

# Instructions to apply for accommodation

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## Apply for accommodation

At the website <https://iskam-web.vse.cz/> student will login to the dormitory system. Students from another university has to sign up before login.

### 1. Login for students, EXCHANGE students VSE



Enter the same credentials as Integrated Student Information System (InSIS).

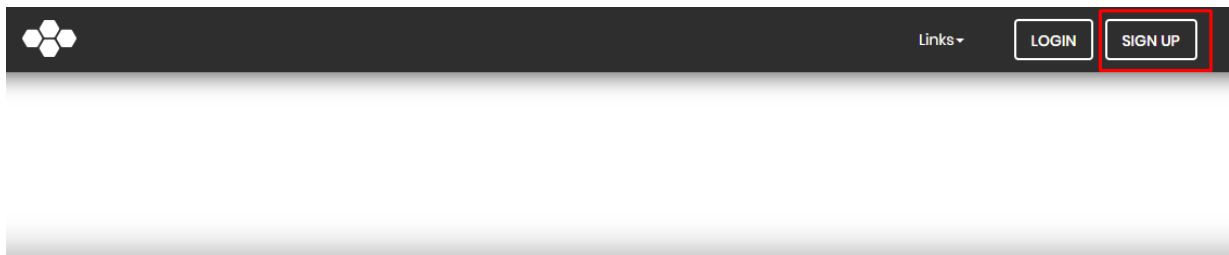
### 2. Login for graduates VSE

Students after graduation must reset their password using the email they have in ISKAM. This email will be their login and password that you set up.

A screenshot of the ISKAM 4 login page. It features the ISKAM 4 logo at the top. Below the logo, there are two input fields: 'Login:' and 'Password:'. A brown 'LOGIN' button is positioned below the password field. At the bottom, a red-bordered box contains the text 'Don't you have or do you forgot your password?' in blue.

### 3. Login student of another school (sign up)

Sign up is for students of other schools only.



After clicking on the "Sign up" button, the student will be redirected to the registration form.

### 4. Application

Select the required waiting list and confirm in the dormitory system to enter the main menu option „Accommodation – Accommodation requests (waiting lists).”

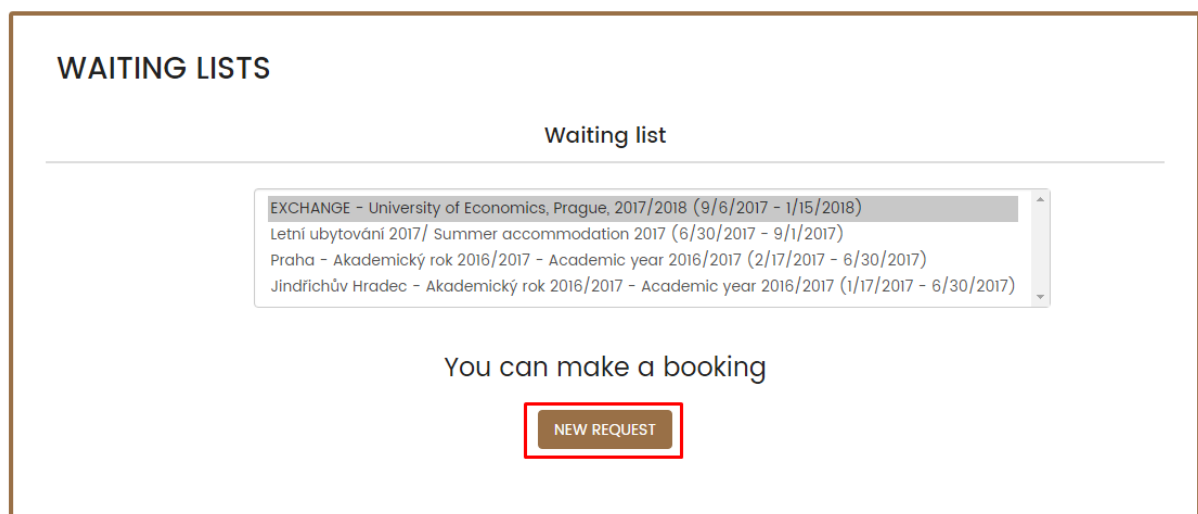
Exchange student – waiting list Exchange

VSE students – waiting list VSE Praha

Newly Degree student – waiting list Degree

Degree student – waiting list VSE Praha

Other persons (student from another school and VSE graduates) – waiting list Ostatní žadatelé



After selecting the waiting list, the student click the button to submit a new request.

### Choose the prefer dormitory

When submitting an application, the applicant chooses the preferred dormitory, substitute dorm and preferred starting date. The departure date is set for all. **For reasons of capacity, the selected dormitory, room and date of arrival may be changed by Central Accommodation.**

#### NEW REQUEST

Preferred dorm:	<input type="text" value="Eislerova kolej"/>	▼
	<a href="#">info</a>	
Substitute dormitory:	<input type="text" value="Eislerova kolej"/>	▼
	<a href="#">info</a>	
Planned from:	<input type="text" value="04/29/2019"/>	☰
Planned to:	<input type="text" value="06/28/2019"/>	☰
Terms of submission:	<a href="#">here</a>	
<input checked="" type="checkbox"/> I confirm that I have read the terms and conditions of the accommodation request/booking and I agree with them		
<input type="button" value="APPLY NOW"/>		

Student choose the prefer dorm and click the button Apply Now.

If you want a single room (or whole double room), you have to mark off „Prefer single room“. In this moment your request is „Approval in progress“.

## WAITING LISTS

Waiting list

- Ostatní žadatelé Praha 2019/2020 – Other applicants 2019/2020 (9/16/2019 – 6/30/2020)
- VŠE JINDŘICHŮV HRADEC – Akademický rok 2019/2020 (9/12/2019 – 6/30/2020)
- VŠE Praha studenti 2019/2020 – students 2019/2020 (9/9/2019 – 6/30/2020)
- DEGREE - VŠE - 2019/2020 (9/9/2019 – 6/30/2020)
- EXCHANGE – University of Economics, Prague, 2019/2020 fall (9/2/2019 – 1/13/2020)**

### Request

**Request status:** Approval in progress

**Preferred dorm:** Eislerova kolej

**Substitute dormitory:** Eislerova kolej

**Preferred room:** CKJ 307

**Planned from:** 9/2/2019

**Planned to:** 1/13/2020

**Whole double room (Eislerova, total price: 45 353 CZK):**

**Single room (Eislerova, total price: 42 028 CZK):**

**Conditions:** [here](#)

### Request for cancellation application of accommodation

The reason for the cancellation:

**CANCELLATION REQUEST**

In case that you will pay the accommodation deposit, the status of you application will change from „Approval in progress“ to „Preliminarily approved“

## WAITING LISTS

Waiting list

- Ostatní žadatelé Praha 2019/2020 – Other applicants 2019/2020 (9/16/2019 – 6/30/2020)
- VŠE JINDŘICHŮV HRADEC – Akademický rok 2019/2020 (9/12/2019 – 6/30/2020)
- VŠE Praha studenti 2019/2020 – students 2019/2020 (9/9/2019 – 6/30/2020)
- DEGREE - VŠE - 2019/2020 (9/9/2019 – 6/30/2020)
- EXCHANGE – University of Economics, Prague, 2019/2020 fall (9/2/2019 – 1/13/2020)**

### Request

**Request status:** Preliminarily approved

**Preferred dorm:** Eislerova kolej

## 5. Select a room

At the appointed time, the request is going to change from „Approval in progress“ to „Approved“ and then it will be possible to choose a room.

### WAITING LISTS

#### Waiting list

Ostatní žadatelé Praha 2019/2020 – Other applicants 2019/2020 (9/16/2019 – 6/30/2020)  
VŠE JINDŘICHŮV HRADEC – Akademický rok 2019/2020 (9/12/2019 – 6/30/2020)  
VŠE Praha studenti 2019/2020 – students 2019/2020 (9/9/2019 – 6/30/2020)  
DEGREE – VŠE – 2019/2020 (9/9/2019 – 6/30/2020)  
EXCHANGE – University of Economics, Prague, 2019/2020 fall (9/2/2019 – 1/13/2020)

#### Request

Request status: Approved

Make a booking

Assigned dorm: Eislerova kolej

Preferred dorm: Eislerova kolej

Substitute dormitory: Eislerova kolej

Planned from: 9/2/2019

Planned to: 1/13/2020

Whole double room (Eislerova, total price: 45 353 CZK):

Single room (Eislerova, total price: 42 028 CZK):








Conditions: [here](#)

You will see number of beds (one beds = single room). You can pick a room and confirm.  
 Important! If you want to be at room with your friend, both of you have to select the same room.

## NEW BOOKING FROM THE WAITING LIST EXCHANGE – UNIVERSITY OF ECONOMICS, PRAGUE, 2019/2020 FALL

From:  

To:  

Block	Floor	Room number	Price Category	Number of beds	Available	Room attributes	Nationality of residents	Web presentation of rooms
Eislerova	2	216	T/E 2L B4 PREMIUM	2	2			 <input type="button" value="Select"/>
Eislerova	2	217	T/E 2L B4 PREMIUM	2	2			 <input type="button" value="Select"/>
Eislerova	2	221	T/E 2L B4 PREMIUM	2	2			 <input type="button" value="Select"/>
Eislerova	2	222	T/E 2L B4 PREMIUM	2	2			 <input type="button" value="Select"/>
Eislerova	2	226	Eislerova 1L B2 PREMIUM	1	1			 <input type="button" value="Select"/>
Eislerova	2	227	Eislerova 1L B2 PREMIUM	1	1			 <input type="button" value="Select"/>
Eislerova	2	231	T/E 2L B4 PREMIUM	2	2			 <input type="button" value="Select"/>

In summary, you will see all information for your control. You have to confirm.


**SUMMARY**

Dormitory:	Eislerova kolej
Block:	Eislerova
Floor:	2
Room:	222
From:	9/2/2019
To:	1/13/2020
Price per night:	213 Kč

[CONFIRM](#)

You'll see confirmation.

**BOOKING**



Booking successful

[BACK TO THE ACCOMMODATIONS LIST](#)



You will see your reservation in „Accommodation – Accommodation List“.

Account | Accommodation | Service reservations | Links | LOGOUT

Accommodations list  
Accommodation resignation  
Accommodation requests (waiting lists)  
Defect log

**ACCOMMODATIONS LIST**

You have a reservation with the unsigned electronic contract. You are allowed to sign it from 8/30/2019 to the beginning of the reservation.

Dormitory	Block	Room	Start date	End	Status	Price per night	Detail	Contract
Eislerova kolej	Eislerova	222	9/2/2019	1/13/2020	Rezervace	213 Kč		