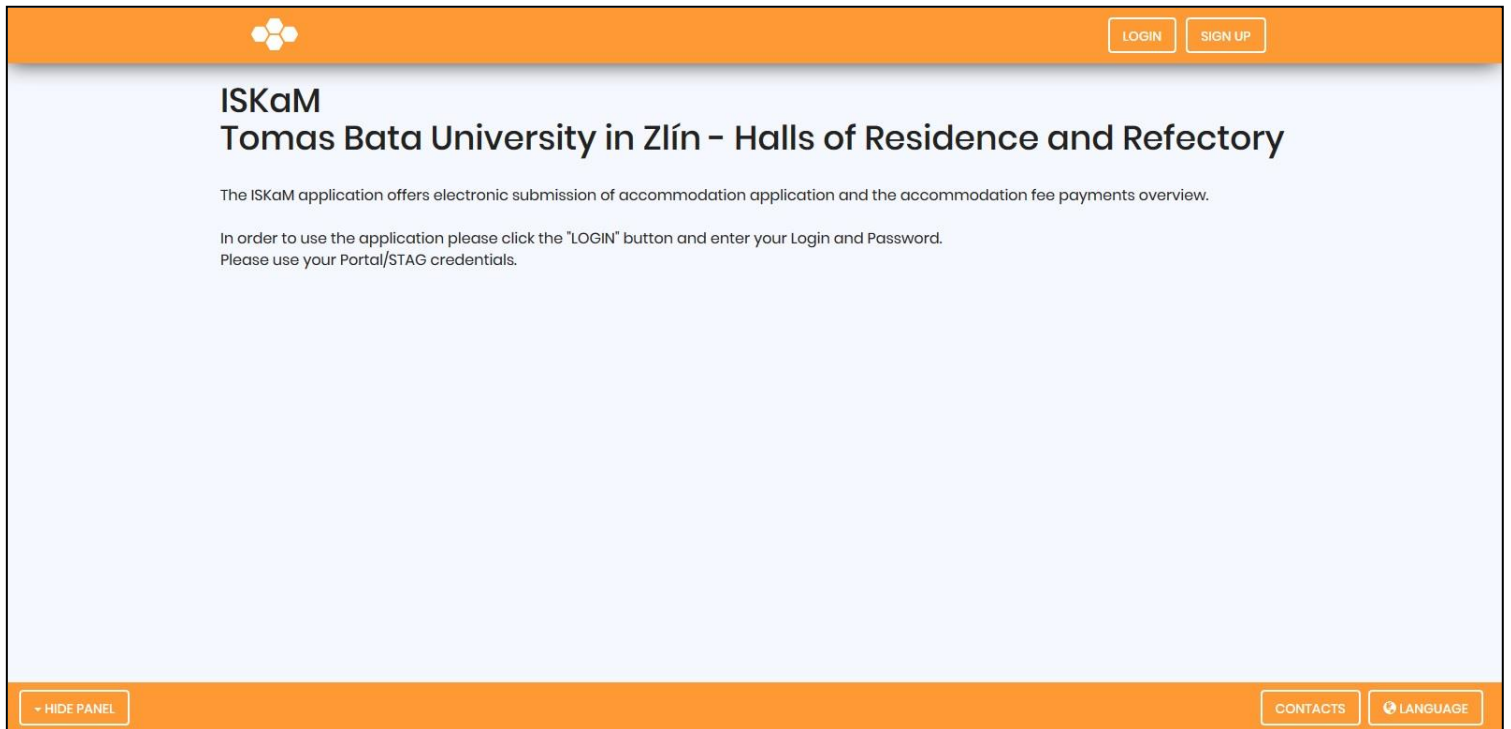
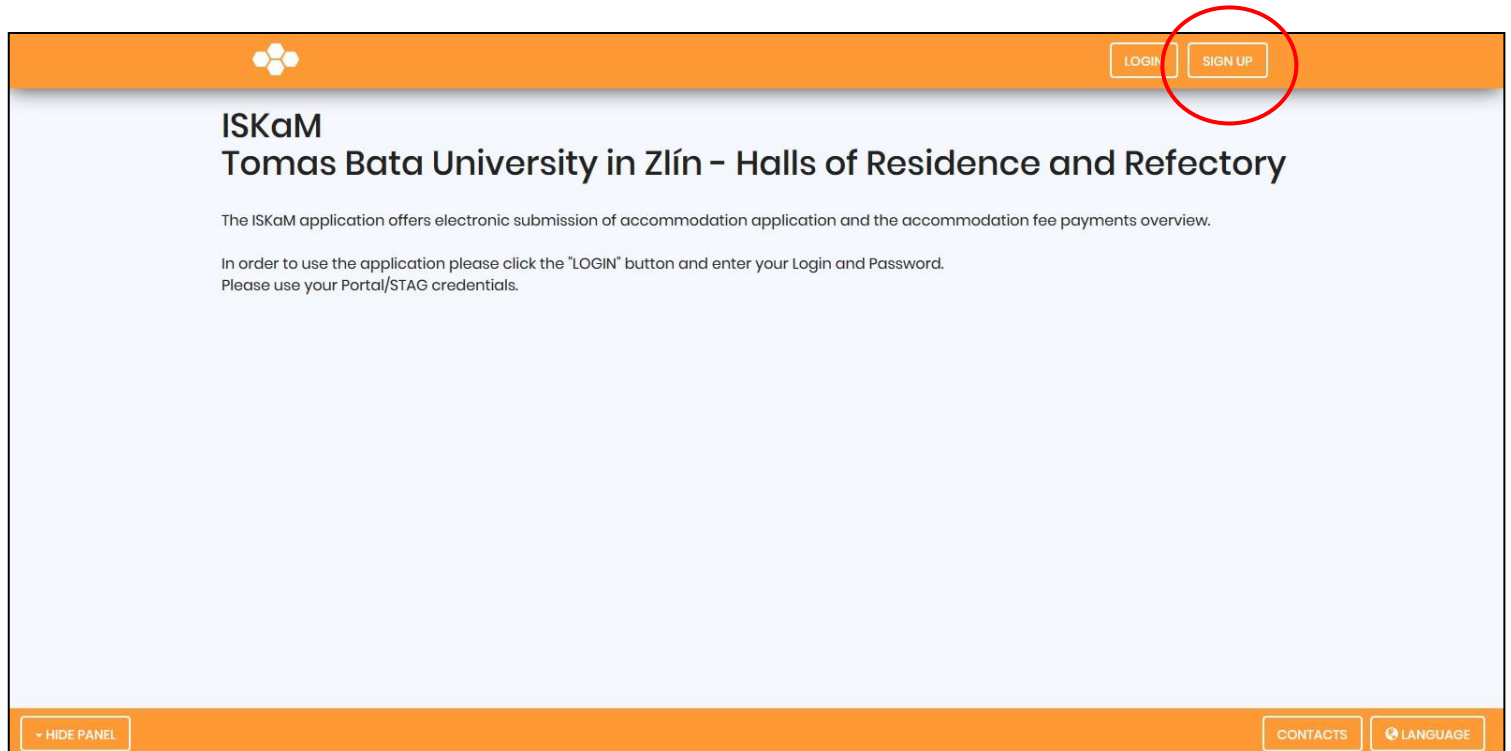


ISKaM System Application Manual

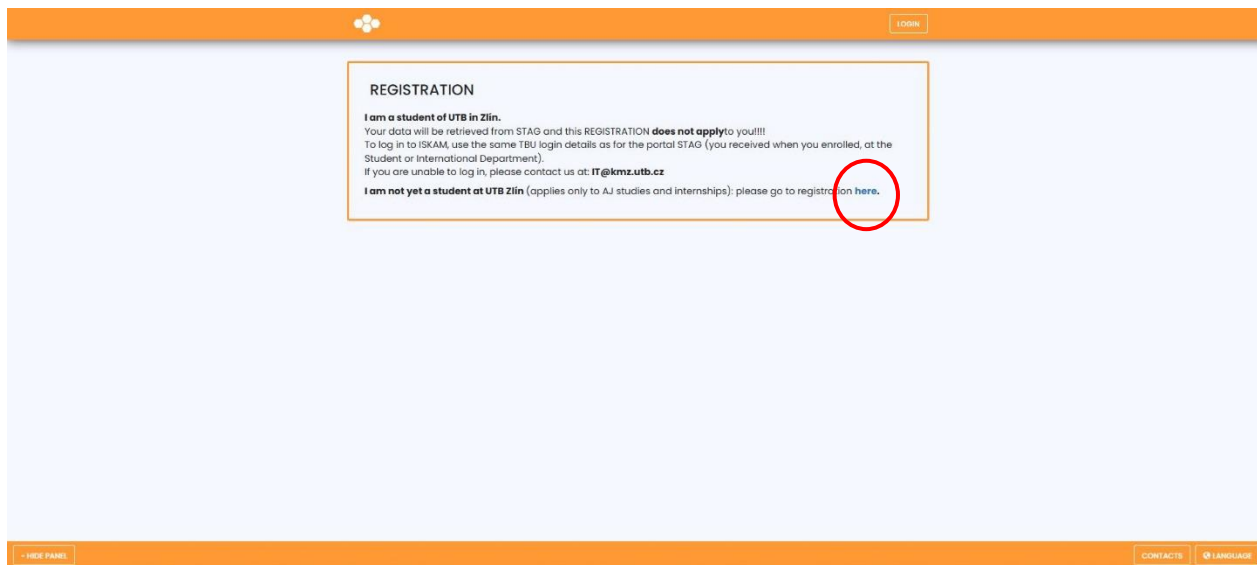
1. Go to the website <https://iskam.utb.cz/>.



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.



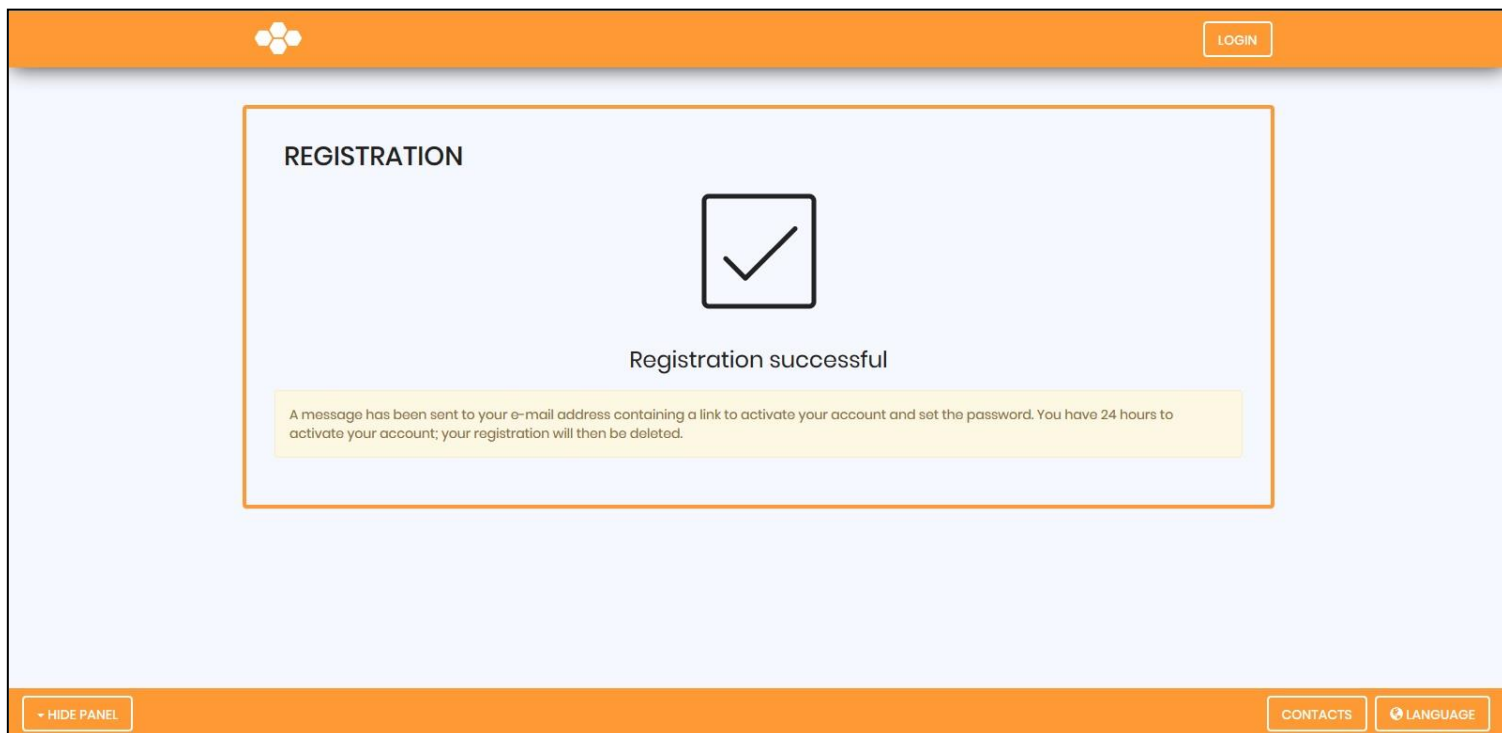
4. Fill out your details and click the „**REGISTER**“ button.

IMPORTANT NOTES:

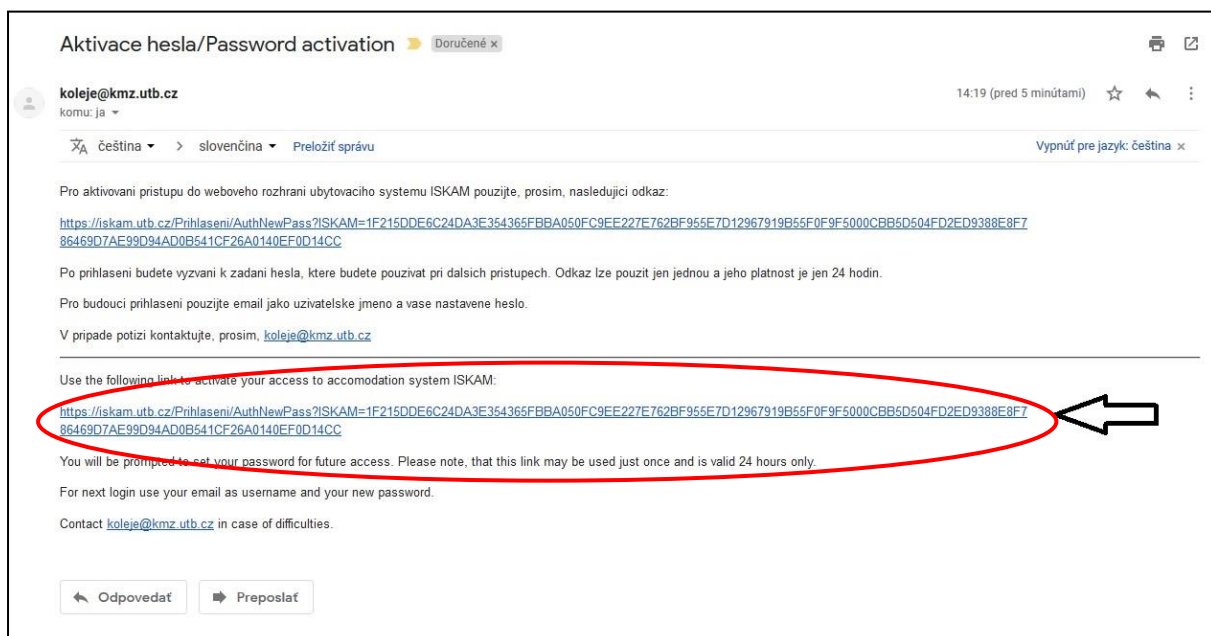
- a) Fields marked with a star (*) are **mandatory** for registration.
- b) The field „Date of birth“ is in **non-standard** EU format MM/DD/YYYY.
- c) The field „E-mail“ **must correspond** with the email address used for the application for an exchange study stay at our university.

The screenshot shows the full registration form on a web page with an orange header. The form is titled "REGISTRATION" and contains several input fields: "Surname*", "Name*", "Country*" (with a dropdown menu), "Date of birth*" (with a date picker showing 06/05/2023), "Gender*" (with a dropdown menu), "Zip code*", "City*", "Street and number*", and "E-mail*". Below the fields, there is an "IMPORTANT!!!" notice and two checkboxes for terms and conditions. At the bottom of the form, there is a CAPTCHA image with the text "UteB tba" and a "Text from image" input field. A red circle highlights the "REGISTER" button at the bottom center of the form. The page also features a "LOGIN" and "SIGN UP" button in the top right and "HIDE PANEL", "CONTACTS", and "LANGUAGE" buttons in the bottom left and right respectively.

- 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.**



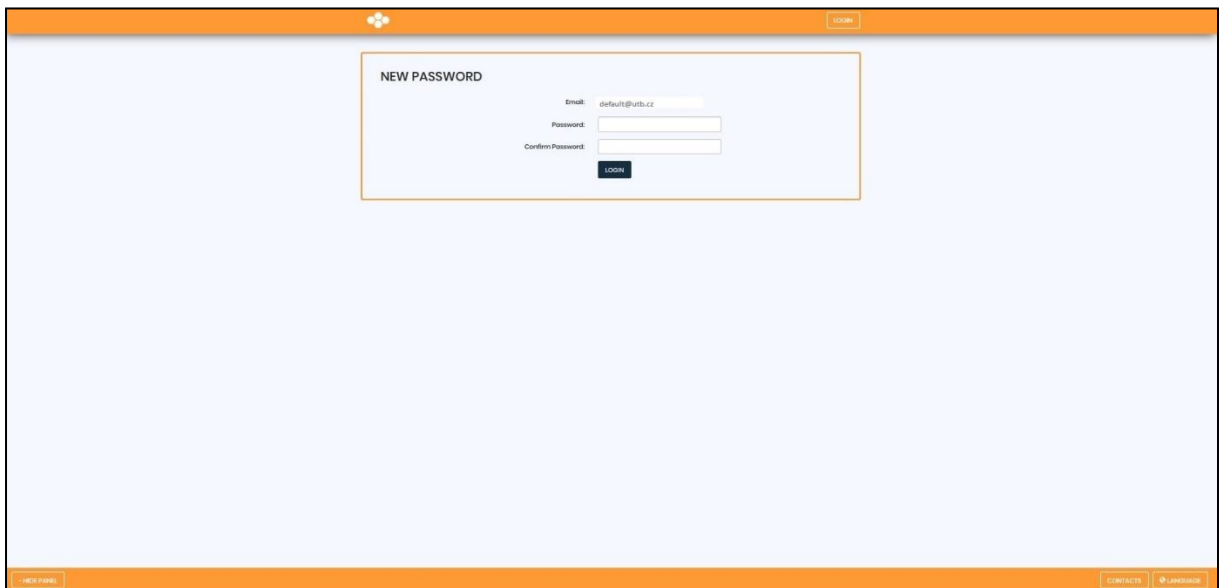
- Once you receive the „Password activation“ e-mail, **click on the link (circled on the picture below)**. It will redirect you to the ISKaM website again.



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

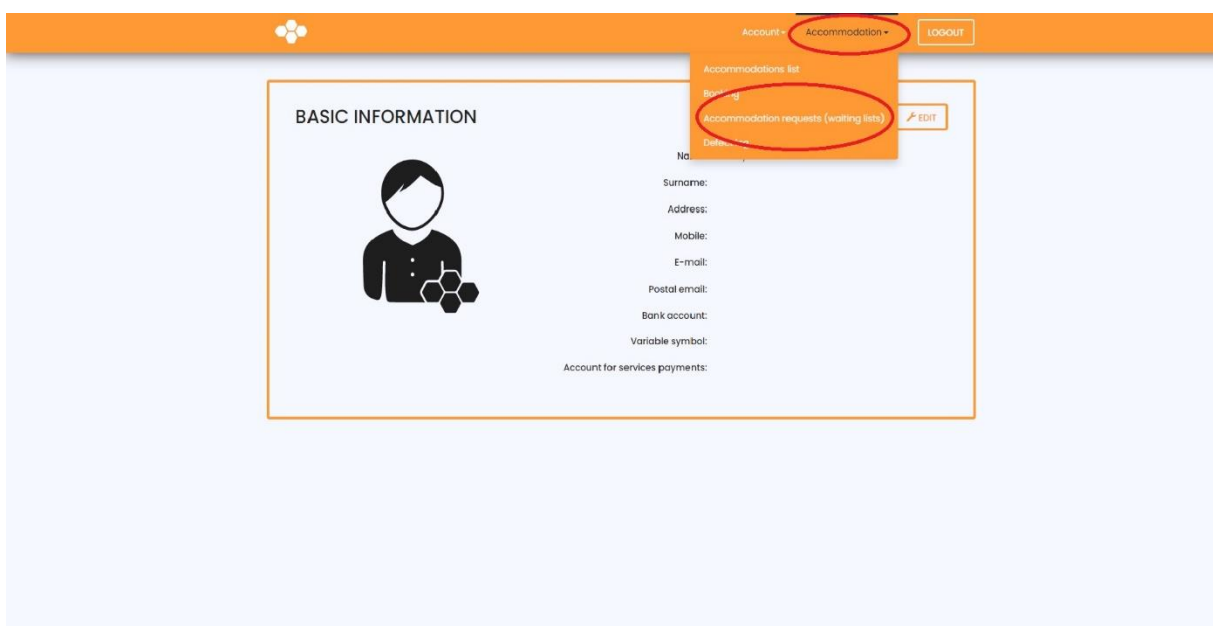
IMPORTANT NOTE:

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

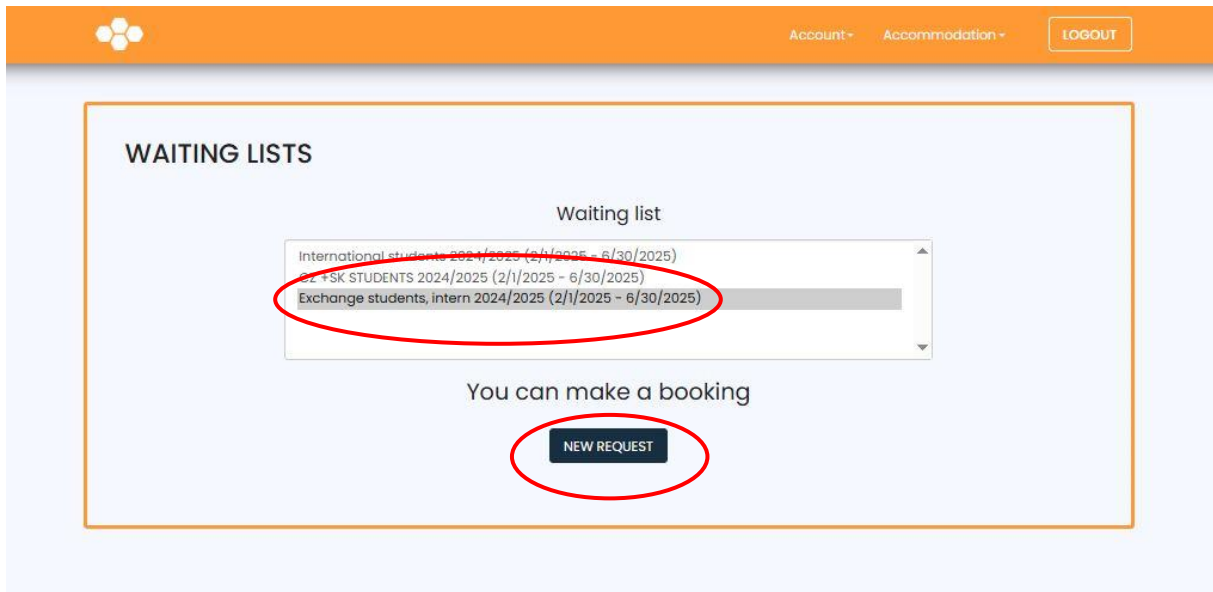


- If you want to apply for accommodation, log in to your ISKaM account. Your **login is the email address** used during registration into ISKaM, and your **password was created in the previous step**.

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)**“.

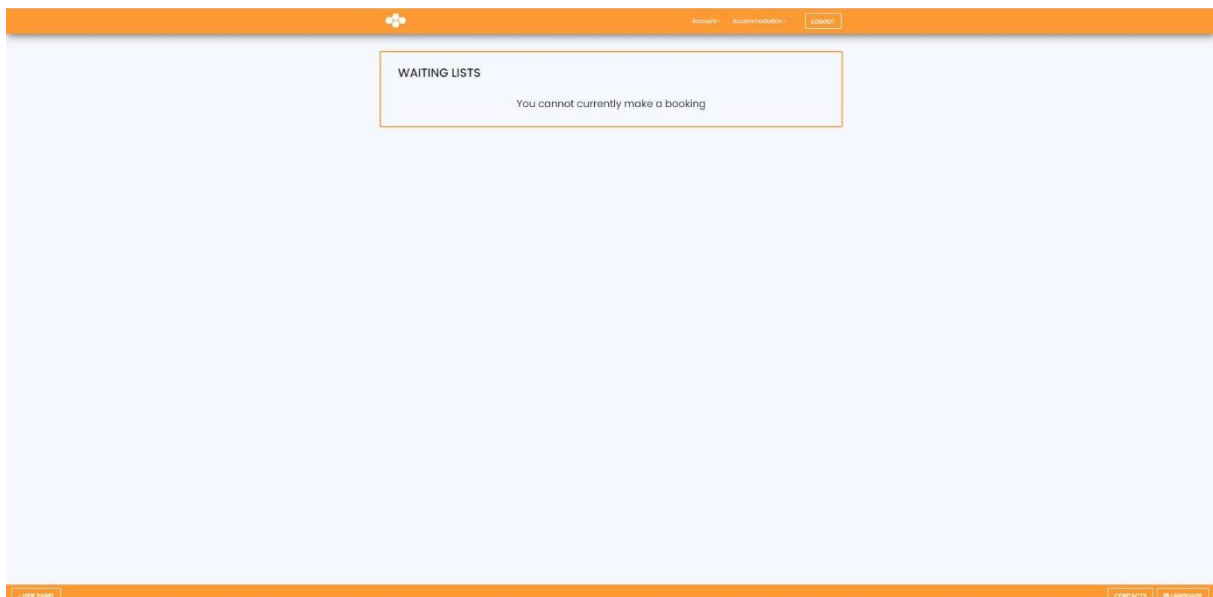


9. The following screen will appear **only after June 18, 2025, 00:01 CEST**, when the application window will open. Since you are an international exchange student, select the „**Exchange students, intern 2025/2026**“ waiting list (even if you are a Slovak citizen), and click on the „**NEW REQUEST**“ 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 **June 18, 2024, at 00:01 CEST**.



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 a 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 **September 1, 2025**. 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 **January 31, 2026**, the last day of the winter (fall) semester.

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:

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

Below the form, there is a checkbox with the text: "I confirm that I have read the terms and conditions of the accommodation request/booking and I agree with them". Below the checkbox is a button labeled "APPLY NOW".

Then you should 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.

NEW REQUEST

Preferred dorm: TGM

Substitute dormitory: MSI

Planned from: 10/01/2022

Planned to: 06/30/2023

Terms of submission: [here](#)

confirm that I have read the terms and conditions of the accommodation request/booking and I agree with them

APPLY NOW

HIDE PANEL CONTACTS LANGUAGE

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.

Account - Accommodation - LOGOUT

Basic Information

Accounts

Cards

Contact form

BASIC INFORMATION

EDIT

Name

Surname:

Address:

Mobile:

E-mail:

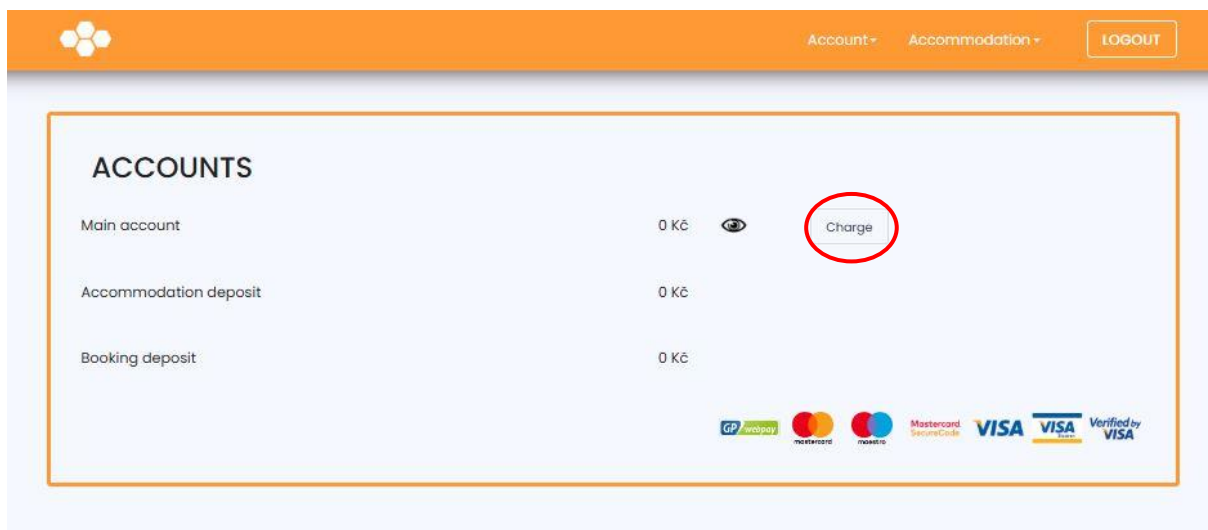
Postal email:

Bank account:

Variable symbol:

Account for services payments:

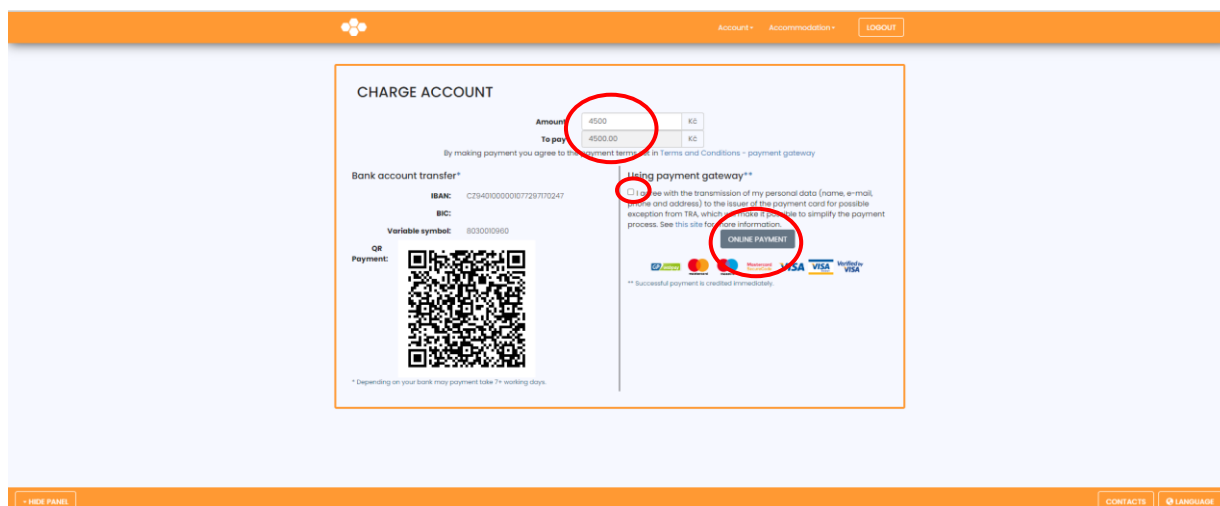
12. Next, click on the „**CHARGE**“ button.



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).

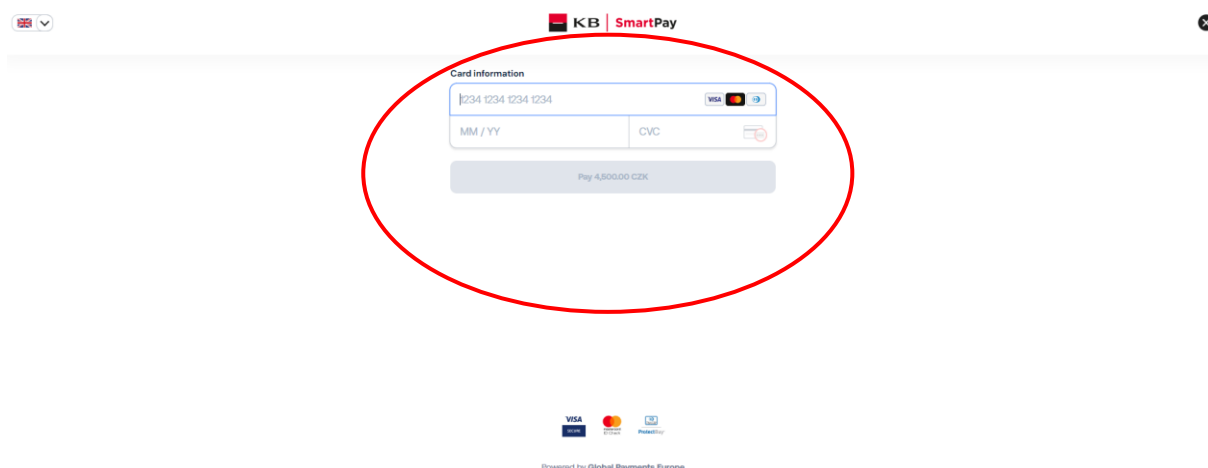
IMPORTANT NOTE:

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.**



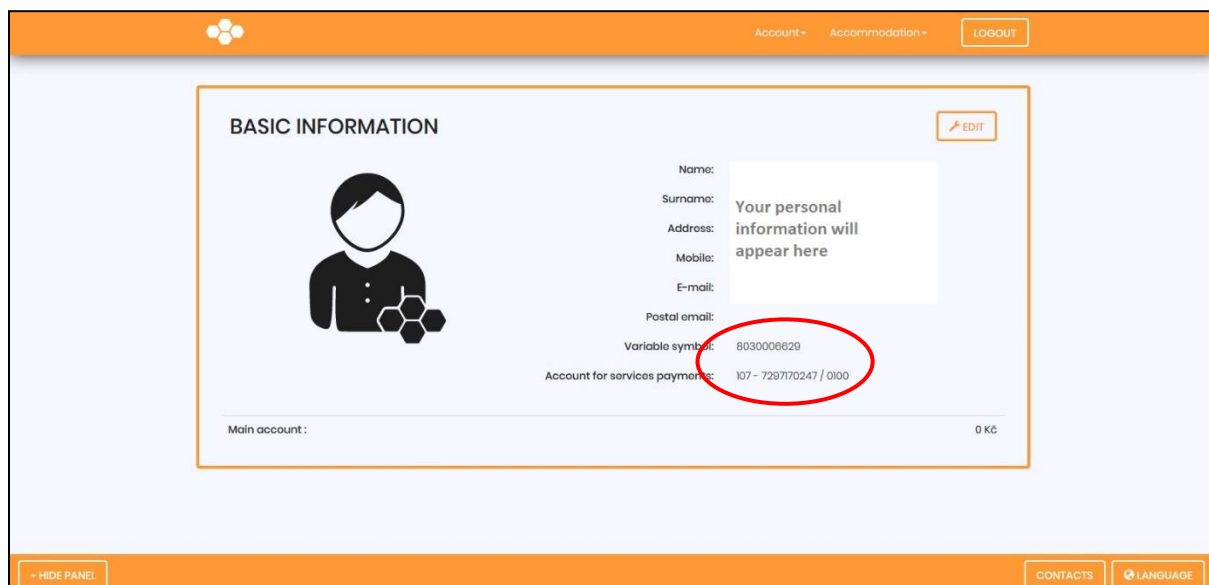
14. After ticking the checkbox “Using payment gateway” and clicking on the button „**ONLINE PAYMENT**“ will redirect you to the direct payment gateway where you fill out your credit/debit card details and finish the payment. **This is the fastest,**

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



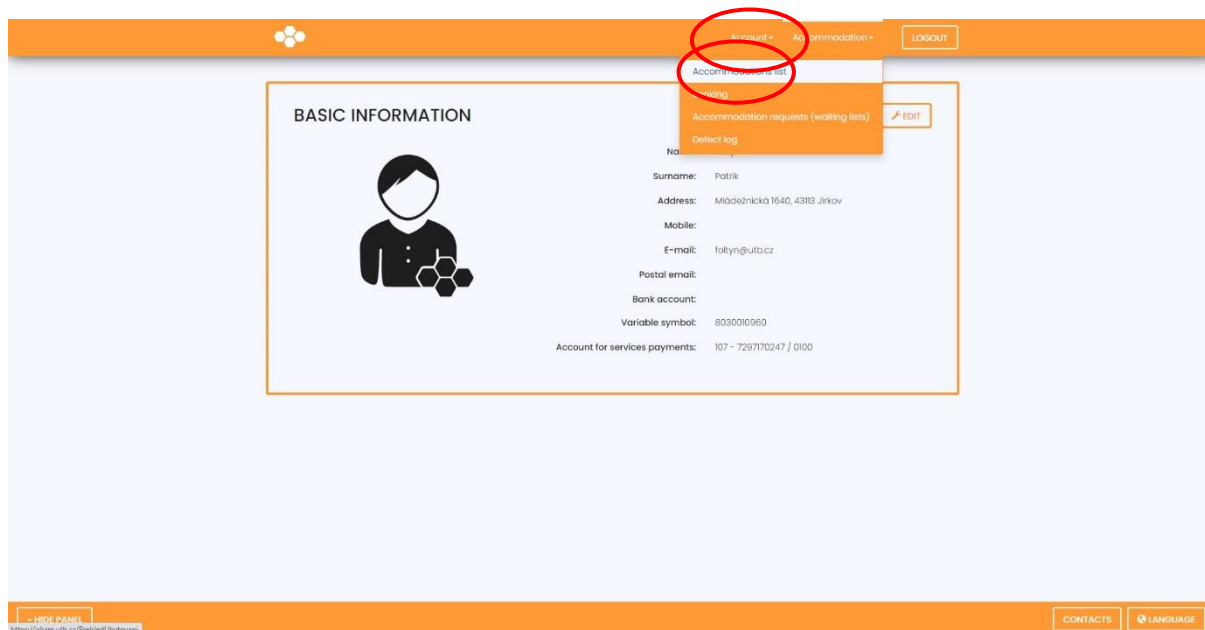
- 16.** Once you complete the entire process (making the booking request and the booking deposit payment), you are placed on the official waiting list based on the date and time of completion. Then the Accommodation Manager will assign you to

the dormitory and a 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 booking requests to be processed.

17. To find out if and which dormitory and room were 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 several 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

Q: I forgot my password for ISKaM. What should I do?

A: Please contact the IT Department of the Halls of Residence at it@kmz.utb.cz