

Electronic Booking

During the compulsory reservation of places, the student/candidate must send a reservation request. To do this, you need to:

- log from your personal student account in Virtual Dean's Office:

(<https://ehms.sggw.edu.pl/standard/>),

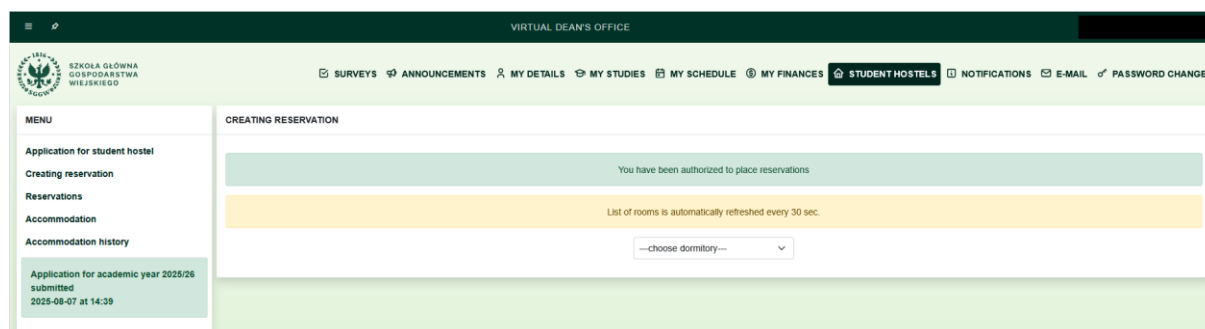
(eHMS displays information about the application sent by SGGW students. CANDIDATES submitted paper applications – these are not registered in the Virtual Dean's Office, hence the message on candidates' accounts: "application for the academic year 2025/26 has not been submitted")

- check which faculty of study you are entitled to make a reservation for (if the student has several faculty of study)

- persons with the following statuses: graduate (without first-cycle studies), resignation, removed from the list of students, transferred, suspended from student rights – cannot make a reservation

- people who have any debts for dormitory accommodation cannot make an electronic reservation

- select the "student hostels" tab, and then select "creating reservations" from the menu on the left side of the screen;



Students and candidates will be able to create reservations, i.e., "Create reservations" will be visible:

- for students – from Monday, September 8, 2025

- for candidates – from Monday, September 15, 2025

As previously announced, reservation applications can be submitted on the following dates:

- Students - from September 10, 2025, 6 AM to September 12, 2025, 10 AM Polish time

- Candidates - from September 16, 2025, 10 AM to September 18, 2025, 10 AM Polish time

Select your preferred dormitory from the drop-down list (candidates will only be assigned one of the dormitories on the SGGW Campus):

VIRTUAL DEAN'S OFFICE

SKOŁA GŁÓWNA GOSPODARSTWA WIEJSKIEGO

SURVEYS ANNOUNCEMENTS MY DETAILS MY STUDIES MY SCHEDULE MY FINANCES **STUDENT HOSTELS** NOTIFICATIONS E-MAIL PASSWORD CHANGE

MENU

- Application for student hostel
- Creating reservation
- Reservations
- Accommodation
- Accommodation history

Application for academic year 2025/26 submitted 2025-08-07 at 14:39

CREATING RESERVATION

You have been authorized to place reservations

List of rooms is automatically refreshed every 30 sec.

D -> Dom Studencki "DENDRYT" ▼

Shortened name: Dendryt
Full name of the dormitory: Dom Studencki "DENDRYT"
Address: Nowoursynowska 161D, 02-787 Warszawa
E-mail address: zds4@sggw.edu.pl

FLOOR 1 (AMOUNT OF ROOMS AVAILABLE FOR RESERVATION: 31)

Room number	Segment number	Amount of people	Price by the room standard	Amount of available places	Gender of reservation	Details
101/2	101	1	870,00	1		
101/3	101	2	750,00	2		
102/2	102	1	870,00	1		
102/3	102	2	750,00	2		

Select a room - in the appropriate row of the "deatels" column, click on the icon then information about the selected room will be displayed.

If an existing room in the dormitory is not displayed on the list, it means that it is not available, for example because it is already booked or has been designated for reservations for study candidates/students or exchange programs.

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FLOOR 1 (AMOUNT OF ROOMS AVAILABLE FOR RESERVATION: 31)

Room number	Segment number	Room information	Amount of available places	Gender of reservation	Details
101/2	101		1		
101/3	101		2		
102/2	102		1		
102/3	102		2		
104/2	104		1		
104/3	104		2		
105/2	105		1		
105/3	105		2		
106/2	106		1		
106/3	106		2		
107/2	107		1		
107/3	107		2		
110/2	110		1		
110/3	110		2		
111/2	111		1		
113/2	113		1		

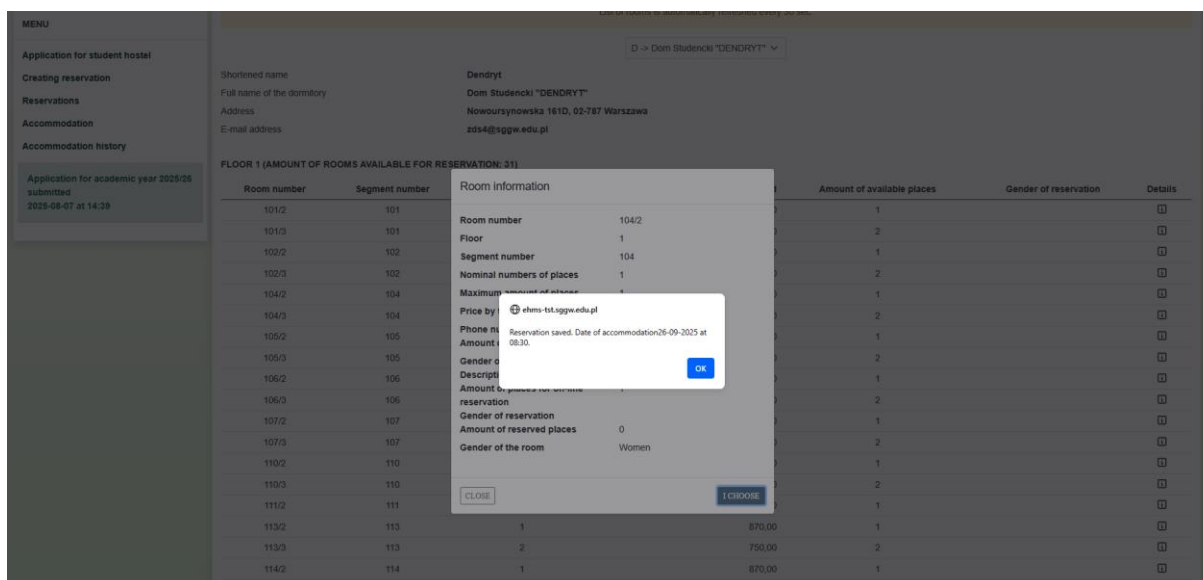
Room information

Room number: 104/2
Floor: 1
Segment number: 104
Nominal numbers of places: 1
Maximum amount of places: 1
Price by the room standard: 870,00
Phone number:
Amount of registered people: 0
Gender of registered people:
Description:
Amount of places for on-line reservation: 1
Gender of reservation:
Amount of reserved places: 0
Gender of the room: Women

CLOSE I CHOOSE

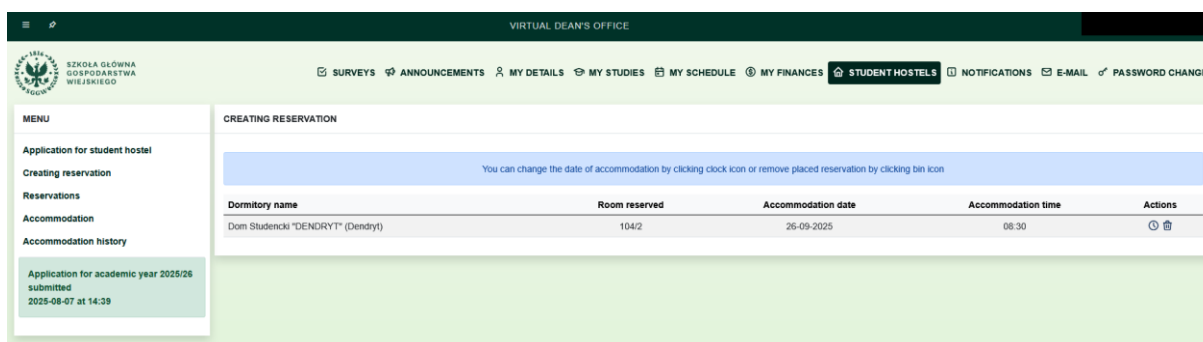
- confirm by clicking „I choose”

- the system will propose the first available date for accommodation; press "OK". The system will approve the student's application.

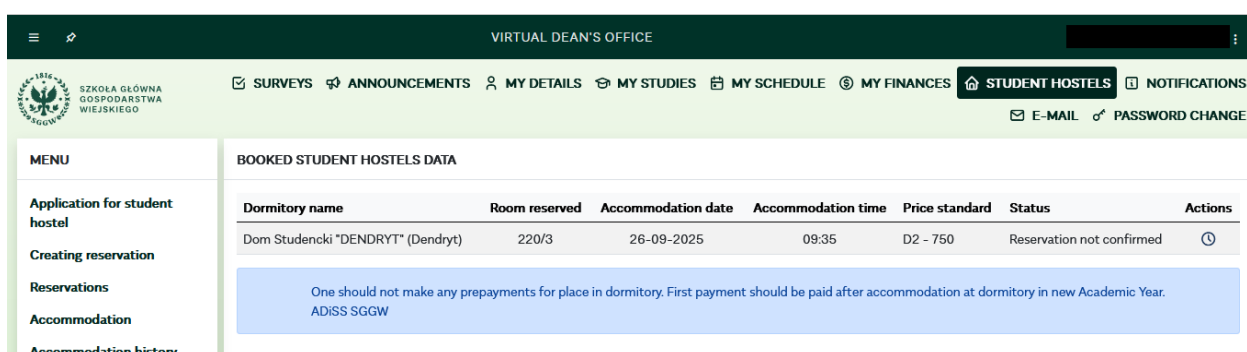



You can view your reservation by selecting from the menu:

- "creating reservation" - you can check the reserved dormitory and room reservation, check-in date and time, change the check-in date or delete an reservation not confirmed




- "reservations" - you can check the status of the reservation, price and standard of the room, change the accommodation date, delete an reservation not confirmed or cancel an active reservation.

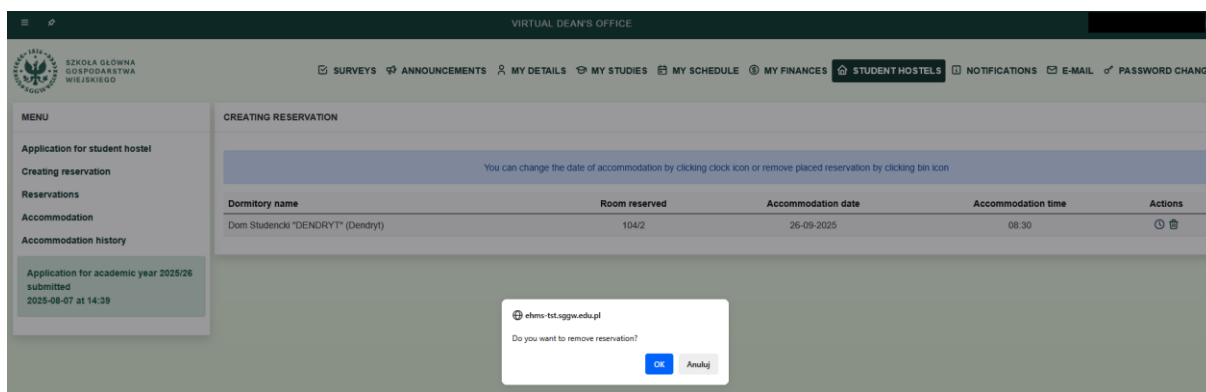


- you can change your check-in date by using the clock icon  until September 24, 2025. After September 24, changes to your check-in date are only possible by emailing the dormitory administration where you have booked a place (email addresses are available on our website).

Persons currently living in dorms are required to move to their final accommodation (visible in eHMS) between September 16 and 24, 2025, according to individual arrangements with the ZDS Managers, under penalty of being deprived of their accommodation for the 2025/2026 academic year. By the check-in date (visible in eHMS), all formalities related to

accommodation for the 2025/2026 academic year must be completed (including replacing the resident card).

- using the trash can icon , an reservation not confirmed can be deleted (a student can have/make only one reservation) and made again, but only within the period of electronic reservations:



Reservation statuses:

- reservation not confirmed – reservations submitted by eligible candidates and students using eHMS

- reservation active – reservation request verified and approved by ADiSS employees (after the electronic reservation period ends)

Candidates and students who have had disciplinary problems or have arrears in payments for a place in the dormitory in previous periods of accommodation (especially those choosing Limba or more expensive rooms in other ZDS) must take into account the high probability that their reservation will be moved to another room or dormitory.


Due to the need to optimize the use of places in dormitories in the 2025/2026 academic year, the reservation may be transferred to an equivalent room (i.e. the room number may change, but not the standard).

- reservation cancelled – if a candidate or student cancels their reservation, it means that they do not want to live in the dormitory from October 1, 2025. This function will be available until September 25, 2025. After this date, cancellation of the place is possible by sending a resignation by email to: akademiki@sggw.edu.pl

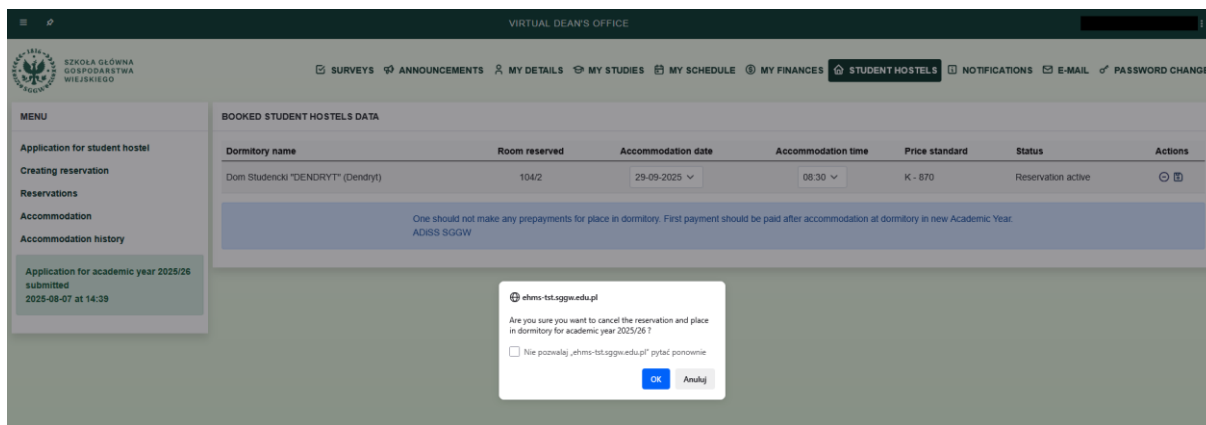
- reservation cancelled administratively – if the candidate does not cancel the reservation and does not check in by September 30, 2025, the active reservation will be changed by ADiSS staff to the cancelled status, which will prevent the candidate from submitting an electronic application for a dormitory in the future.

Standard Rate Status:

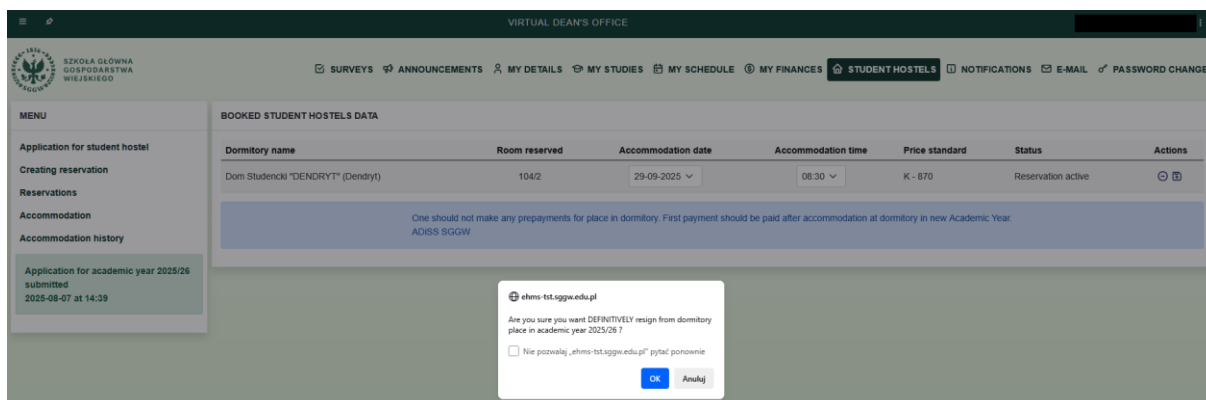
- K-870 – Double room for 1 person – there are 2 beds in the room
- K1-870 – Double room for 1 person – there is 1 bed
- D-750 – 1 bed in a triple room for 2 people – there are 3 beds
- D2-750 – 1 bed in a triple room for 2 people – there are 2 beds
- E-800 – 1 bed in a double room in Limba
- I-800 – single room in Krokus
- J-860 – double room for 1 person in Oaza – there are 2 beds

IMPORTANT: the student can cancel an active reservation (approved by dormitory staff) by clicking the icon  which means a definitive resignation from the place in the dormitory from October 1, 2025. **DOUBLE** confirmation is required, so accidental deletion is impossible - please make well-considered decisions, as it is not possible to restore such a place!!!

Announcement No. 1



Announcement No. 2



Cancellation of a reservation is possible until September 25, 2025. After September 25, cancellation of an allocated place in the dormitory is only possible based on an email request sent to akademiki@sggw.edu.pl

ATTENTION: due to the large number of students who can make reservations at the same time, work carefully and after each action **WAIT PATIENTLY** for the reaction of the system to proceed to the next step. Any multiple attempts to perform the same operation may, for example, cause the computer to suspend or the account in the Virtual Dean's Office to be blocked.

We remind you: electronic reservations are mandatory, so failure to make a reservation is tantamount to resigning from the allocated place in the dormitory for the 2025/2026 academic year.