

# ACCOMMODATION AT MASARYK UNIVERSITY

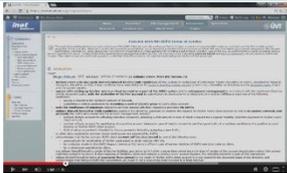


# 1. ACTIVATING SUPO SYSTEM AND OBTAINING VARIABLE SYMBOL

To be able to **book and pay** for your accommodation at Masaryk University or **use printers and copy machines** during your studies here, you need to activate your SUPO account (SUPO = The System of Settlement of Individuals' Claims at Masaryk University).

To activate the SUPO account, go to the address <https://inet.muni.cz/app/supo/info>

To log in, use your **login name and primary password** for the Information System (IS).

How to activate your SUPO account	
WRITTEN GUIDE	VIDEO GUIDE
<ol style="list-style-type: none"><li>1. Go to SUPO website <a href="https://inet.muni.cz/app/supo/info">https://inet.muni.cz/app/supo/info</a> and log in</li><li>2. Change the language of the website to English, on the right top of the page.</li><li>3. Click on the link „SUPO “ in the section “MU ECONOMICS”</li><li>4. Click on „SUPO CLIENT ACCOUNT“ in the submenu.</li><li>5. Click on the link „CLIENT'S CONSENT WITH THE CONDITIONS OF RUNNING THE SUPO SYSTEM” and read the text.</li></ol> <p>Choose the option „I AGREE“ and click on „CONFIRM“ at the end of the page.</p>	 <p>(0:39)</p>

Your SUPO website is now activated, and you can see your **variable symbol**. Write it down - it is your personal specific number and you will need it during your stay in Brno (for example, it is necessary to mention the variable symbol, when making money transfers from your account to MU account).

After the activation, the SUPO system sends you automatically a message (in English and in Czech) about a deposit 50 CZK to be paid. Please ignore this message. You will simply do the activation by the first payment of the accommodation booking deposit.

**Will you stay in a private accommodation?** Please complete the activation by 50 CZK deposit, after your arrival. The easiest way (without any fees) is to use so called “Credit Recharging Stations” (orange machine) where you can deposit cash. You can find these machines in university buildings. All other students will complete the activation of the SUPO by the first payment, the accommodation booking deposit.

STUDENTS who **do not want to be accommodated in the halls of residence**, do not need to read further.

## 2. BOOKING THE ROOM IN THE ISKaM SYSTEM – 1 August 2016 from 09.00 CET

You will book the concrete place (bed in a single or double room) via the ISKaM booking system. Use your **MU ID number and primary password** – it was sent to you in the admission pack. Try to **book your accommodation as soon** as you can.

In [ISKaM booking system](#), you will:

- choose a residence: usually, international students select Vinařská, Kounicova or Komárov – see the individual dormitories on the [Halls of Residence website](#)
- choose a room number
- choose the date of arrival and departure (BINDING) – you can change the pre-set dates. Change your arrival date: you can select 1 September as the earliest. However, the optimal arrival date is 9 or 10 September (for the start of the orientation). The **latest arrival date is 18 September** (if you arrive even later, you must inform the dormitory and anyway, you will be asked to cover the price from this date)  
The shortest accommodation contract possible is until 31 October. The longest is 30 June. Later on, you will be able to prolong.
- sign the accommodation contract electronically

You have to print out the accommodation contract twice and bring it with you.

## 3. MAKING A PAYMENT OF THE ACCOMMODATION DEPOSIT – 10 days after reservation

To confirm your booking of the halls of residence, you **have to pay a booking deposit** (1000 CZK = cca 40 EUR, 55 USD) **within the next 10 days after your booking.**

**A) Preferably, make a bank transfer payment to your SUPO account:** but in this case, you must transfer the money to your SUPO account via the instructions published here - see the **Payments to/from SUPO:**

<https://inet.muni.cz/app/supo/info>

Send **more than 1000 CZK (or equivalents, see above)**; the money will not be lost, it will be on your SUPO (virtual MU account) for your later use at the university. If you send a bigger amount of money, you can start using it immediately for other

payments, copying, printing, canteens (in MU canteens, just ask to allocate part of SUPO money to canteen account). Please, cover the respective bank fees yourself.

**B) The payment can be made online by a bank card** that supports online transactions and allows this kind of online payment – please check with your bank (it does not need to be your personal card).

Pay through this web link: <https://is.muni.cz/obchod/baleni/97108>

If you do not pay the booking deposit (1000 CZK) during the period mentioned above, the booking of your accommodation **will be cancelled**. Once you paid, the fee cannot unfortunately be returned under any circumstances.

#### **Deposit bank card payment step by step (OR SEE THE [VIDEO GUIDE](#)):**

1. Click on the website and switch the page to English.
2. Click on „ADD TO SHOPPING CART“ under the package „BOOKING DEPOSIT AT MASARYK UNIVERSITY HALLS OF RESIDENCE “ (1000 CZK).
3. Click on „ORDER“ in the right upper corner of the page.
4. Click on the link „MAKE YOUR ORDER FROM INSIDE IS MU“. Your personal data will be automatically added.
5. Click on „NEXT“, choose a method of payment „PAY BY CARD“.
6. Click on “COMPLETE ORDER” and after the new page appears, go for “PAYMENT BY CARD” and then for “PAY BY CARD” again on the next page. Follow the instruction given on the “bank” page and complete the online payment. The payment has to be at least authorized until the deadline, although the money will arrive only in several days.

**Cancellation of booking:** by **31 August 2016**, you can cancel your accommodation booking – write to [koleje@skm.muni.cz](mailto:koleje@skm.muni.cz) and inform them about the reasons for your cancellation; the deposit will be un-blocked and returned to your SUPO account.