

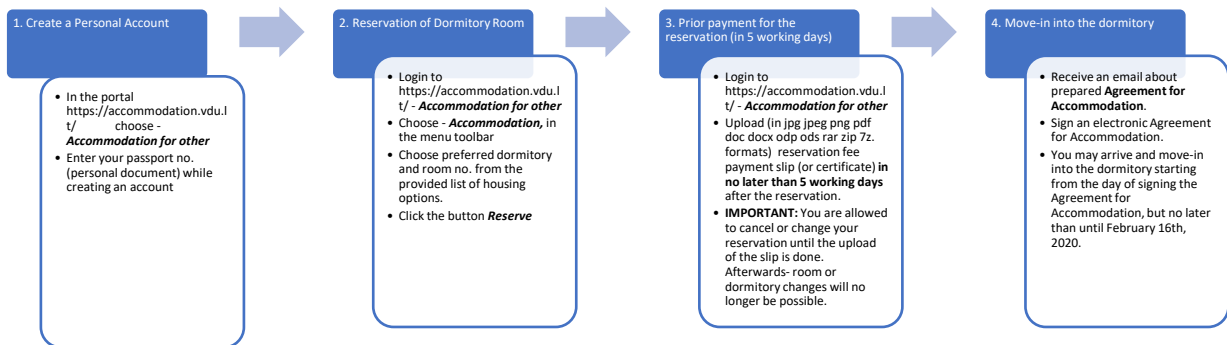
INFORMATION FOR INCOMING STUDENTS

on housing in the dormitories of VMU during the Spring semester, 2020

Reservation of the place of residence

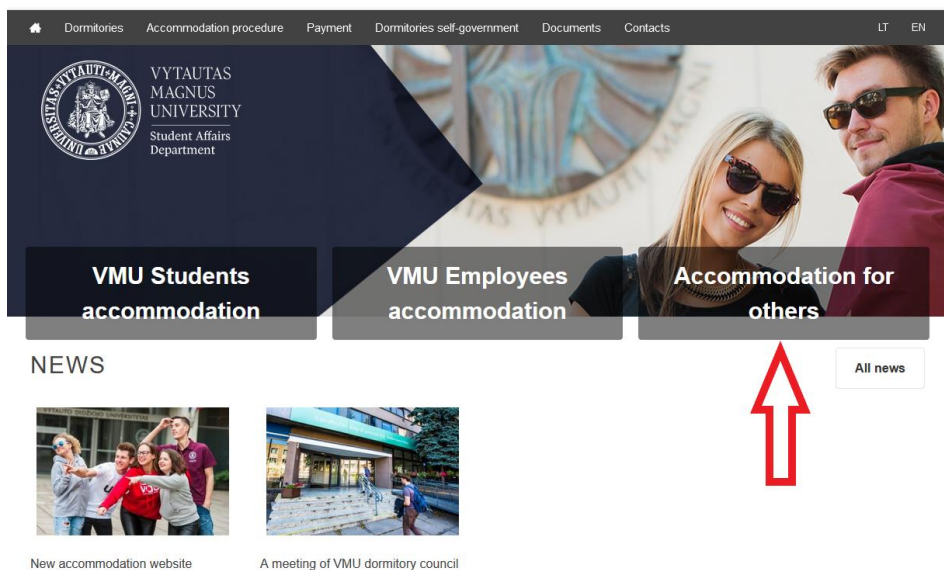
will take place from December 16th, 2019, to January 16th, 2020 (number of places is limited but list is constantly updated),

Four-Steps Procedure for Reservation of Place of Residence:



1. Create a Personal Account:

1.1. In the portal <https://accommodation.vdu.lt/> choose *Accommodation for others* and create yourself an account.



1.2. IMPORTANT:

Enter your passport no. (personal document) while creating an account

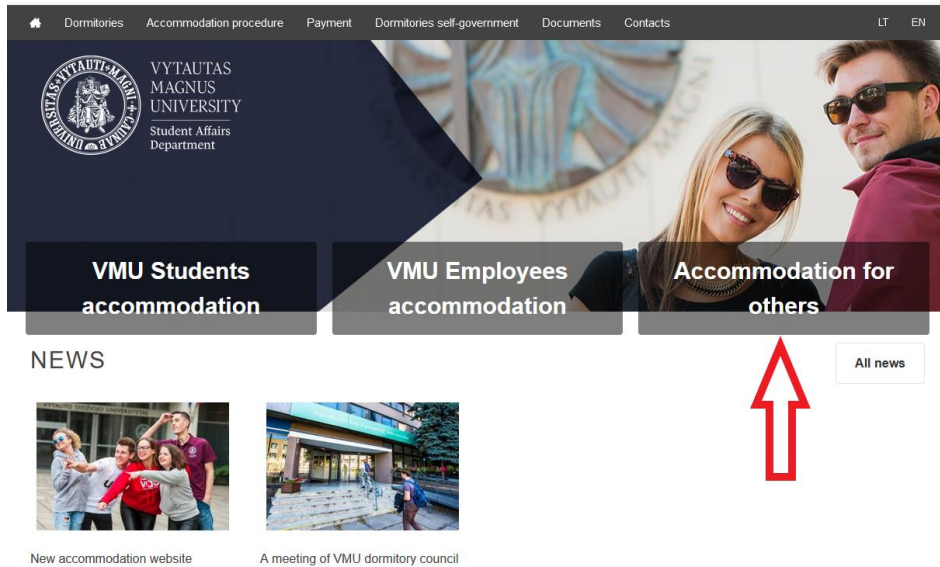
Account creation

Personal ID Number (or Passport Number for Non EU Citizens)

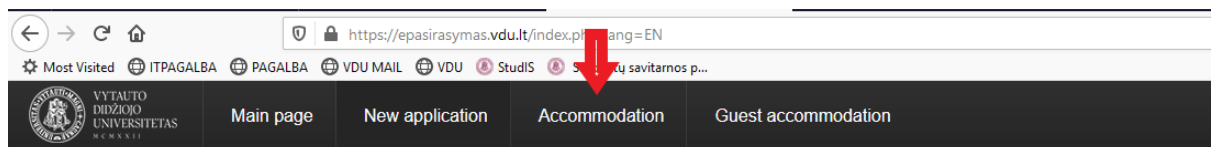
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2. Reservation of Dormitory Room:

2.1. After creating yourself an account you should login to the accommodation system by clicking on **Accommodation for others**



2.2. Choose - **Accommodation**, in the menu toolbar



2.3. Choose preferred dormitory and room number from the provided list of housing options, provide the requested information and click on the button **Reserve**

5	Dorm. No. 5 (Universiteto str. 8, Akademija, Kaunas district) No. 502	3	0 (Male)	2	1	10 € (day)	I am from different university <input type="checkbox"/>	A citizen of Trnida	Your gender	RESERVE
6	Dorm. No. 5 (Universiteto str. 8, Akademija, Kaunas district) No. 503	3	0 (Female)	2	1	10 € (day)	I am from different university <input type="checkbox"/>	A citizen of Trnida	Your gender	RESERVE
7	Dorm. No. 5 (Universiteto str. 8, Akademija, Kaunas district) No. 505	3	0		3	10 € (day)	I am from different university <input type="checkbox"/>	A citizen of Trnida	Your gender	RESERVE
8	Dorm. No. 5 (Universiteto str. 8, Akademija, Kaunas district) No. 506	3	0		3	10 € (day)	I am from different university <input type="checkbox"/>	A citizen of Trnida	Your gender	RESERVE
9	Dorm. No. 5 (Universiteto str. 8, Akademija, Kaunas district) No. 508	3	0		3	10 € (day)	I am from different university <input type="checkbox"/>	A citizen of Trnida	Your gender	RESERVE

IMPORTANT: List of vacant rooms in the dormitories is updated constantly and you are allowed to cancel or change your reservation until the upload of the slip is done. Afterwards-room or dormitory changes will no longer be possible.

3. Prior payment for the room reservation:

3.1. In order your reservation to be confirmed *prior reservation fee* of 80€ has to be paid no later than 5 (five) working days after making the reservation (after clicking the button **Reserve**). 80€ Reservation Fee is non-refundable and it will be used to cover part of your fees for accommodation services from the date of move-in into the dormitory or it will cover room reservation fee starting from January 20th, 2020. Please upload Certification of Accommodation Fee Waiver instead of the payment slip if, based on bilateral agreements between universities, you shall be granted a free-of-charge accommodation. Otherwise, your room reservation will be cancelled and you will have to reserve another place of residence.

Bank information details for the payment:

Account holder: *Vytautas Magnus University*

Address: *K. Donelaičio g. 58, LT-44248 Kaunas, Lithuania*

Company code: *111950396*

Bank: *AB SEB bankas*

Bank Address: *Gedimino pr. 12, LT-01103, Vilnius, Lithuania*

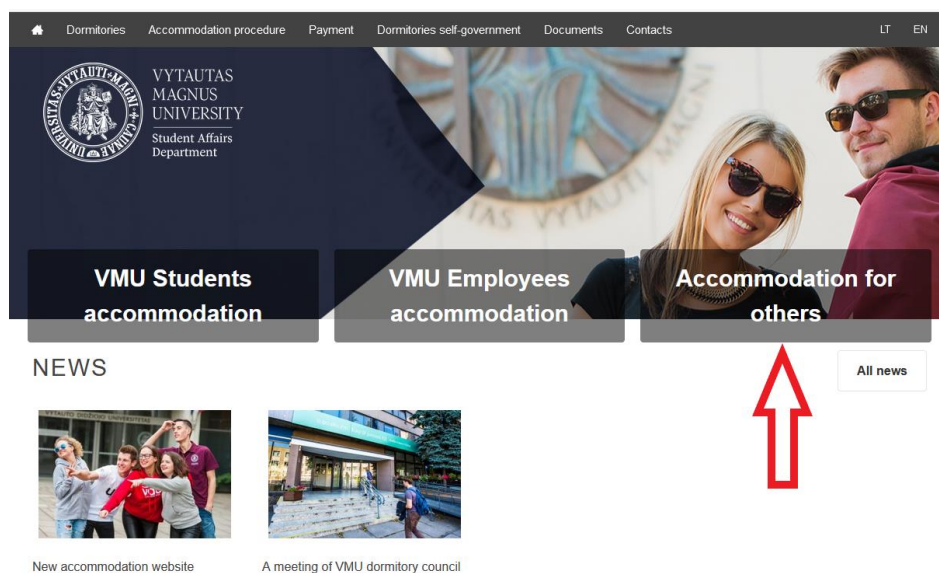
Bank Account: *LT04 7044 0600 0284 8625*

Bank Code: *70440*

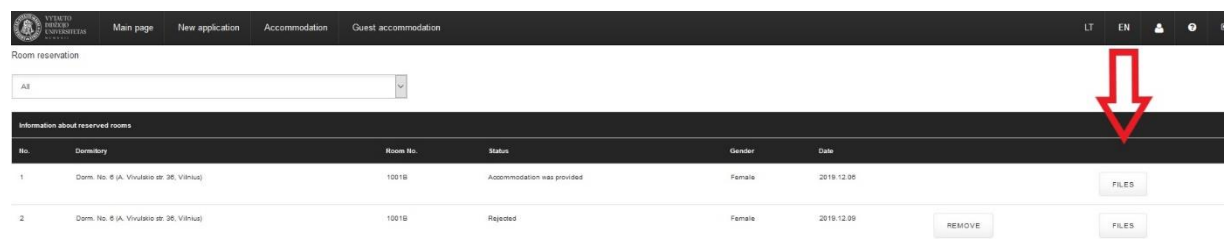
SWIFT/BIC: *CBVILT2X*

Remittance information: *Reservation for accommodation fee for (indicate student name and surname)*

- 3.2. After completing the payment of *Reservation fee* you have to re-login to the to the accommodation system by clicking on ***Accommodation for others***



- After logging in to the system, in the section of *Room Reservation* click the button *Files* and upload (in jpg jpeg png pdf doc docx odp ods rar zip 7z. formats) reservation fee payment slip or Certification of Accommodation Fee Waiver, which indicated that you shall be granted a free-of-charge accommodation.



- 3.3. In 3 (three) working days after uploading your payment slip or Certification, you will receive an email which will inform if your room reservation in the dormitory of Vytutas Magnus university was confirmed or declined:

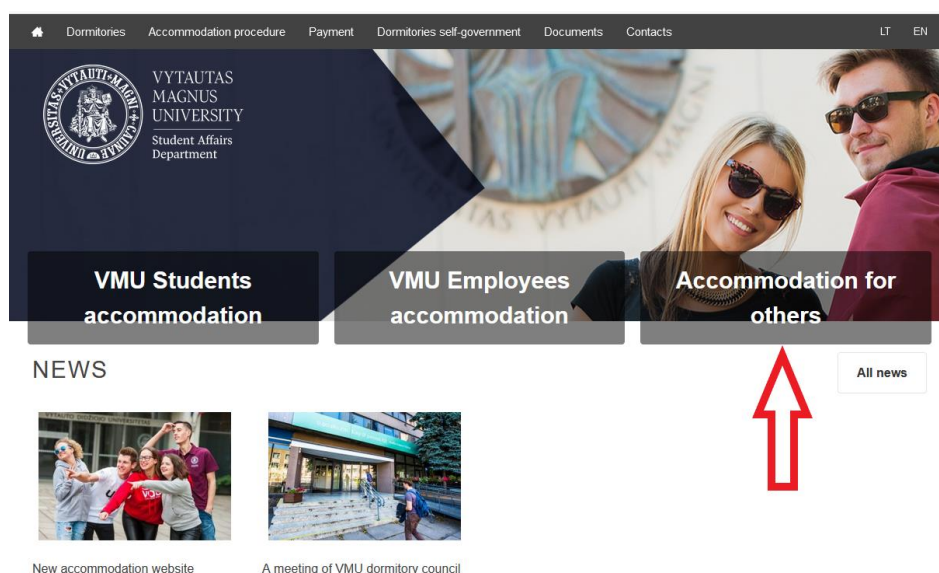
3.3.1. If your reservation was confirmed, you may be sure that you have a place of residence, which is reserved for your arrival until February 16th, 2020. You will also receive information about further procedures for accommodation.

3.3.2. If your reservation was NOT confirmed, your room reservation was declined and you should follow the instructions that are given in the email.

3.4. No later than by January 16th, 2020, students, whose reservations were confirmed will receive a third email about prepared Agreement for Accommodation and further procedures of moving-in into the dormitory.

4. Move-in into the dormitory:

4.1. Login to the system <https://accommodation.vdu.lt/> with your login credentials and sign your electronic Agreement for Accommodation.



4.2. You are allowed to move into the dormitory as soon as you sign the Agreement, but no later than by February 16th, 2020. Note, that accommodation fee will be started to be calculated from January 20th, 2020, and will be covered by your *Reservation Fee* despite the fact that you move-in into the dormitory later.

IMPORTANT:

In case you will not move-in into the dormitory by February 16th, 2020, your Agreement for Accommodation will be terminated and you will lose a right to move-in into and be accommodated in the dormitory.

4.3. When you will arrive to the dormitory you will have to provide your valid passport or ID card for responsible officer of dormitory's administration and will get your room keys and dormitory entrance card.

IMPORTANT:

While moving-in into the dormitory you will be added one-time non-refundable *Registration Fee* of 10 EUR and possible Move-In Fee of 8 EUR (for the set of bedlinen, if you will take one). Move-In fee is non-refundable and it is for the set of bedlinen (bedlinen, covers, bed cover); pillow and blanket will be provided free of charge.

4.4. Move-in into your dormitory room.

For more information:

Please visit <https://accommodation.vdu.lt/>

Contact <https://accommodation.vdu.lt/en/contacts/>