



## DORMITORY APPLICATION AND SIGNING OF AN ACCOMMODATION CONTRACT

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### Logging in to the ISKAM system

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1. a) Logging in for first-year students (before enrolment): On the page of the ISKAM system <https://iskam.upol.cz/> select Links from the menu, then Log candidates and enter your login information.

b) Logging in for higher-year students (after enrolment): Log in through the UP Portal at <https://www.portal.upol.cz/> and click on the Dormitory/ISKAM tile. Continue from step 3 of this guide.

**Souhlas se zpracováním osobních údajů**

V souladu se zákonem č. 101/2000 Sb., o ochraně osobních údajů, ve znění pozdějších předpisů, souhlasím, aby mé osobní údaje byly shromažďovány, zpracovávány a uchovávány za účelem posouzení mé žádosti o přidělení ubytování na Univerzitě Palackého v Olomouci, pro účely vedení evidence o ubytovaných, vedení evidence o neubytovaných žadatelích o ubytování a pro účely vedení evidence nezaplaceného kolejného a dalších plateb s ubytováním spojených.

Jako subjekt údajů uděluji souhlas se zveřejněním evidence nezaplaceného kolejného a dalších plateb s ubytováním spojených na viditelném místě na příslušné koleji UP.

Osobní údaje smí být shromažďovány nejdéle po dobu stanovenou zvláštním právním předpisem (např. zákonem č. 99/2004 Sb., o archivnictví a spisové službě a o změně některých zákonů, ve znění pozdějších předpisů, zákonem č. 111/1998 Sb., o vysokých školách a o změně a doplnění dalších zákonů (zákon o vysokých školách), ve znění pozdějších předpisů, nebo na základě vnitřních předpisů a norem Univerzity Palackého v Olomouci.



2. Enter your login details: surname(s) including diacritics, and personal identification number (PN) without slashes. Foreign students with a birth code generated by Palacký University will use this birth code (it contains two letters at the end).

The screenshot shows the ISKAM 4 login page. At the top, there is a logo consisting of four hexagons with icons (a book, a bed, a fork and knife, and a person) and the text 'ISKAM 4'. Below the logo, there are two input fields: 'Surname:' and 'PN:'. A brown 'LOGIN' button is positioned below the 'PN:' field. A red oval is drawn around the 'Surname:', 'PN:', and 'LOGIN' elements.



## Booking a room

3. After logging in, continue through the Accommodation tab - Booking. Then click on the New booking button.

The screenshot displays the user interface of the accommodation management system. At the top, there is a navigation bar with a logo on the left and three dropdown menus: 'Account', 'Accommodation', and 'Links'. A 'LOGOUT' button is located on the far right. The 'Accommodation' dropdown menu is open, showing a list of options: 'Accommodations list', 'lendings', 'Booking', 'Accommodation requests (waiting lists)', and 'Defect log'. A red arrow points from the 'Links' dropdown menu to the 'Booking' option in the 'Accommodation' dropdown. Below the navigation bar, the main content area is divided into two sections. The first section, titled 'BASIC INFORMATION', contains a user profile icon, a list of personal details (Address, Mobile, E-mail, Secondary e-mail, Bank account, Variable symbol, Account for services payments), and a 'View more information' link. The second section, titled 'NEW BOOKING', contains the text 'You can make a new booking' and a prominent 'NEW BOOKING' button, which is circled in red.



4. Choose the check-in date and your preferred dormitory (block). The end date is automatically preset to 30/06 of the following year and cannot be changed during the booking process. After clicking on the Show rooms button, you will see the available rooms. Select a specific room and confirm by clicking on the Select button.

### NEW BOOKING

From: 09/12/2025

To: 06/30/2026

Block: Neředin/N2

SHOW ROOMS

Floor	Room number	Cell	Number of beds	Available	Room attributes	Nationality of residents	
1	E106	✓	2	1		GB	Select
3	D310	✓	2	1		IR	Select
3	E304	✓	2	2			Select
3	E311	✓	2	2			Select
3	E316	✓	2	1		GB	Select
5	E510	✓	2	2			Select

5. Check that everything is as you intended and confirm the reservation by clicking the Confirm button. By clicking this button, the reservation has been made. **A confirmed reservation can no longer be changed via the web interface!** For any changes in the reservation, you must contact the officer of the relevant dormitory, preferably by e-mail (contacts for individual officers can be found on the UP SKM website <https://skm.upol.cz/en/contacts-of-skm/> - student accommodation department).

## SUMMARY

Dormitory: Nefedín  
Block: N2  
Floor: 1  
Room: E106  
Number of beds: 2  
Cell: Room is part of a cell  
Beds in Cell: 6  
From: 9/12/2025  
To: 6/30/2026  
Roommates: Jane Doe (9/12/2025 - 6/30/2026)  
Price per night: 126 Kč

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CONFIRM

## BOOKING



Booking successful

The reservation was successfully created.

[BACK TO THE ACCOMMODATIONS LIST](#)



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## Payment of the security deposit

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6. It is necessary to pay the security deposit in the amount of thirty times the daily dormitory fee (depending on the type of accommodation chosen) within 14 days of making the reservation. **If the security deposit is not paid and the contract is not signed within 14 days of making the reservation, the reservation will be cancelled.**

Payment can be made non-cash (by bank transfer or via the [GP Webpay](#) payment gateway), cash or by card at selected dormitory reception desks.

**Bank:** Komerční banka

**Account number:** 19-1146360257

**Bank code:** 0100

**Variable symbol:** You can find the variable symbol, after logging into the ISKAM system, on the initial page among your personal data - it always starts with 222xxxxxxx and has a total of 10 characters. The variable symbol **MUST ALWAYS** be included in the case of a bank transfer SO WE CAN MATCH THE PAYMENT.

*In an emergency, your personal identification number can be used temporarily as a variable symbol. Foreign students, including students from Slovakia, who have a personal identification number generated by the UP, will use this PIN (birth code) which contains two letters at the end. Do not enter letters into the variable symbol. Please include the full birth code with letters, first and last name in the message to the recipient. Please note that the bank transfer ideally takes 2-3 working days.*

### Information for payment from abroad:

Name: Univerzita Palackého v Olomouci, Správa kolejí a menz

IBAN: CZ4401000000191146360257

SWIFT: KOMBCZPPXXX

### Branch address:

Komerční banka a.s., pobočka Olomouc

Tř. Svobody 14

772 00 Olomouc, Czech Republic

Please note that the bank transfer ideally takes 2-3 working days.



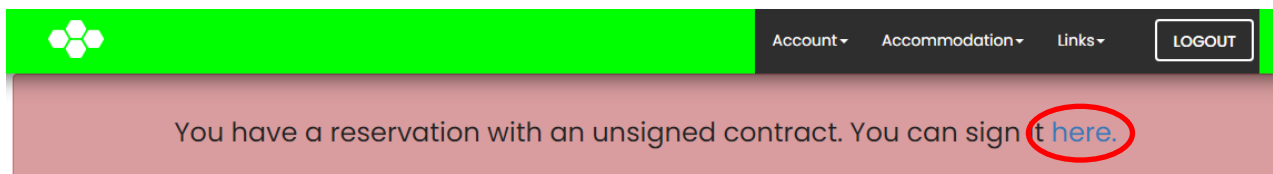
## Signing the Accommodation Contract




7. The contract can be signed electronically through the ISKAM system, or in exceptional cases in writing at the UP SKM office.

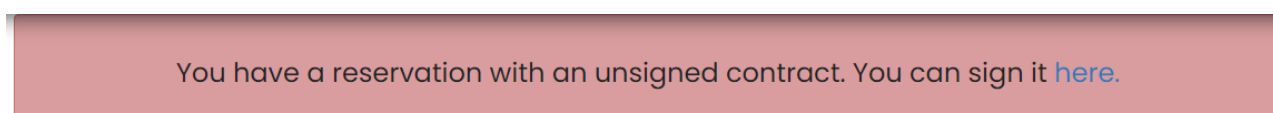
The contract cannot be concluded if the security deposit is not fully paid. **If the security deposit is not paid and the contract is not signed within 14 days of making the reservation, the reservation will be cancelled.**

After a successful reservation, you will see this message in the ISKAM system: "You have a reservation with an unsigned contract. You can sign it here." Click "here" to go directly to the contract details.

The second option is through the Accommodation tab - Accommodations list, click on Accommodation details (eye icon). Here you will see the status of your contract. Click "Unsigned" to go directly to the contract details.



ACCOMMODATIONS LIST							
Dormitory	Block	Room	Start date	End	Status	Price	Detail
Generála Svobody	GSA	011	9/11/2023	6/30/2024	Booking	104 Kč / Night	 
Bedřicha Václavka	BVC	702	8/26/2022	8/28/2022	Checked out	684 Kč/Total	



GSA:011 9/11/2023-6/30/2024	
Accommodation status:	Booking
Contract:	Unsigned
Price per night:	104 Kč
Total Price:	30,472 Kč
Number of beds:	2
Cell:	Separate room
Roommates:	No roommate
The nearest uncleared period:	9/11/2023 - 9/30/2023, estimated price: 1,976 Kč



Before signing the contract, it is necessary to open the preview and read the contract. Then check the box "I confirm that I have familiarized myself with the contents of the contract". You will now be allowed to sign the contract by clicking the Sign contract button.

You have a reservation with an unsigned contract. You can sign it [here](#).

## CONTRACT

For: John Doe

Accommodation start date: 9/11/2023

Accommodation end date: 6/30/2024

Dormitory: Generála Svobody

Block: GSA

Room: 011

Contract status: **Unsigned**

Contract preview:

☐ confirm that I have familiarized myself with the contents of the contract

Signing of contract:





After the contract is successfully signed, its status will change to "Signed...". Your contract can be accessed at any time in the ISKAM system by clicking on Contract preview.

## CONTRACT

For: John Doe

Accommodation start date: 9/11/2023

Accommodation end date: 6/30/2024

Dormitory: Generála Svobody

Block: GSA

Room: 011

Contract status: Signed 4/4/2023

Contract preview:

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*In case of any problems or questions, contact us at [koleje@upol.cz](mailto:koleje@upol.cz)*

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