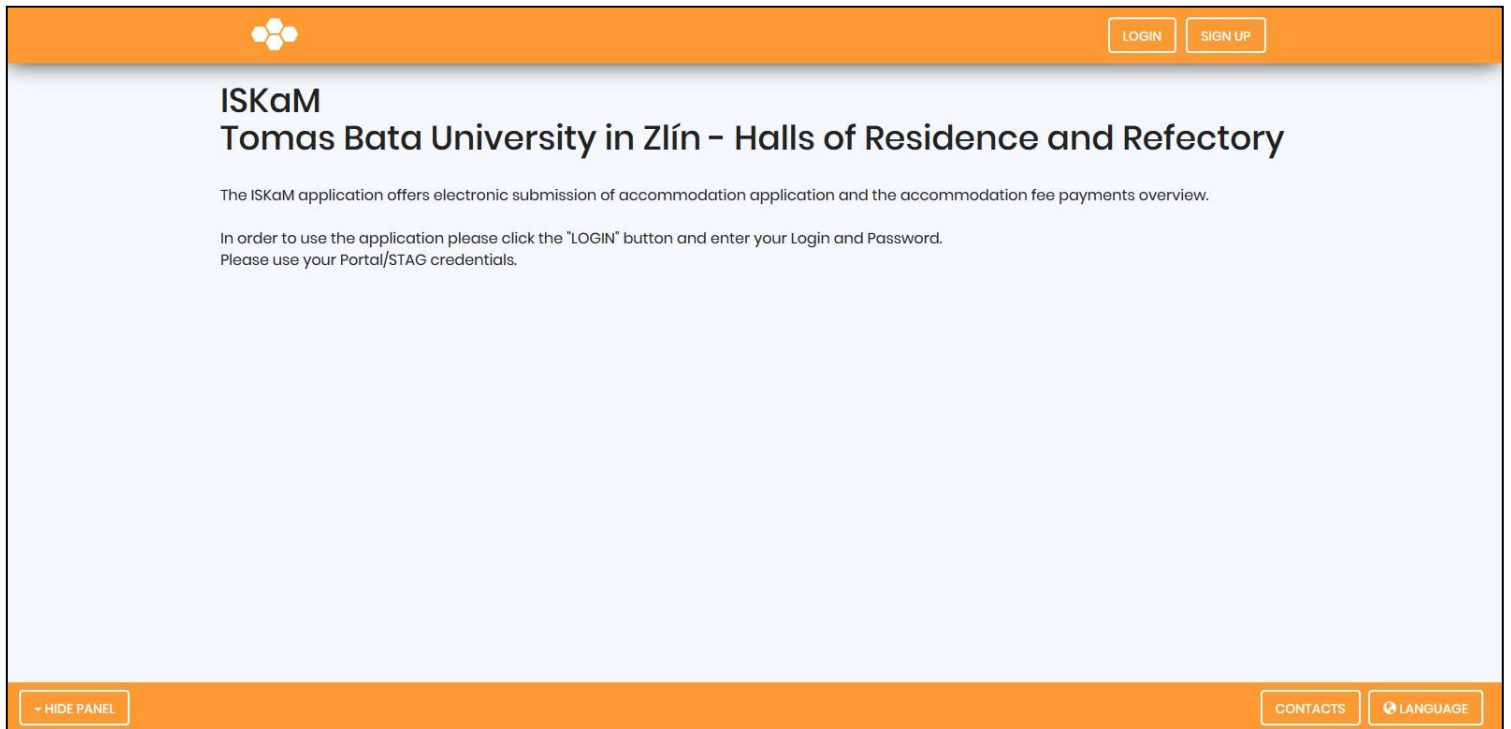
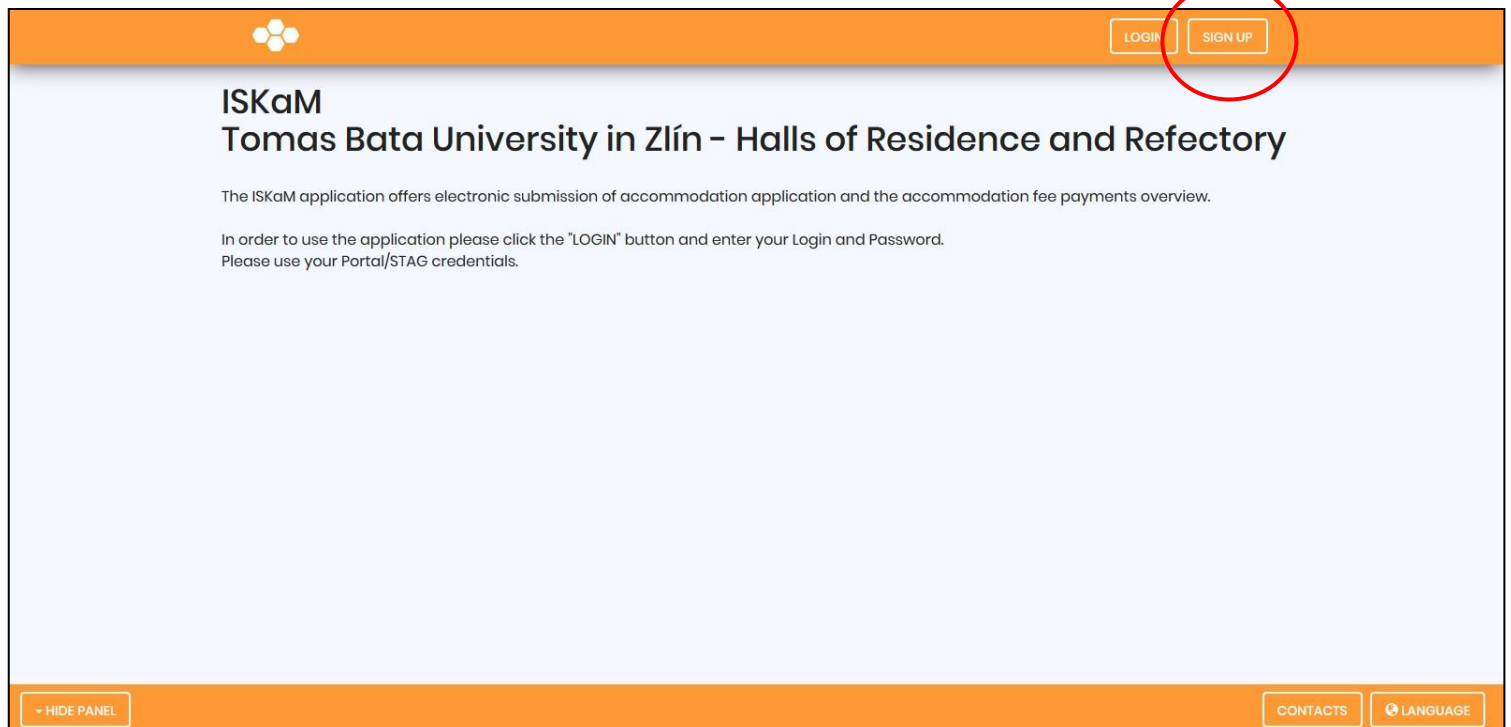


# ISKaM System Application Manual

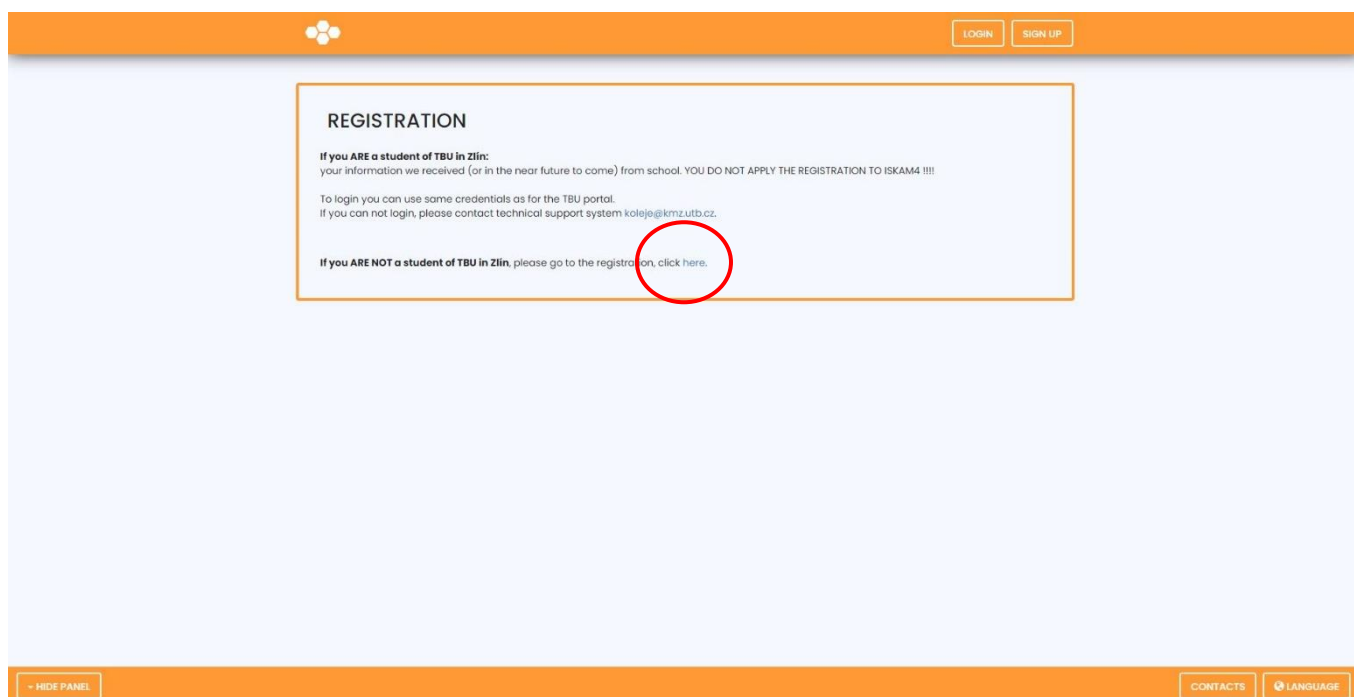
1. Go to the website <https://iskam.utb.cz/>.



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



3. On the following screen, click on the link „**click here**“, which redirects you to the registration page.



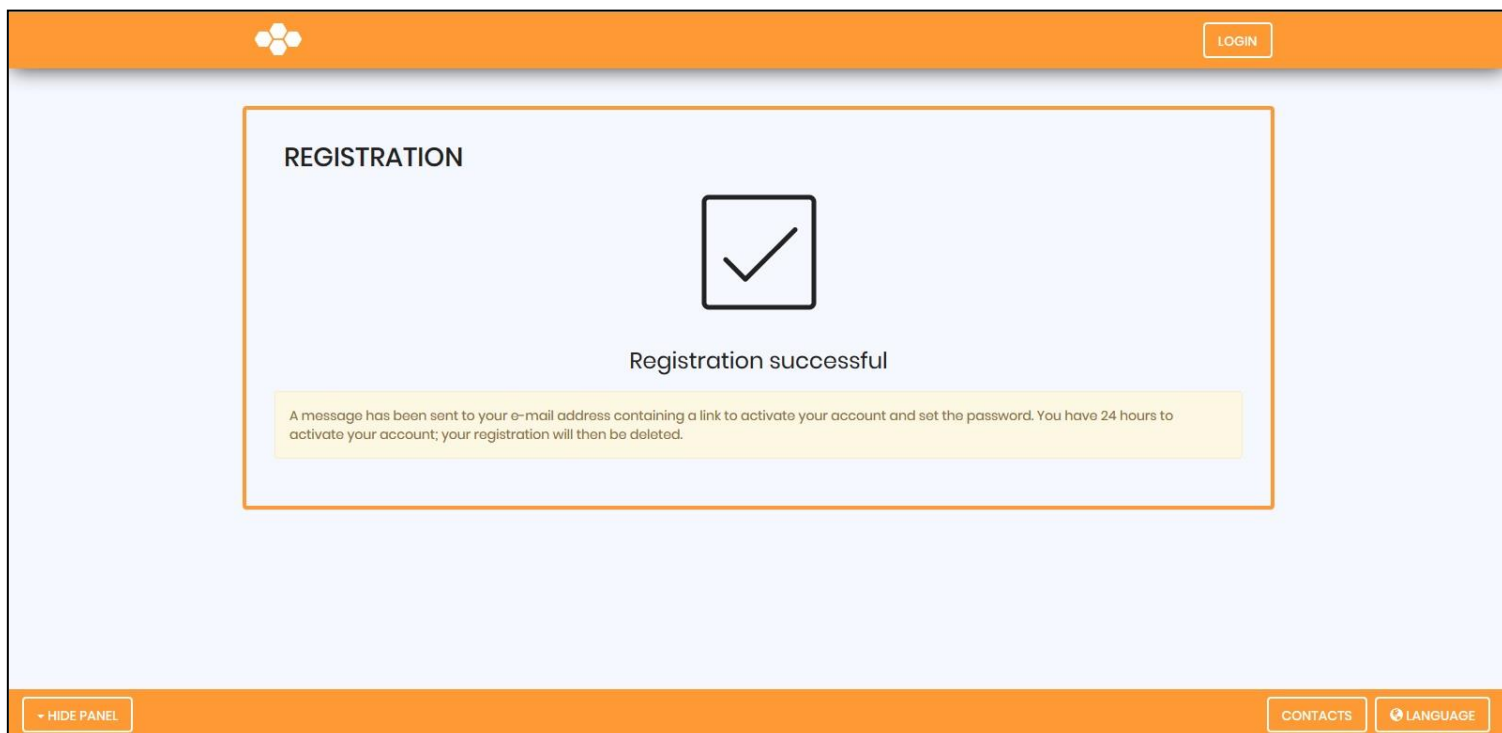
4. Fill out the Registration with your details and click the „**REGISTER**“ button.

#### IMPORTANT NOTES:

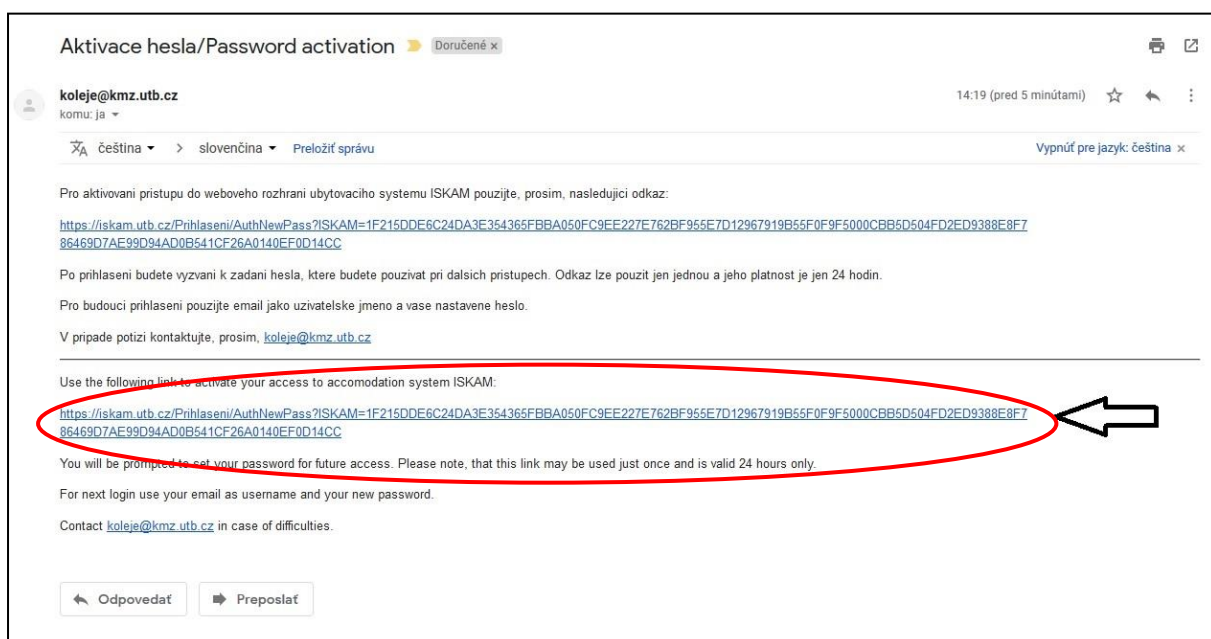
- a) Fields marked with a star (\*) are required for registration.
- b) Field „Date of birth“ field is in non-standard EU format MM/DD/YYYY.
- c) Field „E-mail“ should be the same as was used for the registration in the Portal.
- d) Field „Account“ should be left empty unless you have a Czech bank account.

The screenshot shows the full registration form on the website. The form is titled 'REGISTRATION' and contains several input fields, most of which are marked with an asterisk (\*) to indicate they are required. The fields include: Surname, Name, Academic Degree(s), Country (a dropdown menu showing 'Albania'), Date of birth (with a calendar icon), Gender (a dropdown menu), Passport (ID card) number, visa number, Zip code, City, Street and number, and E-mail. Below these fields is an 'Account' field with a redacted value. There are two checkboxes for terms and conditions. At the bottom of the form is a CAPTCHA image with the text 'LaBf 1P3' and a 'Text from image' input field. A red circle highlights the 'REGISTER' button at the bottom of the form. The page layout is consistent with the previous screenshot, including the orange header and footer.

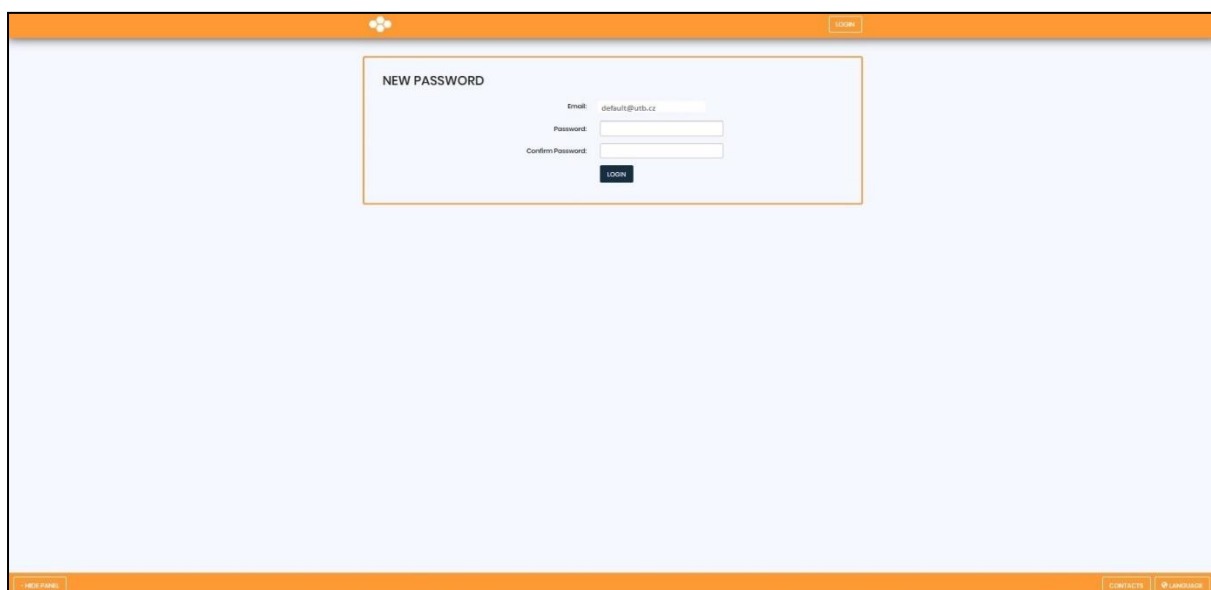
5. After successful registration, the screen below will appear and you will receive a „**Password activation**“ e-mail. **If you cannot find the mentioned email, please check your spam folder.**



6. 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.



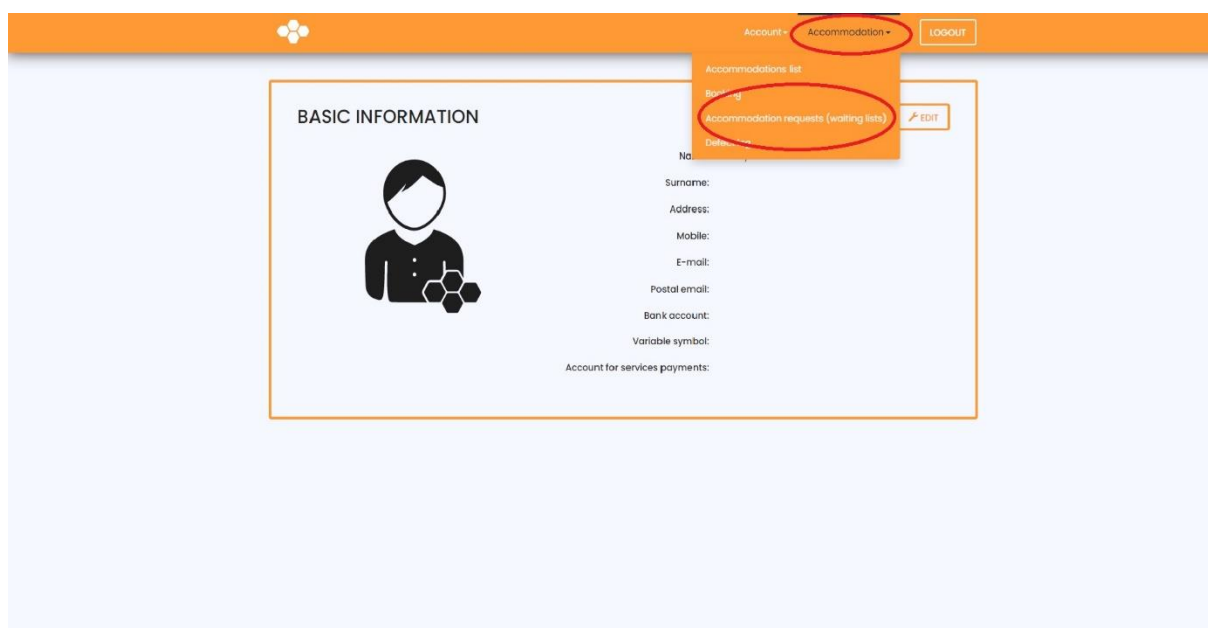
7. Now you have to create your password for the ISKaM system and you are done with creating your account.



The screenshot shows a web browser window with an orange header and footer. The main content area is white and contains a form titled "NEW PASSWORD". The form has three input fields: "Email" (pre-filled with "default@utb.cz"), "Password", and "Confirm Password". Below the "Confirm Password" field is a "LOGIN" button. The footer contains "HELP FORM" on the left and "CONTACTS" and "LANGUAGE" on the right.

8. 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 „**Accommodation**“ in the top horizontal menu, next to the LOGOUT button, and then select „**Accommodation requests (waiting lists)**“.

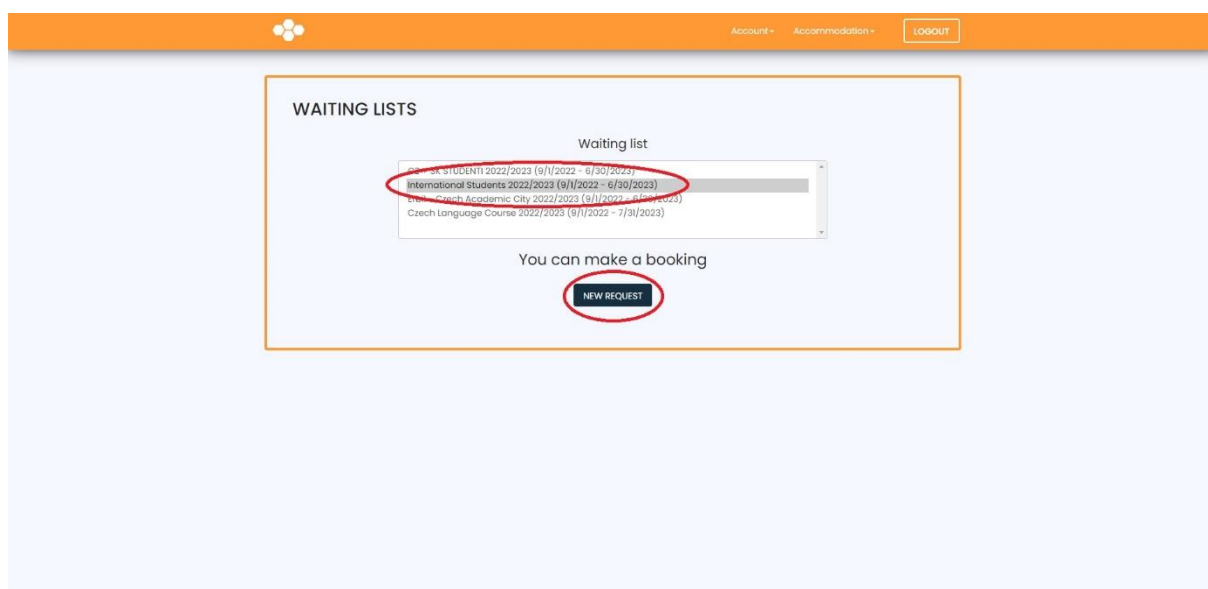


The screenshot shows a user profile page in the ISKaM system. The top navigation bar is orange and contains "Account - Accommodation - LOGOUT". A dropdown menu is open under "Accommodation", listing "Accommodations list", "Booking", "Accommodation requests (waiting lists)", and "Dates". The "Accommodation requests (waiting lists)" option is circled in red. The main content area is titled "BASIC INFORMATION" and features a user 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 dropdown menu.

9. The following screen will appear. Since you are an international exchange student, select the „**International Students 2022/2023**“ waiting list (even if you are a Slovak citizen), which is highlighted in the screenshot below, and click on the „**NEW REQUEST**“ button which will be available from the **5<sup>th</sup> of December 2022**.

**IMPORTANT NOTE:**

- a) Currently, ISKaM still allows applying for the running winter semester. **So do not make the New Request until the 5<sup>th</sup> of December 2022. Otherwise, you will not be able to apply when the application window for the summer semester opens.**



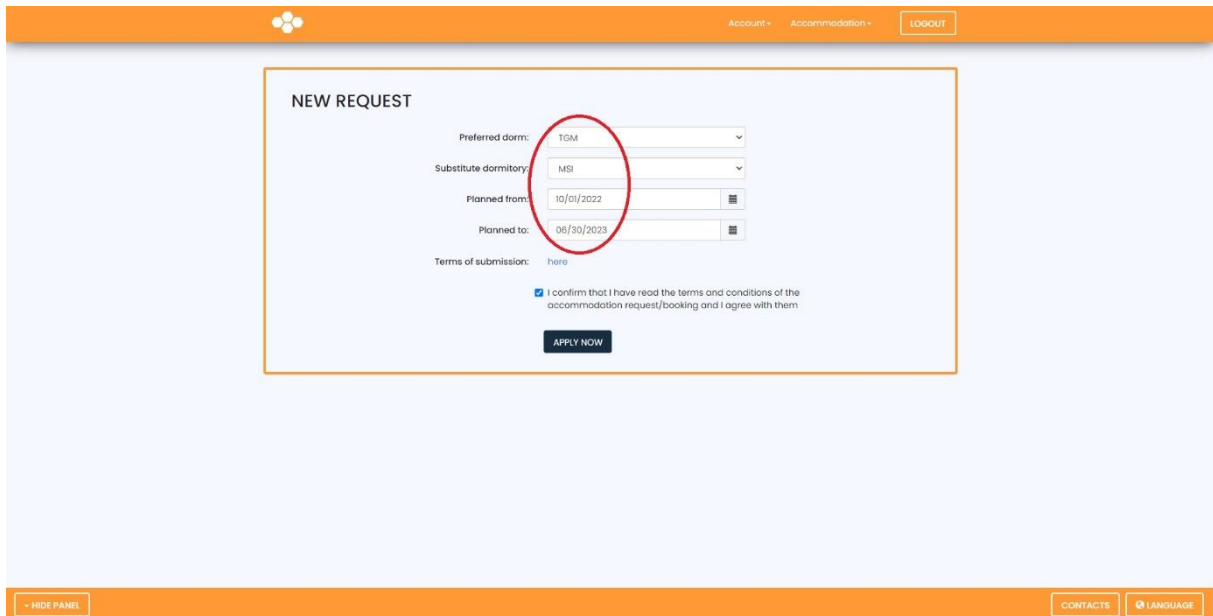
10. Now you can choose the preferred dormitory you would like to be accommodated. This information has **only an informative character** and the accommodation is assigned based on the currently free capacity. The field called the „**Substitute dormitory**“ field is your second choice of dormitory. The majority of international students will be accommodated at the **TGM** dormitory. A few students might be assigned to the **MSI** dormitory.

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 **1<sup>st</sup> of February 2023**. The date is pre-defined by the Halls of Residence since it is the official first day of the summer semester. In the field „**Planned to**“ you will be

able to select any date until the **30<sup>th</sup> of June 2023** (the last day of the summer semester).

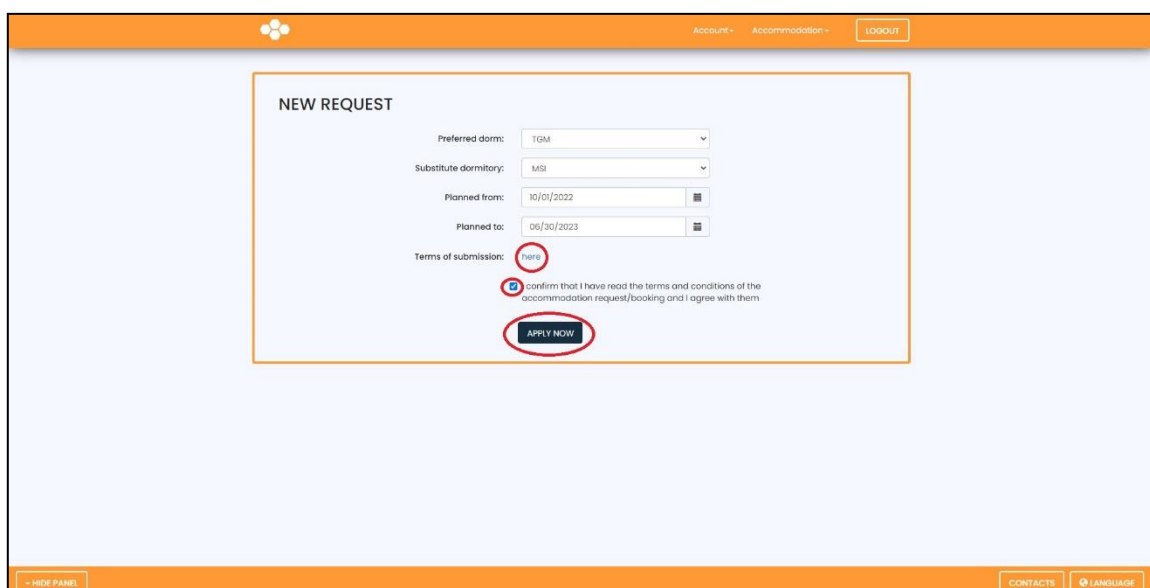
**IMPORTANT NOTE:**

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



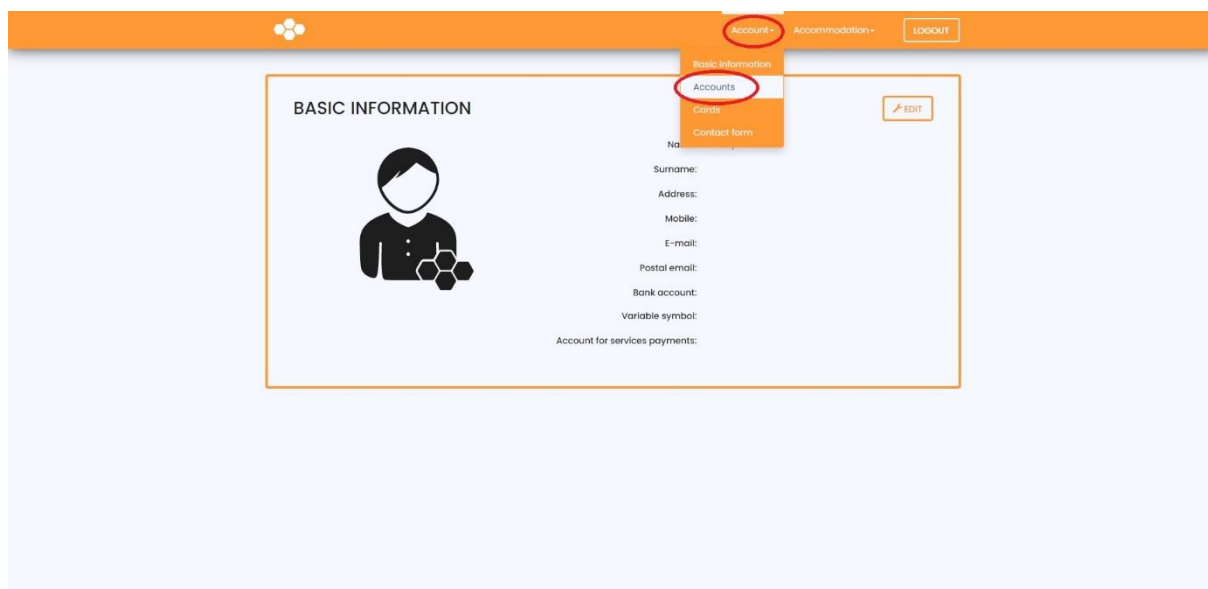
The screenshot shows a web interface for a 'NEW REQUEST' form. The form is titled 'NEW REQUEST' and contains the following fields: 'Preferred dorm:' with a dropdown menu showing 'TGM'; 'Substitute dormitory:' with a dropdown menu showing 'MSI'; 'Planned from:' with a date field showing '10/01/2022'; and 'Planned to:' with a date field showing '06/30/2023'. Below these fields is a 'Terms of submission:' link labeled 'here'. A checkbox is checked, with the text 'I confirm that I have read the terms and conditions of the accommodation request/booking and I agree with them'. At the bottom of the form is a dark blue button labeled 'APPLY NOW'. A red circle highlights the 'Planned from' and 'Planned to' date fields. The page has an orange header with 'Account', 'Accommodation', and 'LOGOUT' links, and an orange footer with 'HIDE PANEL', 'CONTACTS', and 'LANGUAGE' links.

Then you can read the „**Terms of submission**“ 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 ISKaM system will put you on the waiting list for accommodation with other international exchange students.

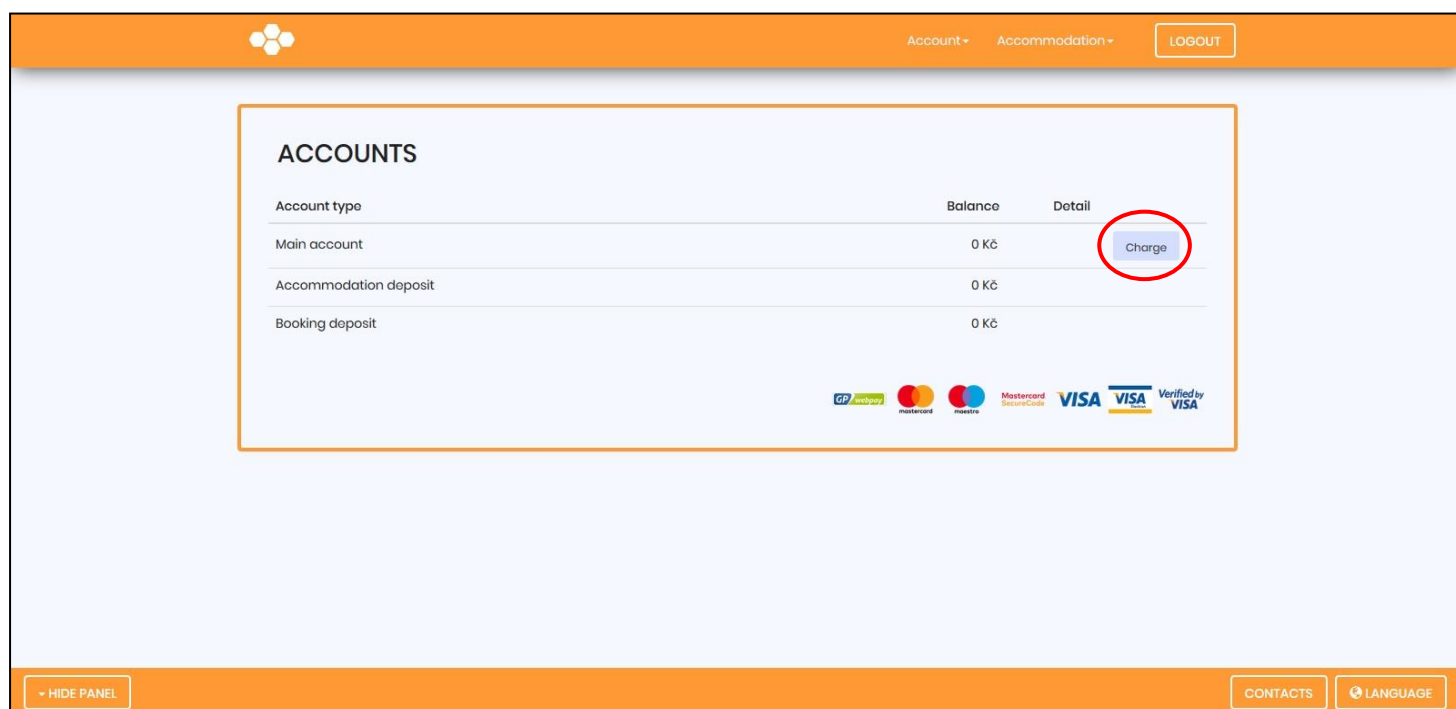


This screenshot is identical to the one above, but with additional red circles highlighting the 'Terms of submission:' link (labeled 'here'), the checked checkbox, and the 'APPLY NOW' button. The rest of the form and page layout are the same.

11. After successfully applying to the waiting list, you have to pay the accommodation deposit (**3 000 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.



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

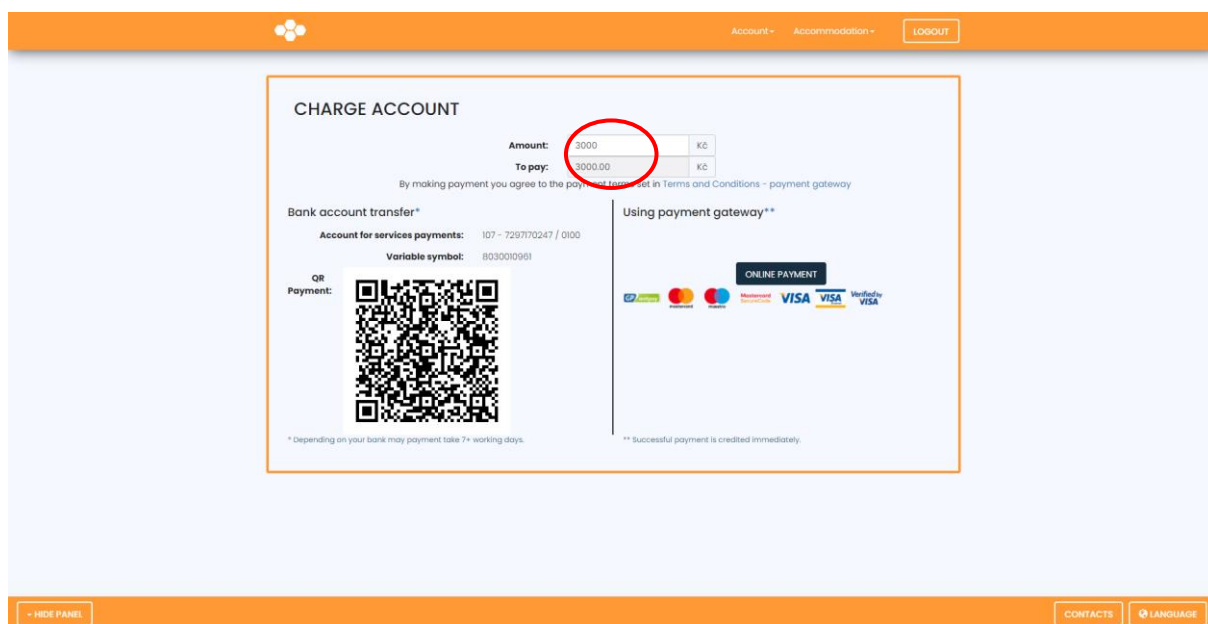


13. Fill out the „**Amount**“ field with the amount needed for the accommodation deposit (**3 000 CZK**). Then you can decide to either use the payment gateway

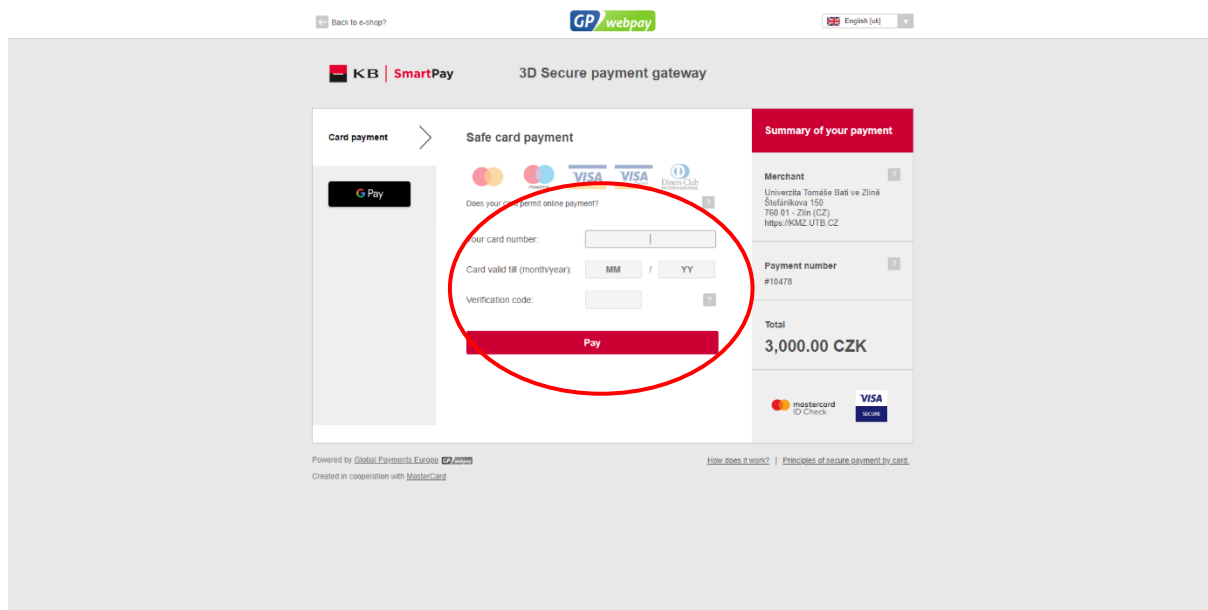
(effective immediately) or use bank transfer with the QR code (takes a couple of days).

### IMPORTANT NOTE:

- a) **Make sure that you paid the whole amount of the required deposit otherwise, the accommodation cannot be assigned to you. HoR will assign accommodation only if they receive the full amount of the deposit.**



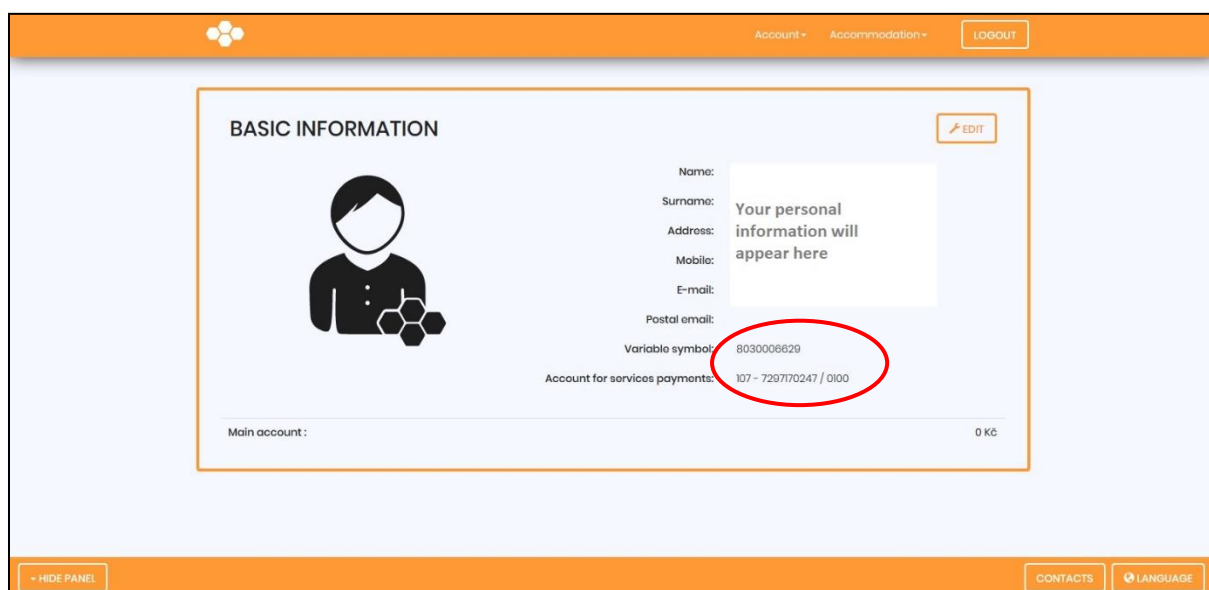
- 14. By clicking on the button „**ONLINE PAYMENT**“ will redirect you to the direct payment gateway where you fill out your credit/debit card details and finish the payment.



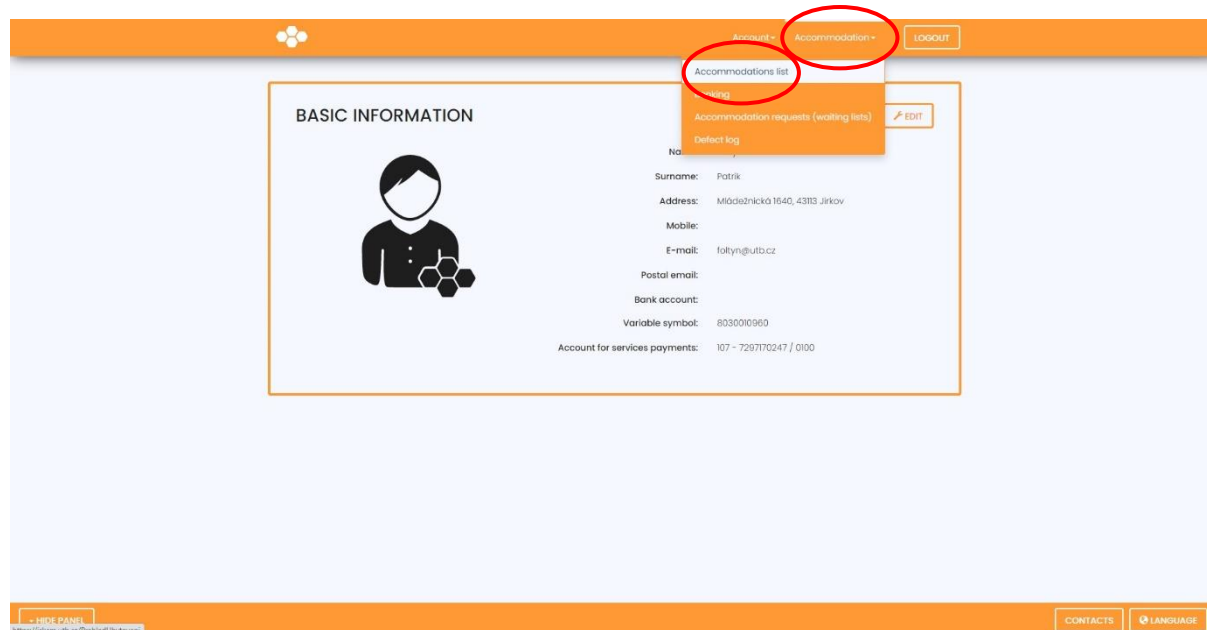


15. If the payment gateway does not support your card, another option is to pay the accommodation deposit through your bank's official internet banking system. Also, as one option, you can use the QR code displayed in step 12, which contains all the necessary information about the payment.

Eventually, you also can find the payment details (Variable symbol, Account for payment) in „Basic information“ under your details. **(Remember, the Variable symbol is different for each person.)**



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



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.

This information will be visible only after your room is assigned by the accommodation officer 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: Do I have to input the Account number while registering?*

*A: No, you do not have to since the system accepts only Czech account numbers. You can leave this part empty.*

*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 (3 000 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: You can find the price list and detailed rules 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: You can contact the Accommodation Manager at the following email address: [koleje-u7@utb.cz](mailto:koleje-u7@utb.cz)*