | the first 4 digits |
|--|---------------------------|
| Mladá Garda, Račianská 103, Bratislava | 7129 |
| J.Hronca, Bernoláková 1, Bratislava | 7329 |
| Mladost', Staré Grunty 53, Bratislava | 7529 |

10. **If a foreign student of the first class or Erasmus student** will check-in to the student dormitory before the registration at faculty (**he has not identification number**), he is obligated to pay for accommodation in cash at the reception of the respective student dormitory, in the sense of valid price list as a **"alien person"**.
11. **Foreign student (first class, Erasmus)** becomes a student of the STU on the date of registration at the faculty, where he obtains identification number (AIS ID). Immediately on the **next working day after registration**, he is obligated to go to the Operative department of student dormitory and to **sign** all documents, which are necessary for accommodation. Foreign student **can not** stay in student dormitory of the STU without signed **"Accommodation contract"**.
12. **Foreign student must submit at check-in:**
- The Accommodation contract, that a foreign student will print from the Booking System (<https://www.ubytovanie.stuba.sk/>),
 - Statement about allocation of accommodation,
 - Passport and residence permit
 - 2 photos (4x4 cm)
 - Health state certification
 - Certification of bank transfer for accommodation (continuing classes)
 - Temporary address certification (the 1st class will carry after check-in to the student dormitory).
13. If **foreign student** settles the charge for accommodation and **he doesn't check-in** to the student dormitory until 31.10. at the latest, he loses claim for accommodation and at the same time he loses claim for return of payment.
14. **Foreign student is obligated at check-out:**
- to have all payments done, also penalties
 - to deliver clean and undamaged room with inventory together with key of room to the cleaner, who confirms receipt of the room on the accommodation card or on the standard form (it is at reception of SD).
 - to go to Operative department of SD with accommodation card or the form and he checks-out.
15. **The last day** of accommodation for foreign student of the STU is listed on letter of Acceptance or in Accommodation contract.
16. If **foreign student** doesn't finish study in stated period, he is obligated to advise this fact by e-mail to: elena.trochtovastuba.sk.

Important caution by "Check-in" and by "Check-out":

- 1) **Working time in relevant student dormitory is from Monday till Friday, from 9,00 till 14 o'clock.**
 - 2) **Foreign student who can not "check-in or "check-out" at this time, must advise exact date and time of his (her) arrival or departure by e-mail to elena.trochtovastuba.sk one week in advance at the latest.**
 - 3) **Foreign student, accommodated in student dormitories of the STU, is due to ensure own quilt, pillow and bed-clothes.**
 - 4) **Bedding (pillow, quilt, 2 pcs of bed sheet and 2 sets of bed-clothes) will be lent to the foreign student for short-term accommodation.**
- http://www.stuba.sk/new/docs//stu/pracoviska/uz_sdaj/POKYN_na_zapozicanie_lozkovin-anglicka_verzia.pdf