**ACCOMMODATION REQUEST FORM**

**ACADEMIC YEAR 2016/2017**

|  |  |  |
| --- | --- | --- |
| Please fill in the form in the English language and return to: | **International Relations Office**  **Palacký University**  **Křížkovského 8**  **771 47 Olomouc**  **Czech Republic** | Please, upload your photo here[[1]](#footnote-1): |
| **By May 31 for winter semester /**  **whole academic year** |
| **By October 31 for summer semester** |
| (scanned copies as well as the hard copies sent by post are accepted) | **e-mail:** [**stepanka.bublikova@upol.cz**](mailto:stepanka.bublikova@upol.cz)  tel: +420-58-563 1113 |

**PERSONAL DATA**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Family name:** | Klikněte sem a zadejte text. | | | | | | | | | |
| **First name:** | Klikněte sem a zadejte text. | | | | | | | | | |
| **Gender:** | Zvolte položku. | | | **Date of birth:** | | | | Klikněte sem a zadejte datum. | | |
| **Birth Identification Number** (only students from Slovakia) | | | | | | | | Klikněte sem a zadejte text. | | |
| **Passport number:** | Klikněte sem a zadejte text. | | | | | | | | | |
| **Nationality:** | Klikněte sem a zadejte text. | | | | | | | | | |
|  |  | | | | | | | | | |
| **Permanent address**: | Street: Klikněte sem a zadejte text. | | | | | Number: Klikněte sem a zadejte text. | | | | |
|  | City: Klikněte sem a zadejte text. | | | | | ZIP code: Klikněte sem a zadejte text. | | | | |
| **Country:** | Klikněte sem a zadejte text. | | | | |  | | | | |
| **E-mail address[[2]](#footnote-2):** | Klikněte sem a zadejte text. | | | | | | | | | |
| **Telephone number:** | Klikněte sem a zadejte text. | | | | | | | | | |
|  | | | | | | | | | | |
| **Person to contact in case of emergency:** | | | | | | | | | | |
| **Name:** | Klikněte sem a zadejte text. | | | | | | | | | |
| **Relation:** | Klikněte sem a zadejte text. | | | | | | | | | |
| **Address** (if different from above), including **telephone number**: | | | | | | | | | | |
| Klikněte sem a zadejte text. | | | | | | | | | | |
|  | | | | | | | | | | |
| **Home institution:** | Klikněte sem a zadejte text. | | | | | | | | | |
| **Study at Palacký University:** | | | | | | | | | | |
| **Faculty:** Zvolte položku. | | | | | | | | | | |
| **Department[[3]](#footnote-3):** Klikněte sem a zadejte text. | | | | | | | | | | |
| **Semester** (please mark): | | | Winter semester | | | | | | Summer semester | |
|  | | |  | | | | | |  | |
| **Arrival:** Klikněte sem a zadejte datum. | | | **Departure:** Klikněte sem a zadejte datum. | | | | | | | |
| **Accommodation required:** | | **YES** | | | | | **NO** | | | |
|  | | | | | | | | | | |
| If yes, the International Relations Office will on your behalf book an accommodation in Palacký University Accommodation Facility located in Neredin campus\*. If you prefer Envelopa campus, let us know in advance. | | | | | (mailing) address:  **Neředín Dormitory / VSK Neředín**  **Tř. Míru 644/113 – Recepce**  **771 11 Olomouc** | | | | | |
|  | | | | | | | | | | |
| Name(s) of any student(s) with whom you would like to share a room with:  Klikněte sem a zadejte text. | | | | | | | | | | |
|  | | | | | | | | | | |
| Do you have any ongoing health problems which are being monitored or for which you are receiving treatment? | | | | | **YES** | | | | | **NO** |
| Is there any additional information about your emotional health that would be useful for us to know (i.e. history of disordered eating, addictive substance or alcohol concerns or depressive symptoms)? | | | | | **YES** | | | | | **NO** |
|  | | | | | | | | | | |
| If any of your answers is yes, please note that you are not required to provide more information with this form, just after your arrival contact the incoming student coordinator in the International Relations Office in order to get updated contacts for the university counselling or medical services.  Also, if, after your arrival, you are feeling emotional distress, depressive mood, frustration or experiencing a culture shock, do not hesitate to contact Palacký University counselling services. For the updated contacts please ask the incoming student coordinator in the International Relations Office, Křižkovského 8. | | | | | | | | | | |

\*Description of accommodation

**Neředín campus** Suites of four rooms - two single and two double. A bathroom for every two rooms. In every suite you find telephone, kitchen area with stove and refrigerator .

**Neředín campus,** 15 min by tram to the University.

**Please note that all students will be asked to pay a refundable deposit of 1 500,- CZK ( approximately 60 Euro)**

**after their arrival and registration in the students´ dormitories.**

Also please note that the date of your arrival is **obligatory**. You will be charged for housing from the date you state in your application form. Should you make any changes regarding your arrival date, after sending the application form, please inform the International Relations Office as soon as possible at [**stepanka.bublikova@upol.cz**](mailto:stepanka.bublikova@upol.cz)

**IMPORTANT!!!**

* **Smoking is not allowed in any of Palacký University Dormitories**
* **All residents in the territory of the Czech Republic are strictly obliged by law to respect silence of the night between 10p.m. and 6a.m.**

1. Please take at least TWO additional passport size photographs with you, the photos are required for UP ID cards. [↑](#footnote-ref-1)
2. Please use a functional and simple email address, preferably including your full name and surname. [↑](#footnote-ref-2)
3. To choose your department please visit the website of the relevant faculty [www.upol.cz/en](http://www.upol.cz/en) [↑](#footnote-ref-3)