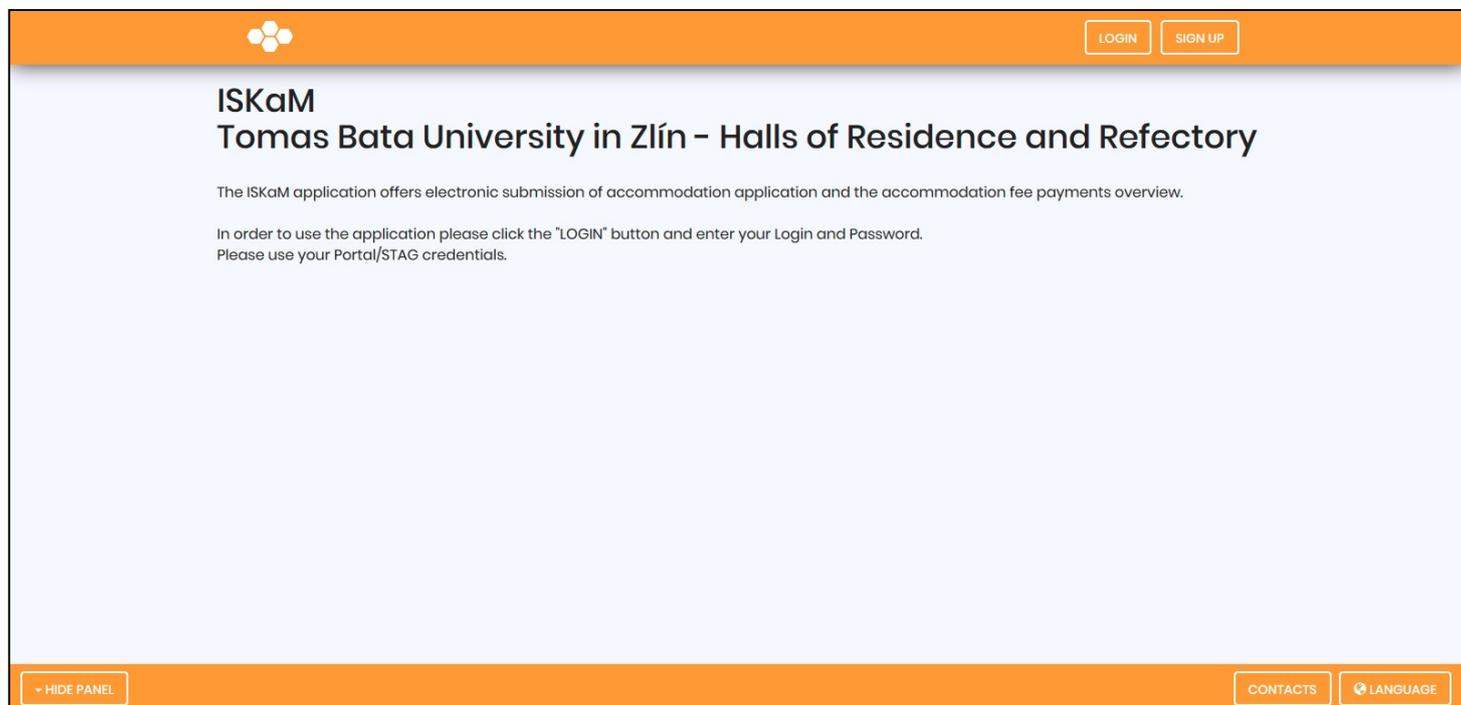
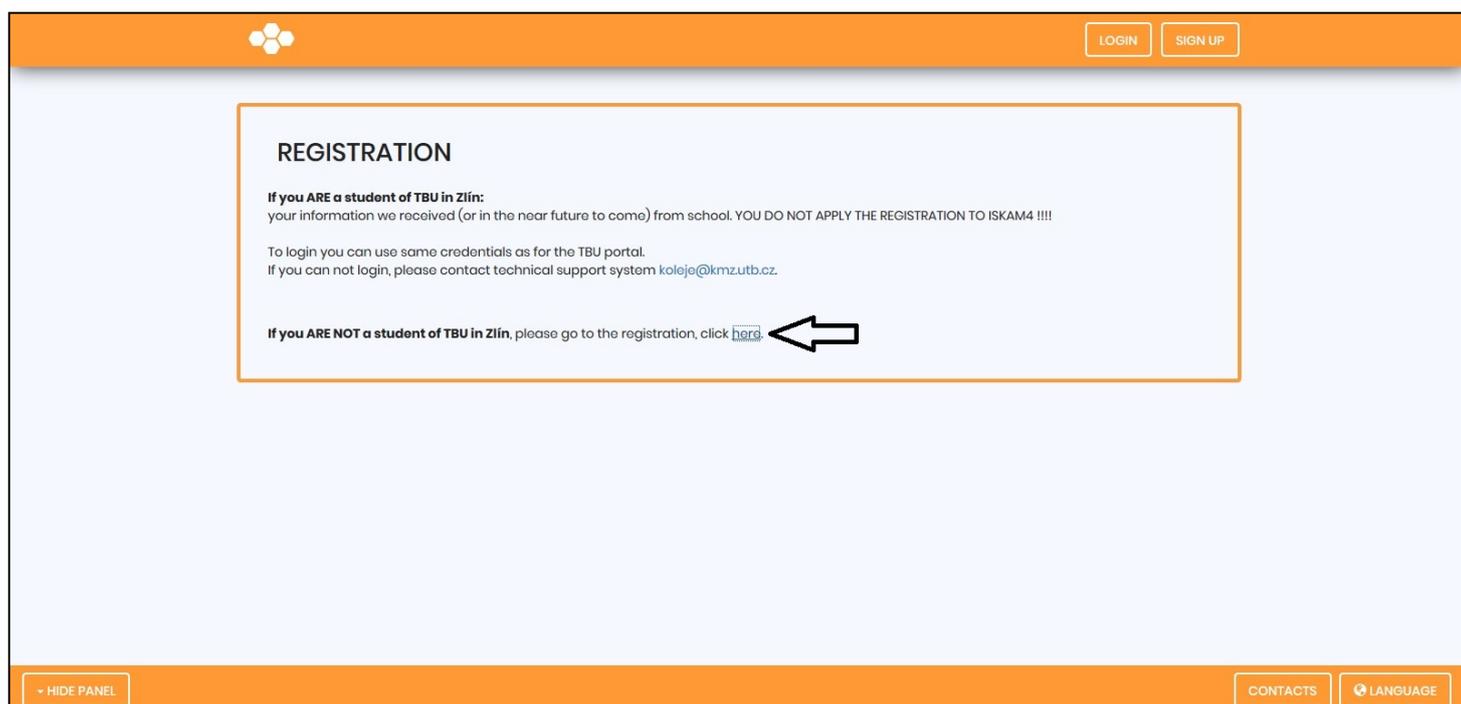


## ISKaM system Guide

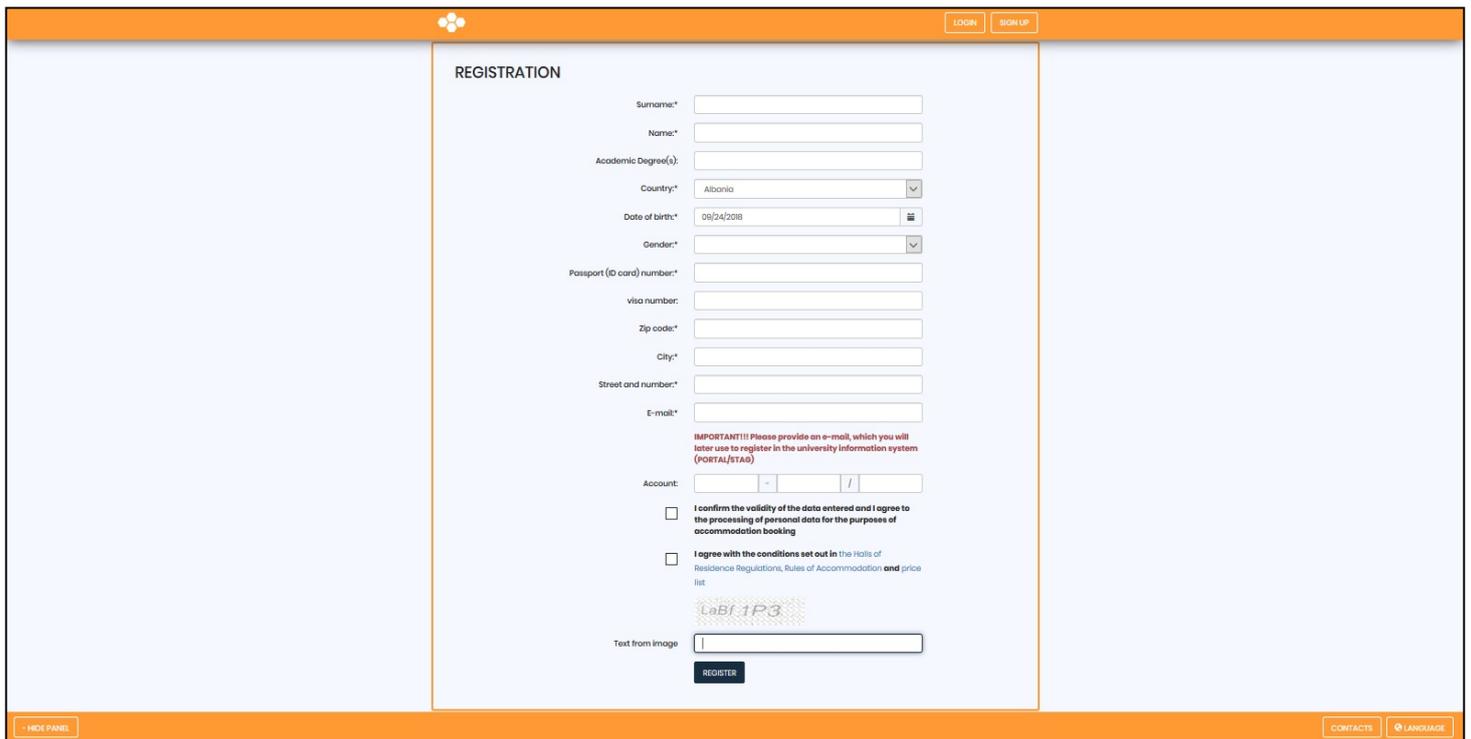
1. After admission you can apply for a bed at the student dormitories. So go to the website <https://iskam.utb.cz/>
2. Next, click on the SIGN UP button in the top right corner.



3. Click on the „**click here**“ link, which redirects you to the Registration page. (Even after successful admission process - before you arrive and enrol personally to Zlín, you are by this system considered as „**NOT a student**“ because you do not have internal university credentials so do not argue here and pick „Not a student“ option and proceed with registration.)

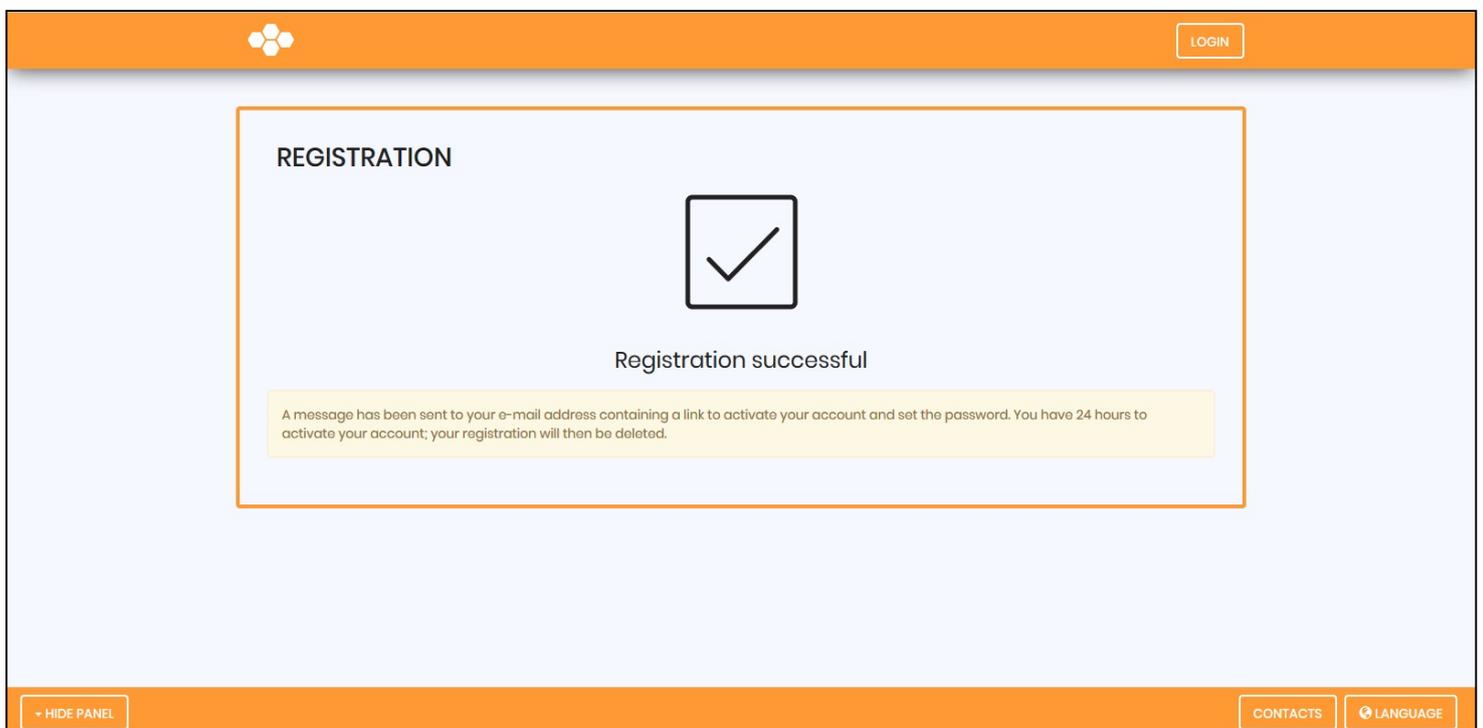


4. Fill out the Registration with your personal details and click the REGISTER button at the bottom.

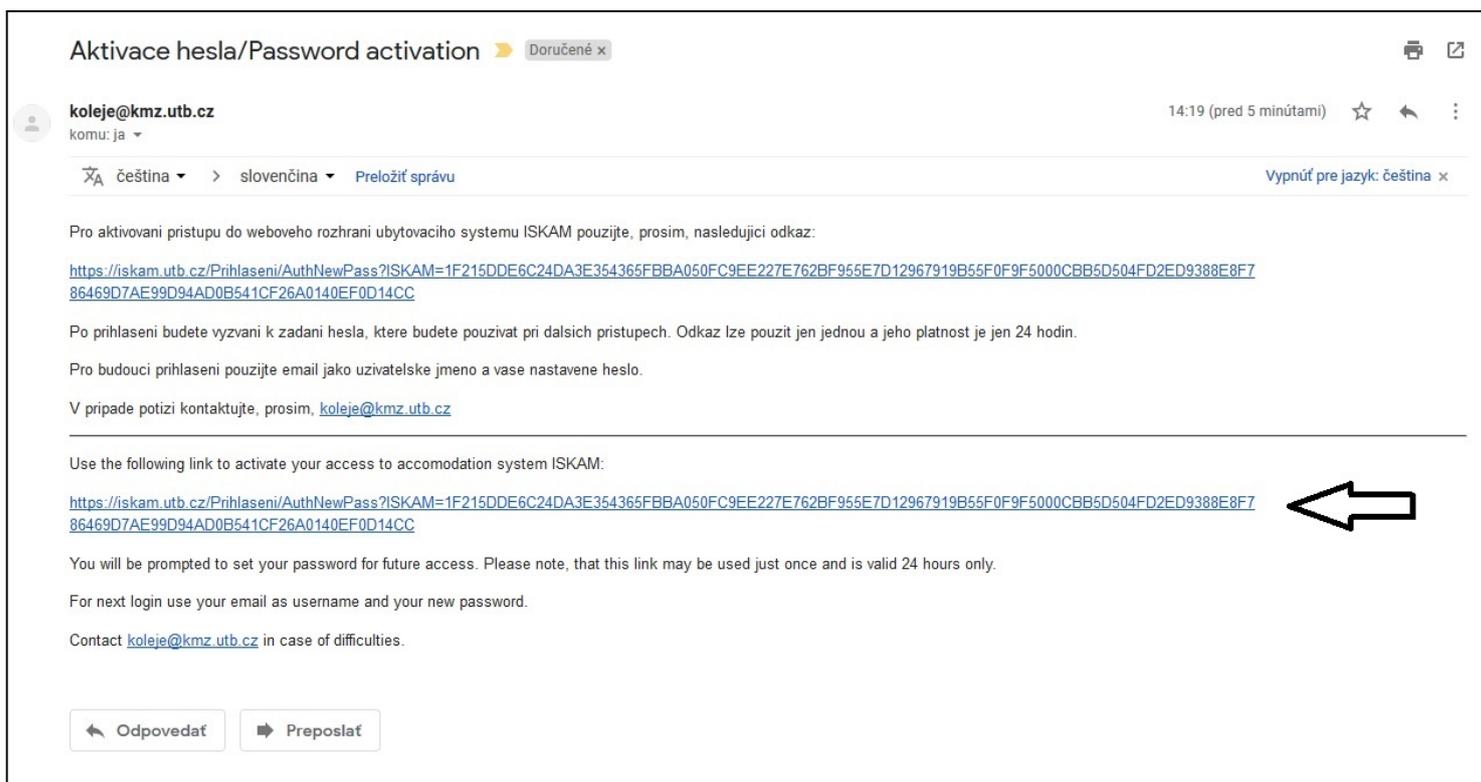


The screenshot shows a registration form titled "REGISTRATION" on a website. The form includes the following fields: Surname\*, Name\*, Academic Degree(s), Country\* (set to Albania), Date of birth\* (09/24/2018), Gender\*, Passport (ID card) number\*, visa number, Zip code\*, City\*, Street and number\*, and E-mail\*. Below the form, there is a warning: "IMPORTANT!!! Please provide an e-mail, which you will later use to register in the university information system (PORTAL/STAG)". There are two checkboxes: "I confirm the validity of the data entered and I agree to the processing of personal data for the purposes of accommodation booking" and "I agree with the conditions set out in the Halls of Residence Regulations, Rules of Accommodation and price list". A CAPTCHA image with the text "LaBf 1P3" is shown, followed by a "Text from image" input field and a "REGISTER" button. The page has an orange header with "LOGIN" and "SIGN UP" buttons, and an orange footer with "HIDE PANEL", "CONTACTS", and "LANGUAGE" buttons.

5. The screen below will appear and you will receive a „Password activation“ e-mail.  
(If you cannot find your e-mail, check your SPAM folder.)



- Once you receive your e-mail, click on the link which was send to you - It will redirect you to the ISKaM website again.



**Aktivace hesla/Password activation** Doručené x

**koleje@kmz.utb.cz** 14:19 (pred 5 minútami) ☆ ↶ ⋮

komu: ja ▾

český čeština ▾ > slovenčina ▾ [Preložit správu](#) Vypnúť pre jazyk: čeština x

Pro aktivovani pristupu do webového rozhrani ubytovaciho systemu ISKAM použijte, prosim, nasledujici odkaz:

<https://iskam.utb.cz/Prihlaseni/AuthNewPass?ISKAM=1F215DDE6C24DA3E354365FBBA050FC9EE227E762BF955E7D12967919B55F0F9F5000CBB5D504FD2ED9388E8F786469D7AE99D94AD0B541CF26A0140EF0D14CC>

Po prihlaseni budete vyzvani k zadani hesla, ktere budete pouzivat pri dalsich pristupech. Odkaz lze pouzít jen jednou a jeho platnost je jen 24 hodin.

Pro budouci prihlaseni použijte email jako uzivatelske jmeno a vase nastavene heslo.

V pripade potízi kontaktujte, prosim, [koleje@kmz.utb.cz](mailto:koleje@kmz.utb.cz)

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Use the following link to activate your access to accomodation system ISKAM:

<https://iskam.utb.cz/Prihlaseni/AuthNewPass?ISKAM=1F215DDE6C24DA3E354365FBBA050FC9EE227E762BF955E7D12967919B55F0F9F5000CBB5D504FD2ED9388E8F786469D7AE99D94AD0B541CF26A0140EF0D14CC> 

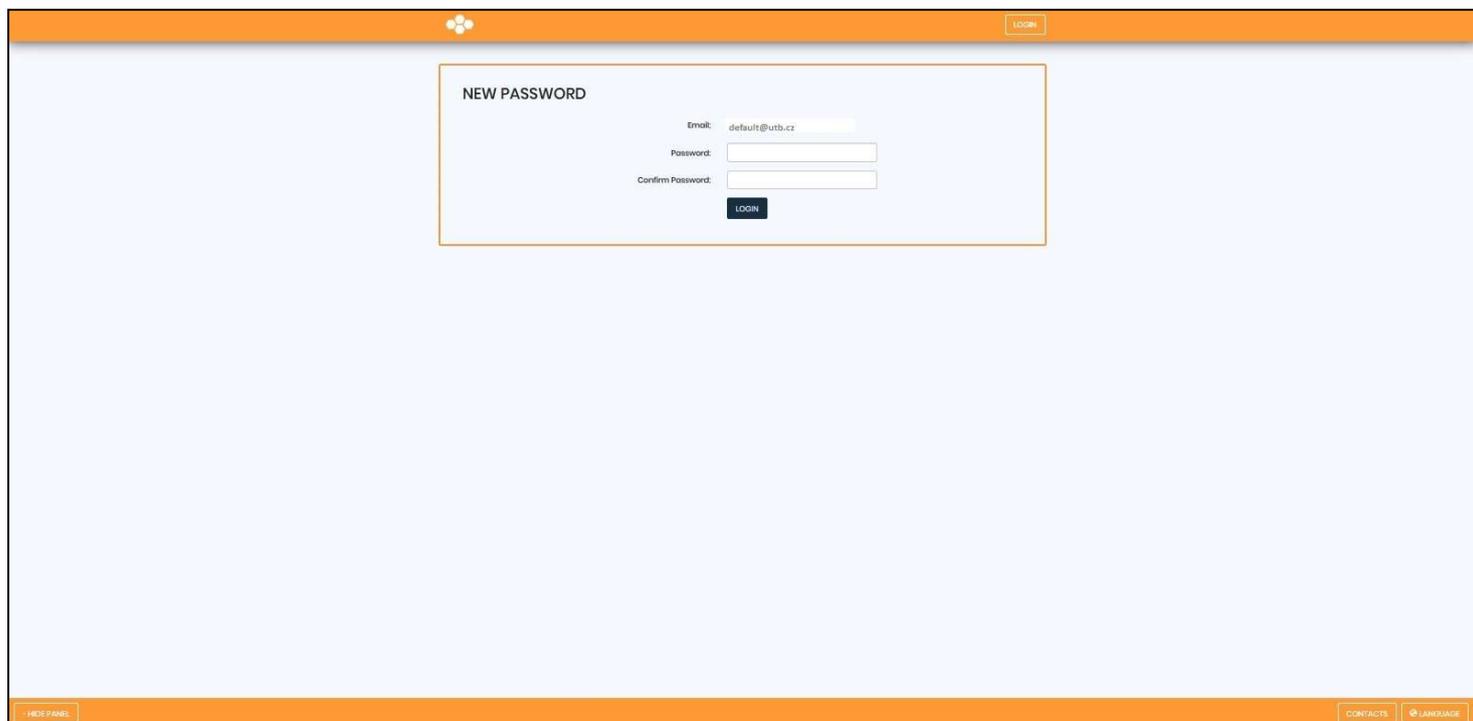
You will be prompted to set your password for future access. Please note, that this link may be used just once and is valid 24 hours only.

For next login use your email as username and your new password.

Contact [koleje@kmz.utb.cz](mailto:koleje@kmz.utb.cz) in case of difficulties.

↶ Odpovedat ➡ Preposlat

- Now you can change your password for the ISKaM system and you're done with the registration part.



**NEW PASSWORD**

Email:

Password:

Confirm Password:

NEWS PAGES CONTACTS LANGUAGE

8. If you wish to apply for accommodation, log into your ISKaM account and click „Accommodation“ in the top menu next to the LOGOUT button, then select „Accommodation requests (waiting lists)“ afterwards. The following screen will appear (if it will not appear the acc. request are not possible at that time):

Account+ Accommodation+ LOGOUT

## WAITING LISTS

Waiting list

- Czech Language Course 2018/2019 (10/1/2018 - 5/31/2019)
- CZ + SK STUDENTI 2018/2019 (9/13/2018 - 6/30/2019)
- International Students 2018/2019 (9/1/2018 - 6/30/2019)**

You can make a booking

NEW REQUEST

+ HIDE PANEL CONTACTS LANGUAGE

9. If you are an international degree student in English programme, select the „International Students“ waiting list which is highlighted in the screenshot, and click the NEW REQUEST button. (If you are one of Erbil students – select your own Erbil waiting list!)

Account+ Accommodation+ LOGOUT

## NEW REQUEST

Preferred dorm: Štefánikova

Substitute dormitory: TGM

Planned from: 09/01/2018

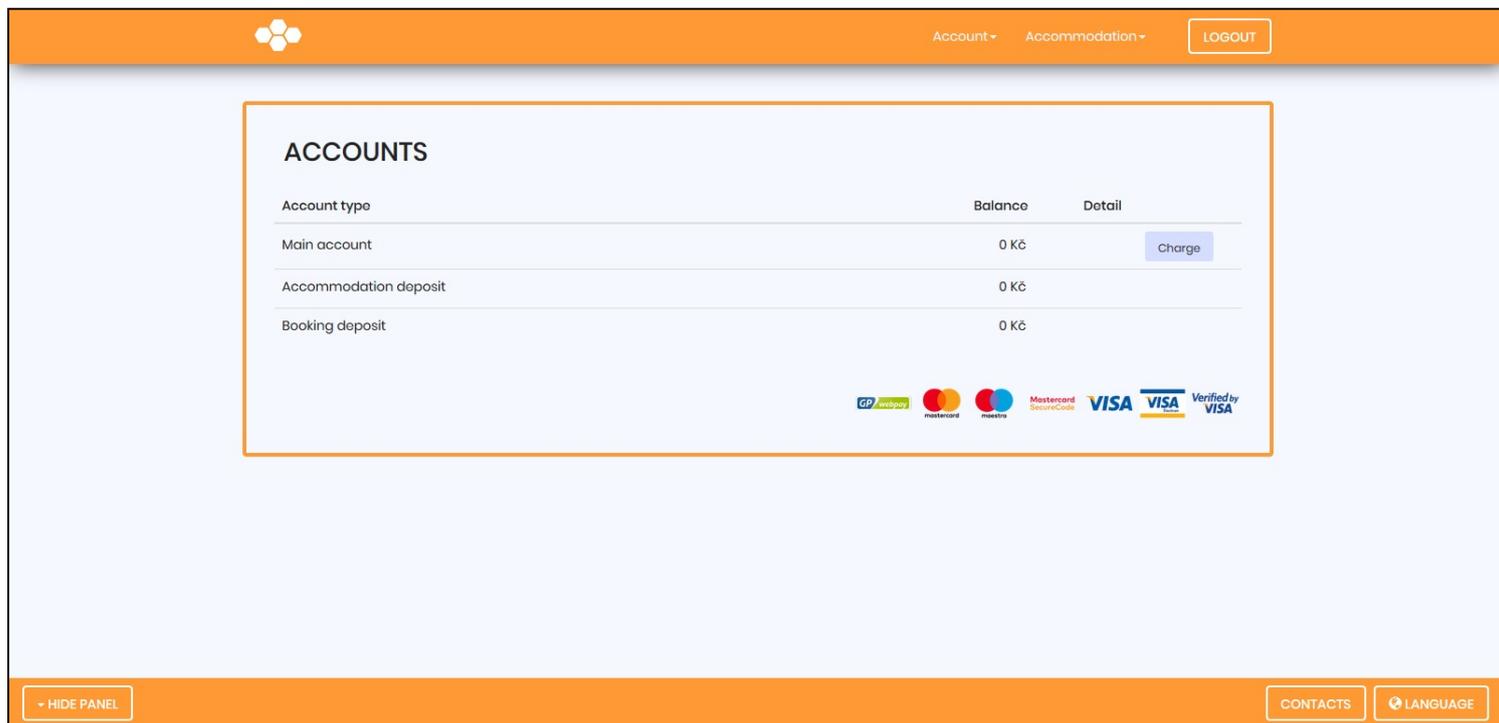
Planned to: 02/28/2019

APPLY NOW

+ HIDE PANEL CONTACTS LANGUAGE

10. Now you can choose, which dormitory you would like to stay in. The „Substitute dormitory“ field is your second choice of dormitory. **(The majority of international students is accommodated at the TGM dorms – U12).** As the U7 – Štefánikova dorms are presently in the reconstruction the administration doesn't observe your choice here in anyway so it is just informatory. You have to put the date of your physical arrival to the dorm into the „Planned from“ field, and the date of your departure from the dorm into the „Planned to“ field. When you click the APPLY NOW button, the ISKaM system will put you into the waiting list for the accommodation with other students. **MAKE SURE** that you book it only from the DATE when you really plan to arrive personally to Zlín as after arrival you will be charged the rent

11. After applying to the waiting list, you need to pay the Accommodation deposit **(3000 CZK)**. You can do so directly through the ISKaM website. **(Don't worry about getting your visa before paying the deposit – if you don't get the visa, you will get the deposit back.)** Click on the „Account“ option in the top menu and then select the „Accounts“ option. The following screen will appear:



12. Next, click the CHARGE button and following page will appear.

## CHARGE ACCOUNT

**Amount:**

**To pay:**

3000	Kč
:3000.00	Kč

By making payment you agree to the payment terms set in [Terms and Conditions](#) - payment gateway

**Bank account transfer\***

Account for services payments: 107 - 7297170247 / 0100

Variable symbol: 8030002759

QR Payment:



\* Depending on your bank may payment take 7+ working days.

**Using payment gateway\*\***

ONLINE PAYMENT









\*\* Successful payment is credited immediately.

**13.** Here Fill out the „Amount” field with the amount needed for the Accommodation deposit (**3000 CZK**) and click the CHARGE button. If you can, it is recommended to charge your ISKAM account with higher value as if you have there sufficient amount the HRR will take your rent amount from your charged ISKAM balance automatically (so you will not have to pay it manually every month, you can just charge your ISKAM account to sufficient amounts. After you fill in required charging amount, you can either click on the right side on ONLINE PAYMENT (and pay with internationally accepted payment bank card (credit or debit card) if you have access to any. Or if you can do domestic transfers from some other Czech bank account (inside Czech republic) ,you can use the Bank account transfer data on the left (or scan directly the qr code with your phone if you have access to some phone banking app binded with Czech bank account) and charge your account this way. If any of the above mentioned options work for you, you can still charge your ISKAM account by international bank transfer. In that case you would have to send the money from your bank to the TBU ISKAM bank account which have these details:

**Bank details for payments of deposit and charging the ISKAM account to pay the rent:**

**Name of the bank:** Komerční banka, a.s.

**Bank account holders name:** UTB-KMZ

**IBAN** (International Bank Account Number): CZ94 0100 0001 0772 9717 0247

**Swift code:** KOMBCZPP

But you **MUST** identify the payment properly by writing the **Variable symbol** (which identifies you and purpose of payment) so it is paired after properly by our automatic accounting system – the **Variable Symbol (VS) is different for everyone and it is generated uniquely for you** and you can find in Basic information page of ISKAM after registration (see below). The international bank transfer options usually do not have Variable symbol field to enter it, but **enter it to** any field which will give more info about payment – it is usually named something like these: **Payment reference, payment info, payment details, Purpose of payment, etc..**

Now you are ready to apply for the Accommodation. (If you will not pay deposit in **Exactly required minimal amount**, your accommodation will not be confirmed and you will have no place to sleep upon your arrival – so make sure you do not make any errors here!)

The screenshot displays the 'BASIC INFORMATION' section of a user profile. On the left is a placeholder icon for a person. To the right, there is a list of fields: Name, Surname, Address, Mobile, E-mail, and Postal email, all of which are currently empty. Below these is the 'Variable symbol' field containing the value '8030006629' and the 'Account for services payments' field containing '107 - 7297170247 / 0100'. At the bottom left, it says 'Main account :', and at the bottom right, it shows '0 Kč'. An 'EDIT' button is located in the top right corner of the information panel. The page is part of a web interface with an orange header and footer containing navigation and utility buttons.

**14.** If the direct payment website does not support your card, another option is to pay the Accommodation deposit through your bank's official internet-banking system. You can find the payment details (Variable symbol, Account for services payments) in „Basic information“ under your personal details. **(Remember, the Variable symbol is different for each person.)**

**15.** After your request will be allocated and you are granted the bed, you can find out in which dormitory you are going to be accommodated in, you need to click **„Accommodation“** in the top menu and select **„Accommodations list“**. Here

you will be able to see the name of your dorm and your room number. **(This information will be visible approximately two weeks after paying the deposit if there was an available place. If not, then you will have to check if you have successfully raised your deposit at least to minimal required amount and then wait until the bed will be allocated to you.)**

## **FAQ:**

*Q: Can I book a bed at U7 - Štefánikova dormitory?*

*A: No, the Štefánikova dormitory is currently under the reconstruction.*

*Q: Can I book a single room?*

*A: NO. For the period of time after 1<sup>st</sup> of September 2020 Unfortunately not, due to the limited capacity reasons and reconstruction of U7 – Štefánikova dormitory.*

*Q: Can I stay in the room with my friend/partner?*

*A: It is possible if you contact the Halls of Residence in advance and write your request via email to: [koleje-u7@utb.cz](mailto:koleje-u7@utb.cz)*

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

*A: The deposit can be paid in any currency. However, it is important that the Halls of Residence will receive that right amount (3000 CZK) of money after conversion and transfer fees. Or your deposit will NOT be considered sufficient and your booking will not be VALID.*

*The banks around the globe are charging fees of their customers differently. If you pay by credit/debit card it will charge the exact amount and you will do not have any problem with exchange ratios.*

**All presently valid accommodation rules of the TBU Halls of Residence and Refectories are available at following link and it is an OBLIGATION of everyone who is accommodated there to read them and to understand them – not knowing the rules is not an excuse – as if you break the rules, your contract may and will be terminated and you will also lose your deposit!!**

**<https://kmz.utb.cz/en/documents/>**