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# Accommodation

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## Charles University Halls of Residence

The Charles University arranges for its incoming students accommodation at Halls of Residence (= dormitories). The application for a place in one of CU halls of residence has to be submitted **in the Erasmus online registration**.

Students are housed in **double rooms**. Single rooms are generally not available. **Exceptions** can be made only for students with relevant health problems or special needs. If you belong to these groups, please contact us via [erasmus@ruk.cuni.cz](mailto:erasmus@ruk.cuni.cz). The health problems as well as special needs have to be **confirmed by a medical proof** sent to the given e-mail. In case that there'll be enough capacities, Ph.D. students might be eligible for single rooms as well.

Please, **do not book the university accommodation directly** through the Accommodation Services. You will not be recognized as an Erasmus student and your booking will be cancelled. The only correct way to apply for the Charles University accommodation is via the Erasmus online registration.

However, please keep in mind that Erasmus students **can be housed only in the following residences**.

**There are 4 residences located in Prague, 1 in Hradec Králové and 1 in Pilsen  
Prague**





Hradec Králové



Pilsen



## Rooms at dormitories

The accommodation units **consist of twin rooms** (= double room with two separate beds) **sharing bathroom facilities** (shower and WC) with another room/s.

In **Hostivař** dormitory, almost all double rooms have its own bathroom facilities.

In **Troja (17. Listopadu)** and **Bolevecká** dormitory, the bathroom facilities are shared between two double rooms.

In **Hvězda, Větrník** and **Na Kotli** dormitories, bathroom facilities are shared among more rooms (on the floor).

A small kitchenette is usually at the end of each corridor (Hostivař, Větrník, Hvězda).

In Trója (17. Listopadu), the kitchenette is shared between two rooms.

Students can also use a lavatory and hanging rooms in the building (keys are available at the reception for a small fee). Bedding and bed linen are provided in all our halls (bed linen is exchanged regularly); towels and kitchen utensils (such as pans, plates, cups etc.) are not provided.

## Dormitory buildings

Dormitory places are assigned **according to the host faculty** (students from the same faculty are usually housed at the same hall of residence). Should you have a special preference for one of the dormitories, please let us know your requirement in the Erasmus online application form and we will try to allocate you a room corresponding to your wishes.

The accommodation will be provided **for the period corresponding with your study stay at the Charles University**.

## Before arrival

A **deposit** (about 90 EUR) + **first month's rent** (about 150 EUR) is to be paid approximately **2 months before arrival**. The payment has to be completed **online by card using a special link that will be sent to each Erasmus student via e-mail**.

More information about prices at particular dormitories can be found [here](#) .

**The rooms will not be available for occupancy earlier than one working day before the official start of your study stay**. Please check the exact semester dates [here](#) .

**We kindly ask students to arrive on the working days during office hours only**.

If for serious reasons you cannot come on a working day, the dormitory office has to be informed **at least 7 working days in advance**. Send an e-mail with an approximate time of your arrival to the accommodation office at the respected dormitory or the main accommodation office at

[accommodation@kam.cuni.cz](mailto:accommodation@kam.cuni.cz) . We also ask students who wish to arrive for a period that differs from your study stay to **find their own accommodation**.

## Cancellation policy

Please **always inform us** if you wish to cancel the Charles University accommodation, especially if you decide to do so after the online application deadline (May 15th or October 31st), via: [erasmus@ruk.cuni.cz](mailto:erasmus@ruk.cuni.cz). Not paying the deposit is not accepted as an automatic cancellation.

If you decide to cancel the place at CU Halls of residence, it is generally **not possible to reapply for it**.

If you decide to leave the accommodation earlier than stated in the accommodation contract, please keep in mind that the notice period is 1 month. The rent will be calculated retrospectively according to the number of days spent at the dormitory. **If you do not inform the dormitory about the cancellation 1 month before leaving, you are obliged to pay a cancellation fee.** For more information about the fees calculation, please click [here](#) .

In case you decide to cancel your accommodation during your Erasmus stay, it is fully enough to discuss it in the Accommodation Office of your dormitory.

## Check-in

**For checking-in you will need:**

- passport
- accommodation voucher,
- one passport-format photo
- confirmation of the deposit payment

Students who arrive after the office hours **will be housed for the night only and registered on the following working day at the Accommodation Office**. Please note that if you do not present yourself at the Accommodation Office within 1–3 working days, you may be excluded from the university accommodation.

The dormitory is in charge of reporting your arrival at the Foreign Police Office, however, if you do not appear at the Accommodation office within 3 days, you may also be excluded from the whole Erasmus stay. In case you decide to change your accommodation during your Erasmus stay, please note that you have to inform the Foreign Police about the change yourself.

## Rent payment

- It is highly recommended to **pay the rent by card using a special link that you will receive every month via e-mail**. More information can be found [here](#) .
- The rent can be also paid by card at the Accommodation Office during the office hours
- First rent payment is made upon arrival (covering the second month of your stay)
- **Following monthly payments are made always no later than on the 20th of the preceding month**

## Housing assistance

Arriving to a completely new environment can be sometimes quite overwhelming. Therefore, each dormitory has its **housing assistants** - Charles University students staying at the same dorm who will be always ready to help you with practical issues. Since all housing assistants speak English very well, they will be also able to help you with translations/interpreting at the dormitory.

The contacts for housing assistants can be found [here](#) .

## Private accommodation

The Charles University is responsible only for the accommodation in dorms. However, there are also many possibilities to find private accommodation. The prices mainly depend on the location. The rent in Hradec Kralove is usually much lower than in Prague. When searching for private apartment, please note that there were also cases when international students were scamed when searching for a private accommodation.

Visa students: Please keep in mind that visa students are automatically provided with the accommodation in dorms. In case you are a visa student wishing to stay in a private accommodation, please provide us with a scan of your accommodation agreement. Only after that the dorm place can be cancelled.

## Accommodation Scholarship

If approved by the Czech Government and Charles University (CU) for the particular semester, the CU pays out the accommodation scholarship as a contribution to the costs of accommodation during university studies. The scholarship is awarded to all Erasmus+ students of Charles University. Students do not need to apply for it; each student will receive it by default.

This **contribution - about 500 CZK/month - is paid out in cash** to Erasmus+ students of CU at any major branch of the Komerční banka a.s. **last month of each semester**. All Erasmus+ students are informed via e-mail once the scholarship is available.