

A PLACE AT THE DORMITORY RESERVATION IN THE DORMITORY RESERVATION SYSTEM

1

<https://dormitory.ktu.edu/> → Reservation
Sign in using unified KTU registration system and continue

2

On the Academic Information System (AIS) platform enter Your login details and complete the provided forms:

select Your reservation criteria

when You select the desired reservation criteria press "Click to select a free place"

select a preferred dormitory, room type, and price

Reservation criteria

Reserve one place
 Reserve one place together with friends

Select dormitory:

Select room type:

Click to select a free place

3

Selecting a place

If You want to reserve a place with a friend – enter Your friend's details

Enter your friend ID number and click on "Select free place"

friend's ID number : is Student's personal code, given by KTU (a set of 11 numbers).

Select a place from a list of vacancies

In the absence of the preferred vacant place, You can register a request in the waiting list

List of free places

*Index of the condition
Building: PT - orderly; PP - satisfactory; Room: KT - orderly; KP - satisfactory; Furniture: BT - orderly; BP - satisfactory;
Sanitary unit (WC, shower or bath): WA1 - separate sanitary unit for 1 room; WA2 - separate sanitary unit (for 2 rooms; WB - common sanitary unit for one floor; WR - common sanitary unit in the basement; Kitchen: VA1 - separate kitchen for 1 room; VA2 - separate kitchen for 2 rooms; VB - common kitchen;
Room type small double room - up to 14.54 m²; double room - from 14.55 up to 18.54 m²; big double - from 18.55 m²

Dormi-tory	Room no.	Room type Index of the condition*	Number of free places	Purpose of free places	Deposit (must be paid within three working days from the date of reservation)	Monthly accommodation fee for one place (must be paid until the 25th of each month)	The place will be free from
05 dormitory, Gričiupio g. 9 (Click here to view the information on the dormitory)							
05 - Gričiupio g. 9	113	Small double room PT/KT/BT/WA2/VB	1	Masculine	110,00	82,50	

I want to choose a not-yet free place and register a request in the waiting list

PLEASE NOTE that Your preferred place will be vacant only if: another student cancel his/her reservation or current resident moves out of the dormitory.

4

Completing reservation

After selecting a free place from the list:

Confirmation of reservation

I have read and **accept** the terms and conditions of the [reservation](#) and terms of [accommodation contract](#)
I have read and **accept** the [Dormitories Internal Rules](#) and the [Guidelines for Parking in the Car Parks of Dormitories](#)

Reserve a place

Press "Reserve a place"

Tick the checkbox that You have read and accept terms and conditions of the reservation, terms of accommodation contract and other internal documents

5

Register a request on the waiting list

Request confirmation

You will be informed by e-mail when the desired place according to your chosen criteria (dormitory, room type) is free

I have read and **accept** the terms and conditions of the reservation

Add to waiting list

Tick the checkbox that You have read and accept terms and conditions of the reservation

Press "Add to waiting list"

WHAT YOU HAVE TO DO AFTER COMPLETING RESERVATION?

1

If You have reserved a place in the dormitory:

If You want to revoke the reservation you have to press "Cancel your reservation"

Important information

You reserved a place in dormitory room . Information about your reserved place was sent to you by e-mail () or you can view it [here](#)

You must pay a deposit within three working days from the date of reservation.

You must accommodate till (inclusive). Before accommodating in a dormitory, () you must visit the KTU Dormitory Group (Gričiupio 13 (10th KTU dormitory, 1st floor) to sign an Accommodation Contract.

You must bring :

1. A printed copy of your residence application ([printed here](#))
2. A printed copy of your accommodation contract ([printed here](#))
3. A printed and paid deposit receipt ([printed here](#)) or bank statement
4. Two passport photos for the issue of a dormitory permit

Note: If you do not pay a deposit and/or arrive within the specified time period, your reservation will be cancelled.

Cancel your reservation

You have to print specified documents, pay a deposit and accommodate to the reserved place until the specified day

PLEASE NOTE that if You make reservation with Your friend he/she must login to the Dormitory Reservation System and confirm the reservation within one hour after its submission otherwise Your reservation will be cancelled.

2

If You have registered a request on the waiting list:

Important information

You have registered a request for a waiting list:

- Dormitory No. *not selected*;
- Room type *not selected*;
- Room No. *not selected*.

You will be informed by e-mail when your desired place becomes available.

Every two weeks you (and your friend) must **confirm your registered request** in the Dormitory Reservation System

If you (and your friend) do not confirm your request till 2018.09.14 your request will be deleted from the waiting list.

Cancel request now

Do not forget:

- **to login** to the Dormitory Reservation System every two weeks and continuously confirm the registered request;
- **to confirm** the offer within one working day after the receipt of the offer when Your preferred place is vacant

PLEASE NOTE that if You registered a request with friend:

- the specified student has to login to the Dormitory Reservation System and confirm the request within one hour after its submission;
- all the students specified in the request have to login to the Dormitory Reservation System every two weeks and confirm the request;
- all the students specified in the request have to confirm or reject the offered place within one working day after the receipt of the offer.

IF YOU DO NOT FOLLOW THESE REQUIREMENTS YOUR RESERVATION OR REGISTERED REQUEST TO THE WAITING LIST WILL BE CANCELLED.

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