

## Accommodation Guide

### Spring 2024

MUNI offers a variety of accommodation choices for international students at university dormitories. Before you proceed with the booking process, please explore the dormitory options and choose your preferred location.

You can select from the following:

- ✓ Dormitory Vinařská - <http://www.skm.muni.cz/kolej/vinarska?en> - **recommended**
- ✓ Dormitory Kounicova - <http://www.skm.muni.cz/kolej/kounicova?en>
- ✓ Dormitory Sladkého - <http://www.skm.muni.cz/kolej/komarov-sladkeho?en>

The pricelist is available [here](#).

**Accommodation reservations open on Wednesday, January 3, 2024, at 10 a.m. We highly recommend timely booking, as each location has limited capacity!**

#### Accommodation Booking Instructions

You can book a room online, following the instructions bellow.

**1. Apply for reservation:**

- Visit the ISKaM web page: <https://iskam.skm.muni.cz/>
- Log in using your UČO and primary password.
- Select your preferred location/house.
- Choose a second preferred location/house (in case the capacity of your first choice is reached, you will be assigned an available location with free capacity).
- Submit the reservation.
- The system will confirm your reservation with a pop-up message: "Your application has been accepted."

**2. Confirmation of the reservation:**

- Check your university email inbox at [www.is.muni.cz/auth](http://www.is.muni.cz/auth).
- Log in using your UČO and primary password (both sent to you before).
- Look for an email assigning you a slot at the dormitories.

**3. Book your bed:**

Once your dormitory slot is confirmed, proceed to book a bed through ISKaM at <https://iskam.skm.muni.cz/>.

**4. Sign your accommodation contract:**

After booking a bed, sign the Accommodation Contract available on ISKaM at <https://iskam.skm.muni.cz/>.

**Masaryk University, Faculty of Economics and Administration**

Lipová 507/41a, 602 00 Brno, Czech Republic

T: +420 549 49 1710, E: [info@econ.muni.cz](mailto:info@econ.muni.cz), [www.econ.muni.cz](http://www.econ.muni.cz)

Bank account: KB Brno, Ref. No.: 85636621/0100, ID: 00216224, Tax ID: CZ00216224

**Contracts are confirmed electronically.**

**Ensure you carefully review and adjust the contract dates as needed; the system sets them automatically. Change the dates to match your needs.**

If you wish to terminate your accommodation **prematurely**, submit a notice with a one-month period. For instance, if your contract is valid until January 31 but you want to terminate it on December 31, apply for termination by November 30.

**5. Activate your SUPO account:**

At this stage, all bookings/reservations are complete. Now you need to pay the reservation deposit of 2000 CZK. Activate your personal economic account in the university intranet (SUPO account) at <https://inet.muni.cz/app/supo/aktivace> - log in using your UČO and primary password (switch to English at the bottom right of the page), and confirm your consent to the SUPO MU terms of service. Your SUPO account will be successfully **activated**.

**6. Pay the reservation deposit:**

**The reservation deposit of 2000 CZK is due within 10 days of your reservation.** Please note that there is no general deadline; rather, the deadline is individualized based on your reservation date.

You can pay the deposit using either a bank card (supporting online transactions and international transfers) or by bank transfer (transfer money to your SUPO account first). To make the payment, visit <https://inet.muni.cz/app/supo/vypis>.

Enter the sum of "2000" and choose "Debit card" or "QR payment." **Please cover any associated bank fees.**

If paying by bank transfer, follow these steps:

- a. Log in to the [SUPO webpage](#) and change the language to English.
- b. Navigate to ABOUT SUPO – accounts, clients, systems, payments.
- c. Click on PAYMENTS TO/FROM SUPO, scroll to the middle of the page, and use the BENEFICIARY ACCOUNT No. and SWIFT CODE/BIC from the chart (and possibly other necessary details, depending on your bank) to send the payment to Masaryk University (refer to Picture 1).
- d. d. Access the SCA STATEMENT (Picture 2) to find your personal variable symbol (Picture 3) and **use it as a reference number**.

**Picture 1 – Masaryk University bank account information**

Beneficiary:	
Beneficiary account No.:	CZ43 0100 0000 0000 8563 6621
Benef. bank:	
Beneficiary:	Masaryk University
Address:	Žerotínovo nám. 9
City, ZIP:	Brno, 601 77
Country:	Czech Republic
Benef. bank:	
Swift code/BIC:	KOMBCZPPXXX
Beneficiary's bank:	Komerční banka, nám. Svobody 21, Brno, 631 31
Detail of charges:	OUR
Account No. for charges:	MU bank account inapplicable!
Pay by cheque:	State NO

**Picture 2 – SCA statement**

Account number:	85636621
Bank code:	0100
Variable symbol:	<SCA's variable symbol, see <a href="#">SCA statement</a> >

**Picture 3 – Variable symbol: USE YOUR OWN**

**Information about SUPO account status**

Type of account	primary account
Account balance	active account
Account variable symbol	<del>XXXXXXXXXX</del> MU bank connection: 85636621/ 0100)
Bank account with authorized collection	not stated
Bank account for balance refunding	not stated
Advance payment for future payments	0.00 CZK
MU ID card transaction limit	100.00 CZK weekly
Used portion of limit	0.00 CZK

**7. Cancellation of Reservation and Later Arrivals:**

If the reservation deposit is not settled by the due date and the contract remains unsigned, the bed reservation may be cancelled.

**Upon payment of the reservation deposit and signing of the accommodation contract, your bed is reserved for 5 days after the accommodation's specified start date in the contract.**

**Failure to check in by this day, without prior notification of a later arrival to the dormitories, will result in the cancellation of your bed reservation. It is crucial to pay special attention to this step, as past instances have seen students complaining about not having a room despite making a reservation and paying the deposit. This was always due to a lack of notification about a late arrival.**

If you anticipate arriving later than the contract's specified date, please inform the dormitories promptly at [ubytovani@skm.muni.cz](mailto:ubytovani@skm.muni.cz).

8. **General information you might find useful:**

All the documents related to the accommodation (booking, paying the fee and the rent, living at the dorms etc.) can be found [here](#).

Should you come later than stated in the contract and you announce it in advance, you still need to pay the rent in accordance with the dates in the contract.

The accommodation can be terminated prematurely only by a notice with a one month's notice period.

**IMPORTANT DATES**

Start of accommodation reservation	January 3, 2024 – 10 a.m. (CET)
Start of possible check in to the dorms	February 1, 2024