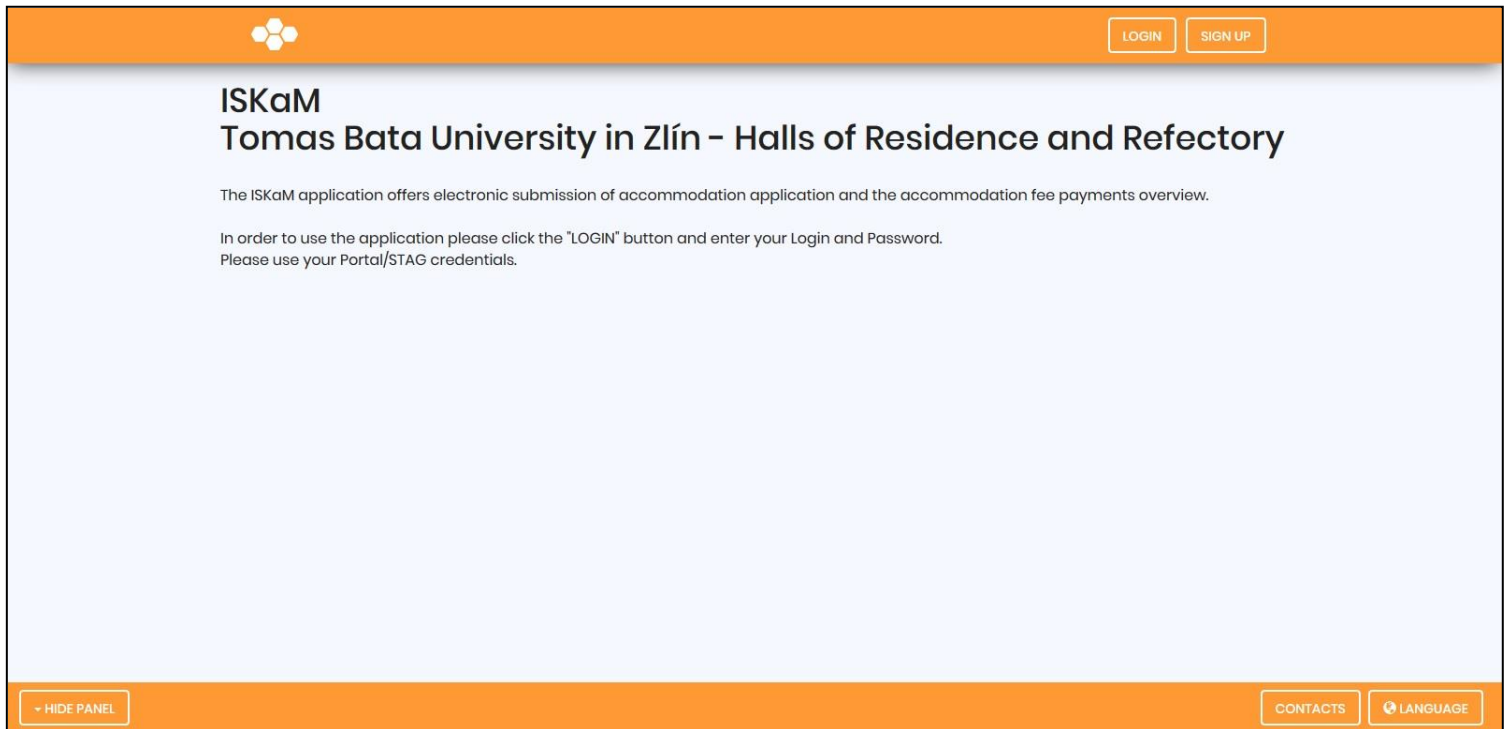
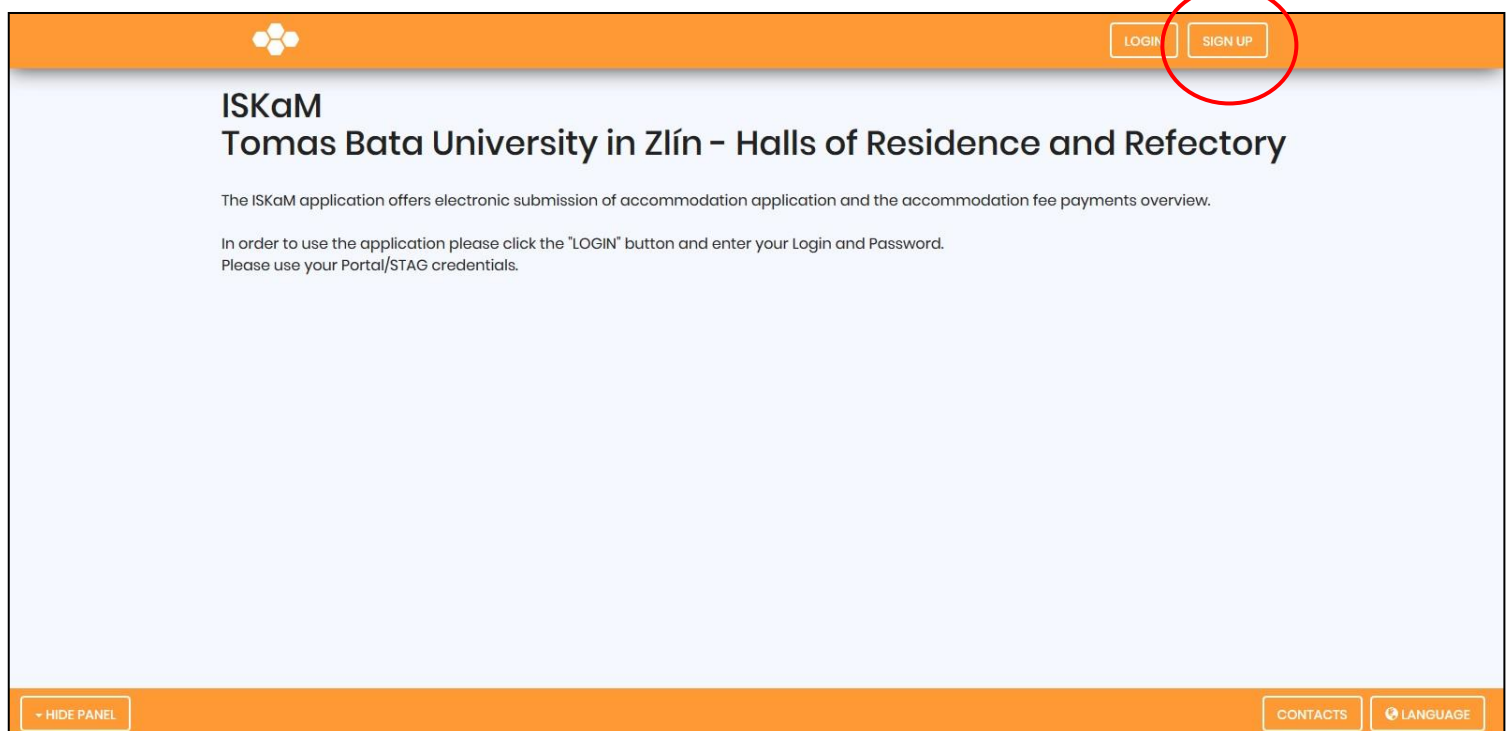


ISKaM System Application Manual

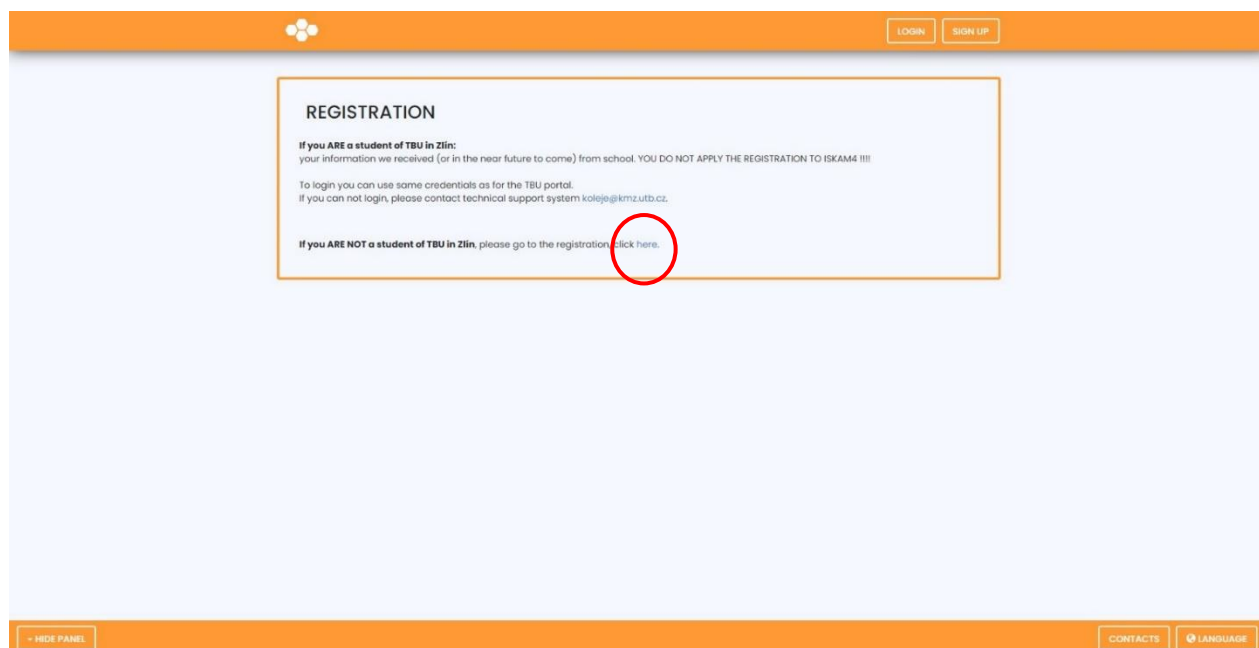
1. Go to the website <https://iskam.utb.cz/>.



2. Next, click on the „**SIGN UP**“ button, in the top right corner.



3. On the following screen, click on the link „[here](#)“, which redirects you to the registration page.



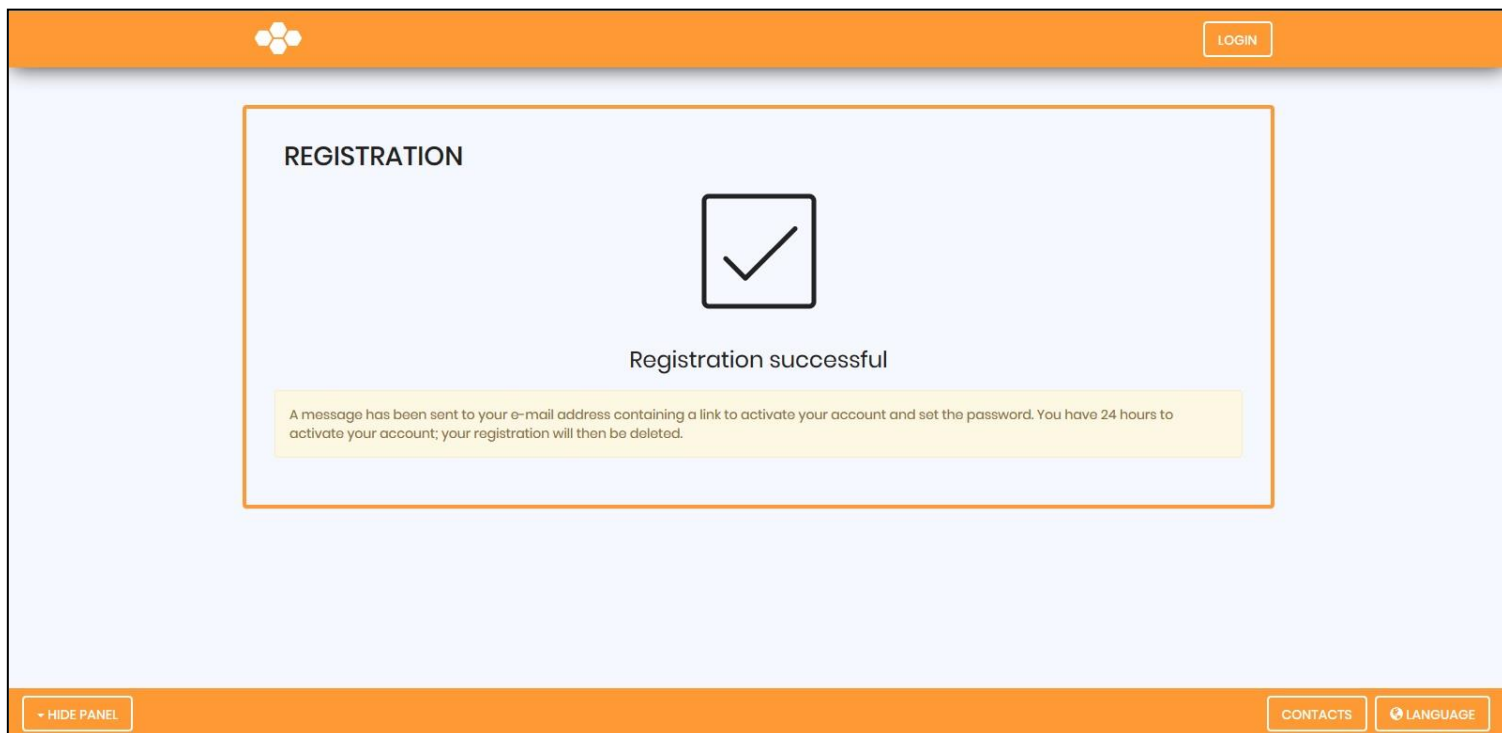
4. Fill out your details and click the „**REGISTER**“ button.

IMPORTANT NOTES:

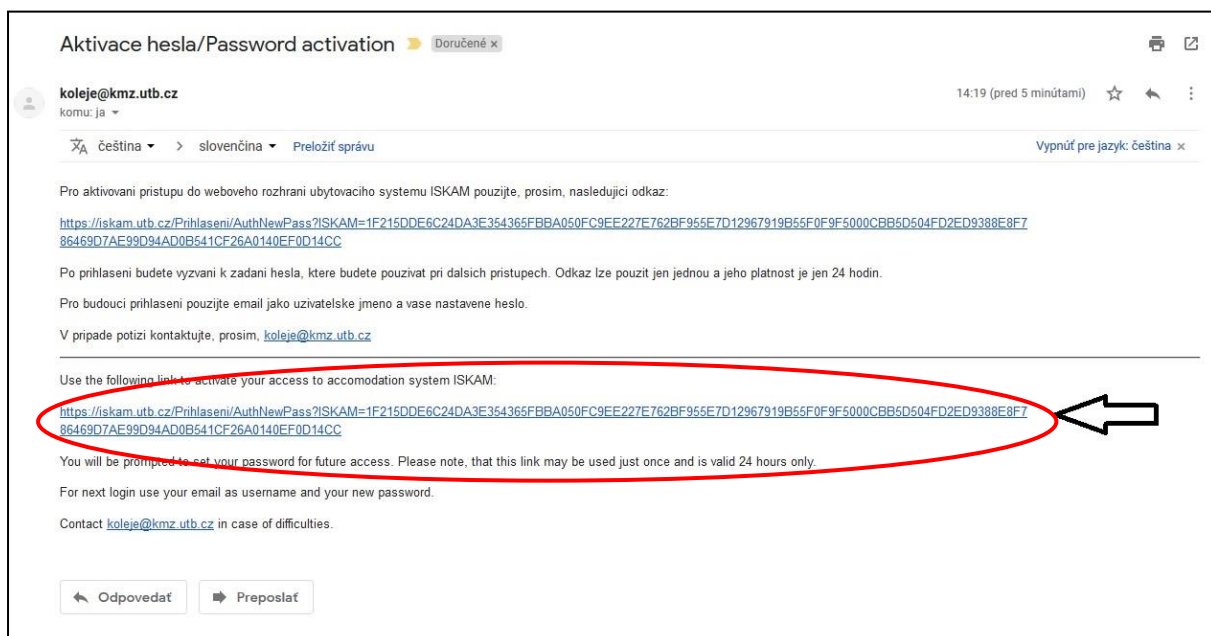
- a) Fields marked with a star (*) are **mandatory** for registration.
- b) The field „Date of birth“ is in **non-standard** EU format MM/DD/YYYY.
- c) The field „E-mail“ **must correspond** with the email address used for the application for an exchange study stay at our university.

The screenshot shows the full registration form on a white background. The form is titled 'REGISTRATION' and contains several input fields: Surname*, Name*, Country* (dropdown), Date of birth* (calendar icon), Gender* (dropdown), Zip code*, City*, Street and number*, and E-mail*. Below the fields, there is a block of text with two checkboxes for terms and conditions. At the bottom of the form, there is a CAPTCHA image and a 'REGISTER' button, which is circled in red. The page has an orange header with 'LOGIN' and 'SIGN UP' buttons, and an orange footer with 'HIDE PANEL', 'CONTACTS', and 'LANGUAGE' buttons.

- After successful registration, the screen below will appear and you will receive a „**Password activation**“ e-mail. **If you cannot find the email, check your spam or mass email folders.**



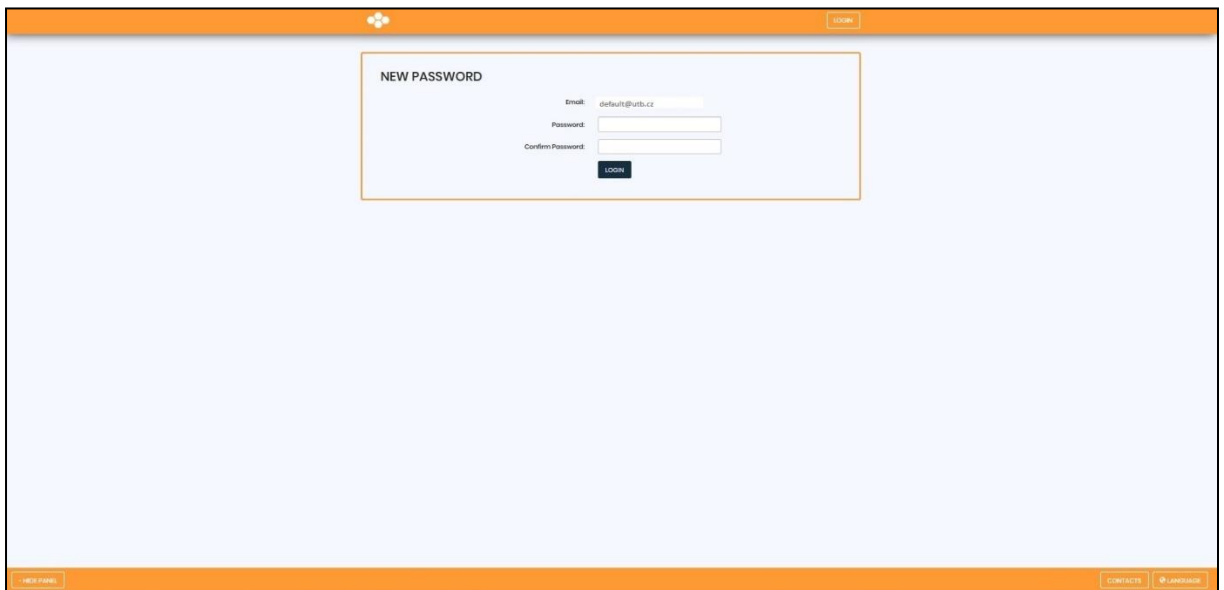
- Once you receive the „Password activation“ e-mail, **click on the link (circled on the picture below)**. It will redirect you to the ISKaM website again.



- Now you have to create your password for the ISKaM system and you are done with creating your account.

IMPORTANT NOTE:

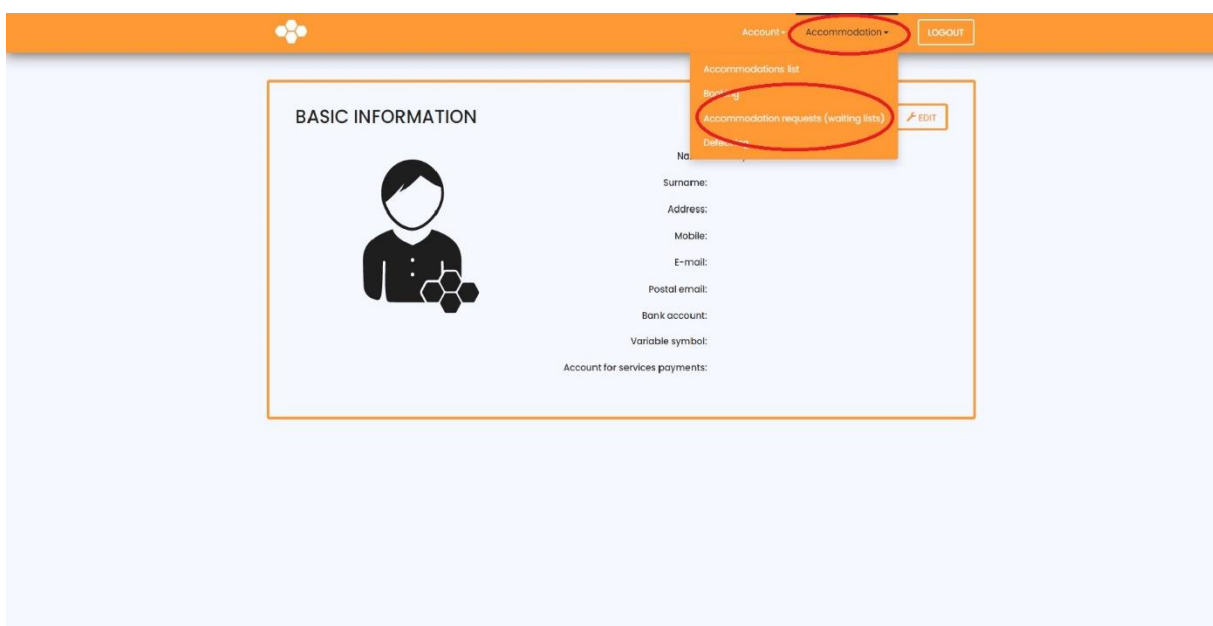
- Do not forget your password. It is not possible to restore it on your own. :)**



The screenshot shows a web browser window with an orange header and footer. The main content area is light blue. In the center, there is a white box titled "NEW PASSWORD". Inside this box, there are three input fields: "Email:" with the value "default@urb.cc", "Password:", and "Confirm Password:". Below these fields is a dark blue "LOGIN" button. The footer contains "NEW PANEL" on the left and "CONTACTS" and "LANGUAGE" on the right.

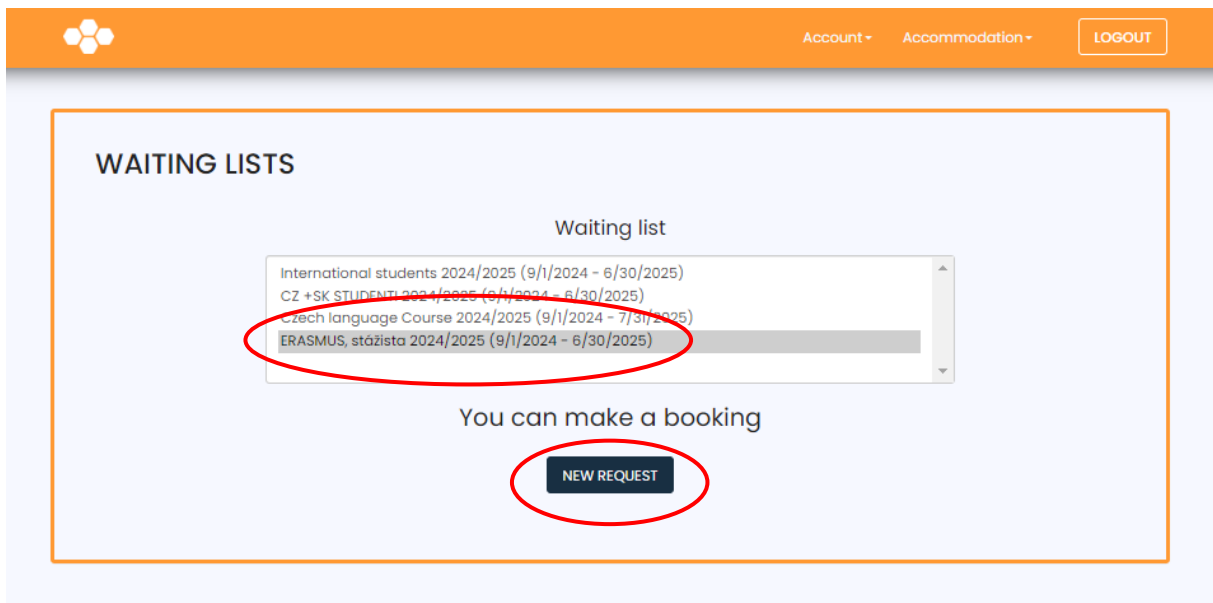
- If you want to apply for accommodation, log into your ISKaM account. Your **login is the email address** used during the registration into ISKaM and your **password was created in the previous step**.

Then you click on the „**Accommodation**“ bookmark in the top-right horizontal menu, next to the „LOGOUT“ button, and then select „**Accommodation requests (waiting lists)**“.

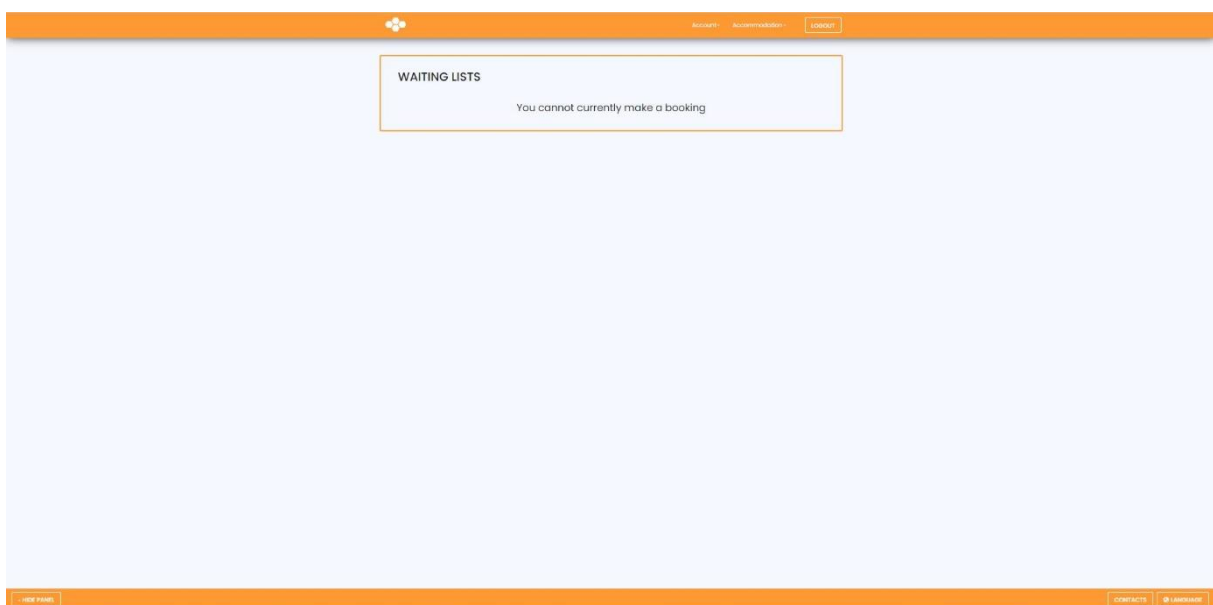


The screenshot shows a user profile page in the ISKaM system. The top navigation bar is orange and contains "Account", "Accommodation", and "LOGOUT". The "Accommodation" menu is open, showing options: "Accommodations list", "Booking", "Accommodation requests (waiting lists)", and "Delete". The "Accommodation requests (waiting lists)" option is highlighted with a red circle. The main content area is light blue and contains a white box titled "BASIC INFORMATION". Inside this box, there is a user icon and a list of fields: "Surname:", "Address:", "Mobile:", "E-mail:", "Postal email:", "Bank account:", "Variable symbol:", and "Account for services payments:". The "Accommodation requests (waiting lists)" option is also highlighted with a red circle.

9. The following screen will appear **only after the 21st of June 2024, 00:00 CEST**, when the application window will open. Since you are an international exchange student, select the „**Erasmus, stážista 2024/2025**“ waiting list (even if you are a Slovak citizen), and click on the „**NEW REQUEST**“ button.



IMPORTANT NOTE:



- a) ISKaM does not allow submitting the Accommodation request before the application window officially starts. The screen below will appear to you until the application window is open on the 21st of June, 2024.

10. Once you submit the Accommodation request, you can choose the preferred dormitory you want to be accommodated. This information has **only an informative character and cannot be changed later**. The accommodation is assigned based on the available capacity at the moment. The field called the „**Substitute dormitory**“ field is your second choice for dormitory. It is assumed that most international exchange students will be accommodated at the **TGM (U12)** dormitory. A few students might be assigned to the **MSI** dormitory or **Hotel Garni**.

Also, you have to put the date of your arrival at the dorm into the „**Planned from**“ field, and the date of your departure from the dorm into the „**Planned to**“ field. Be careful with the data format because ISKaM uses a **non-standard** European date format (MM/DD/YYYY). In the field „**Planned from**“ you will be able to select only the **1st of September 2024**. The date is pre-defined by the Halls of Residence since it is the official first day of the winter (fall) semester. In the field „**Planned to**“ you will be able to select a date until the **31st of January 2025**, the last day of the winter (fall) semester, or the **30th of June 2025** (if you are going to stay at TBU for two semesters = the whole academic year).

IMPORTANT NOTE:

- a) **Data inserted in this part of the booking request cannot be changed later, so be sure that everything is exactly as you wish.**

The screenshot shows a web form titled "NEW REQUEST" with the following fields and options:

- Preferred dorm: TGM (dropdown menu)
- Substitute dormitory: MSI (dropdown menu)
- Planned from: 10/01/2022 (calendar icon)
- Planned to: 06/30/2023 (calendar icon)
- Terms of submission: [here](#)
- I confirm that I have read the terms and conditions of the accommodation request/booking and I agree with them
-

The "Planned from:" field is circled in red in the original image.

Then you can read the „**Detailed Rules for Accommodation**“ by clicking on the link. Also, you have to tick the checkbox „**I confirm that I have read the terms and conditions of the accommodation request/booking and I agree with them**“.

Then you will be allowed to click on the „**APPLY NOW**“ button.

The screenshot shows a web form titled "NEW REQUEST". At the top right, there is a navigation bar with "Account", "Accommodation", and "LOGOUT" buttons. The form itself has the following fields:

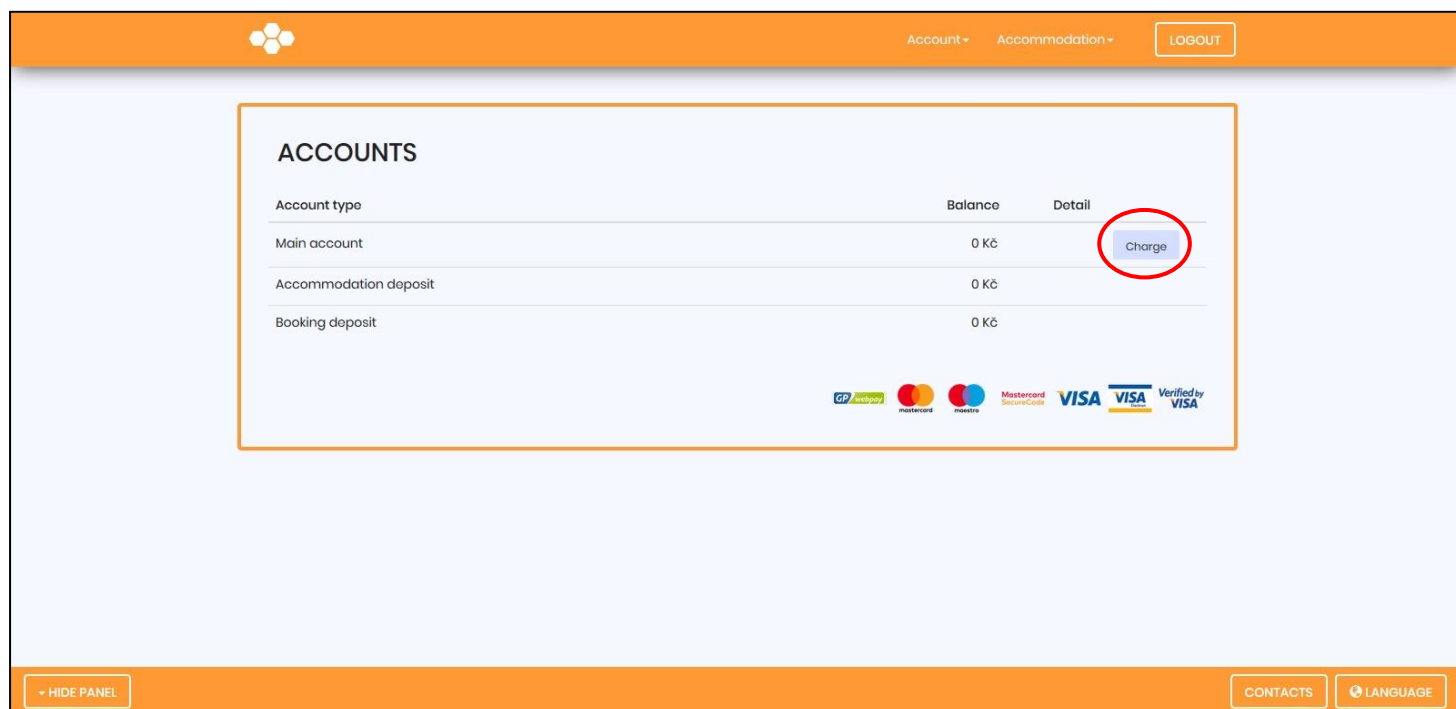
- Preferred dorm: TGM
- Substitute dormitory: MSI
- Planned from: 10/01/2022
- Planned to: 06/30/2023

Below the date fields, there is a "Terms of submission:" section. It contains a link "here" and a checkbox with the text "confirm that I have read the terms and conditions of the accommodation request/booking and I agree with them". The "APPLY NOW" button is located at the bottom of the form and is circled in red.

11. After successfully applying to the waiting list, you have to pay the accommodation deposit (**4 500 CZK**). You can do so directly through the ISKaM website. Click on the „**Account**“ option in the top horizontal menu and then select the „**Accounts**“ option.

The screenshot shows the "BASIC INFORMATION" page. At the top, there is a navigation bar with "Account", "Accommodation", and "LOGOUT" buttons. The "Account" button is highlighted with a red circle. Below the navigation bar, there is a "BASIC INFORMATION" section. It features a user profile icon and a list of fields: "Surname:", "Address:", "Mobile:", "E-mail:", "Postal email:", "Bank account:", "Variable symbol:", and "Account for services payments:". An "EDIT" button is located to the right of the profile icon. The "Accounts" option in the top horizontal menu is also highlighted with a red circle.

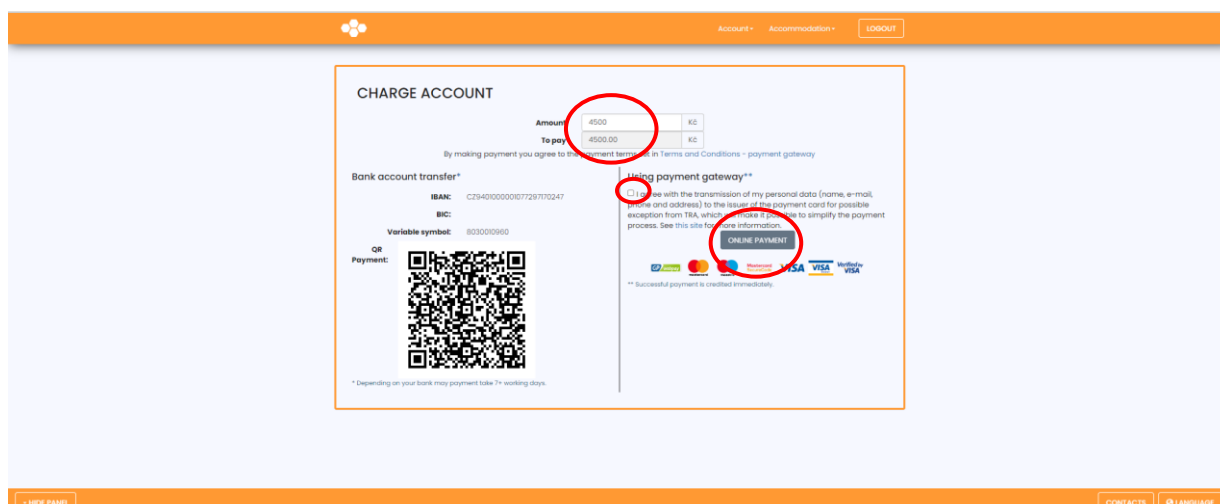
12. Next, click on the „CHARGE“ button.



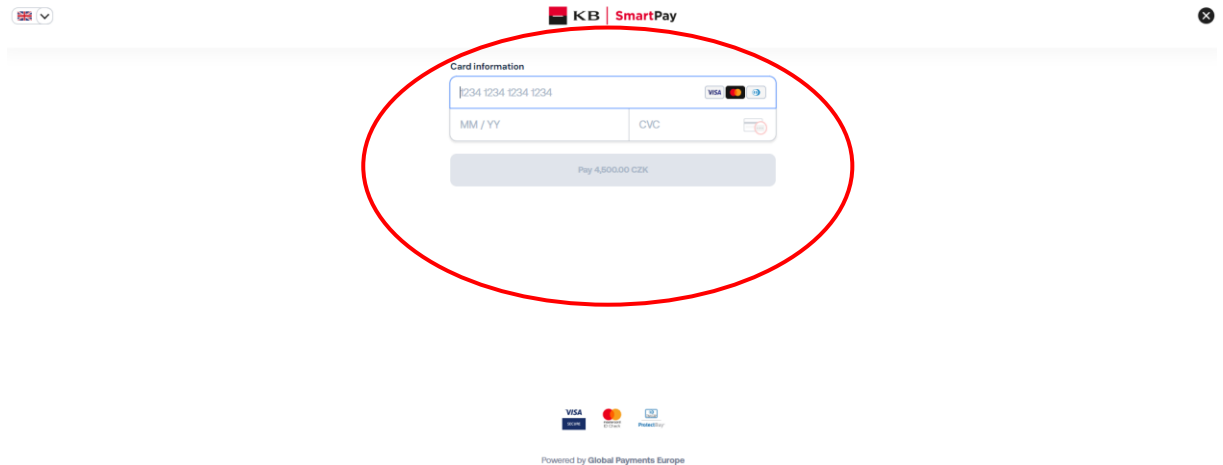
13. Fill out the „Amount“ field with the amount needed for the accommodation deposit (**4 500 CZK**). Then you can decide to either use the payment gateway (effective immediately) or use bank transfer with the QR code (takes a couple of days).

IMPORTANT NOTE:

- a) **Be sure that you paid the full amount of the required deposit otherwise, the accommodation cannot be assigned to you. (even if only a few Crowns will be missing due to the exchange rate). HoR will assign accommodation only if they receive the full amount of the deposit.**

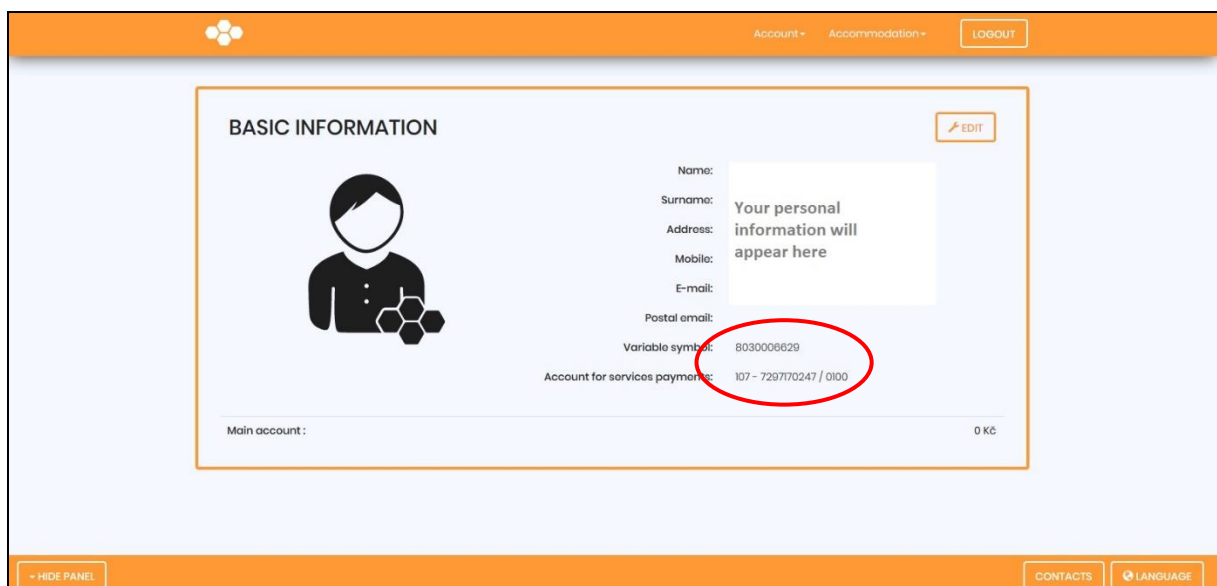


14. After ticking the checkbox “Using payment gateway” and clicking on the button „**ONLINE PAYMENT**“ will redirect you to the direct payment gateway where you fill out your credit/debit card details and finish the payment. **This is the fastest, almost immediate way how to pay the booking deposit and the payment will be automatically paired with your ISKaM Account.**



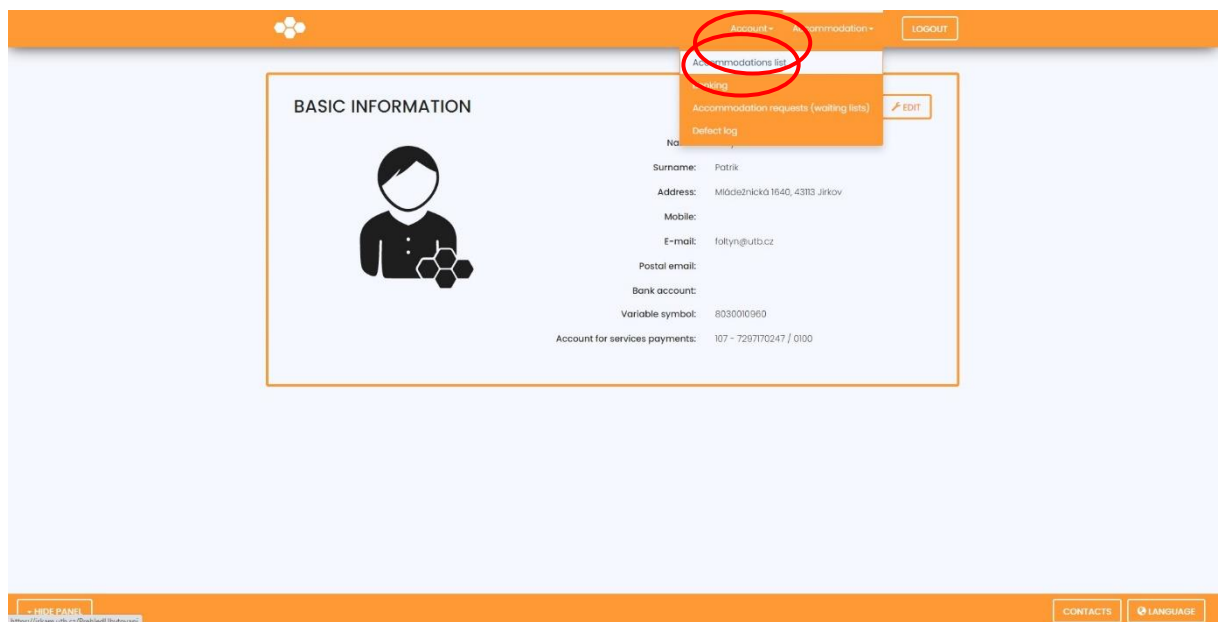
15. If the payment gateway does not support your card, another option is to pay the accommodation deposit through your bank’s official internet banking system. Also, as one option, you can use the QR code displayed in step 13, which contains all the necessary information about the payment. **This type of payment may take even more than 7 working days, depending on your bank.**

Eventually, you also can find the payment details (Variable symbol, Account for payment) in „Account“ → „Basic information“ under your details. **(the Variable symbol is unique for every individual).**



16. Once you complete the entire process (making the booking request and the booking deposit payment), you are placed on the official waiting list based on the date and time of completion. Then the Accommodation Manager will assign you the dormitory and room according to the current available capacity. Assigning the dormitory and the room might take several days since the process is completed on your side, especially right after the application window opens because there will be hundreds of requests to be processed.

17. To find out if and which dormitory and room was assigned to you, you can click „**Accommodation**“ in the top menu and select „**Accommodations list**“.



IMPORTANT NOTES:

- a) There you should be able to see the name of your dormitory and your room number once it is assigned by the Accommodation Manager. This procedure can take a couple of days, especially if you will not pay by the online payment gateway but for example with a traditional bank transfer.
- b) This information will be visible only after your room is assigned by the Accommodation Manager if you successfully finished the registration and paid the full amount of the deposit.

FAQ:

Q: Can I book a single room or pay double rent to live alone?

A: Unfortunately not, due to capacity reasons.

Q: Can I pay the deposit in any other currency than the Czech Crown?

A: The deposit can be paid in any currency. However, the Halls of Residence must receive the right amount (4 500 CZK) of money after conversion and transfer fees. Banks around the globe are charging fees for their customers differently.

Q: Where can I check for the price list or rules of the Halls of Residence?

A: The price list and detailed rules are available under this [link](#).

Q: Whom can I contact if I have a specific request or question regarding the accommodation in the Halls of Residence?

A: Please contact the Accommodation Manager at the following email address:

koleje-u7@utb.cz