

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:

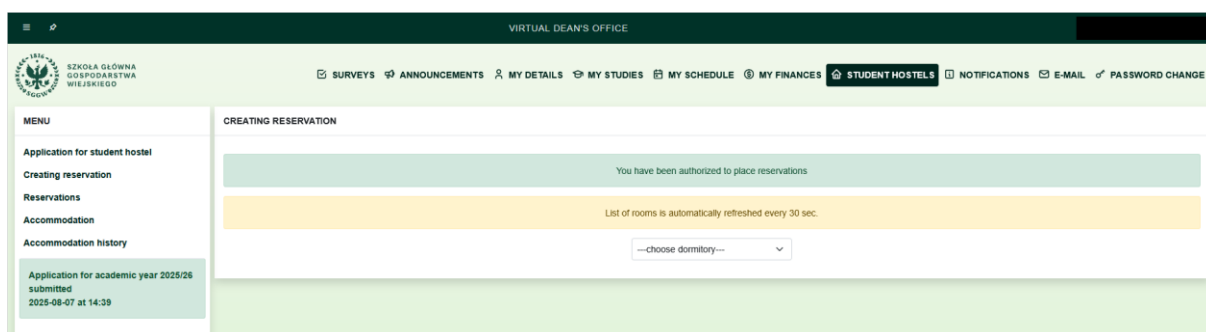
(<https://ehms.sggw.edu.pl/standard/>),

(eHMS displays information about the application sent by SGGW students. You did not submit a dormitory application via eHMS, which is why the following information is displayed: "application for the academic year 2026/27 has not been submitted")

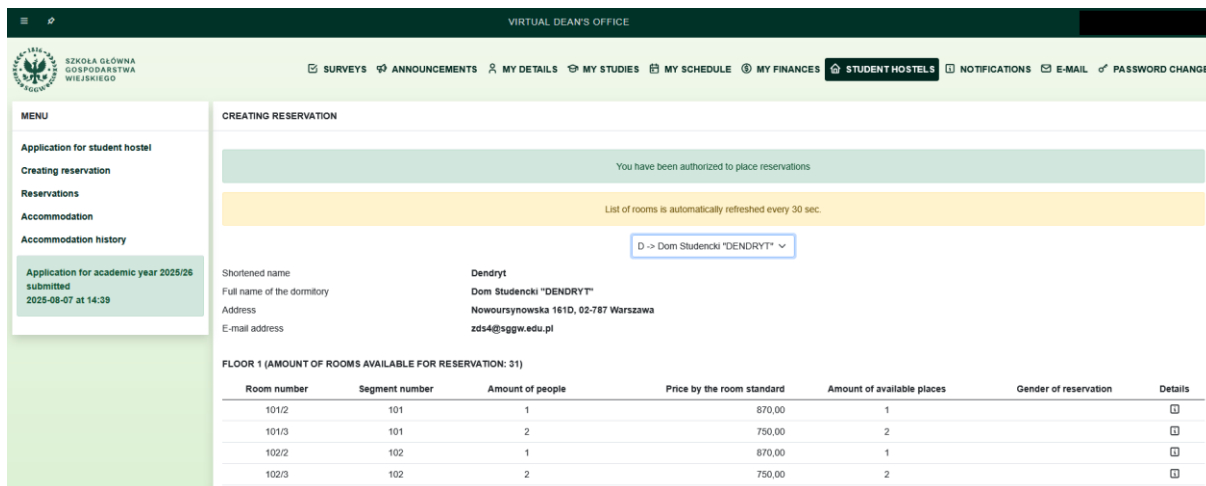
- check which faculty of study you are entitled to make a reservation for (if the student has several faculty of study)

- 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;



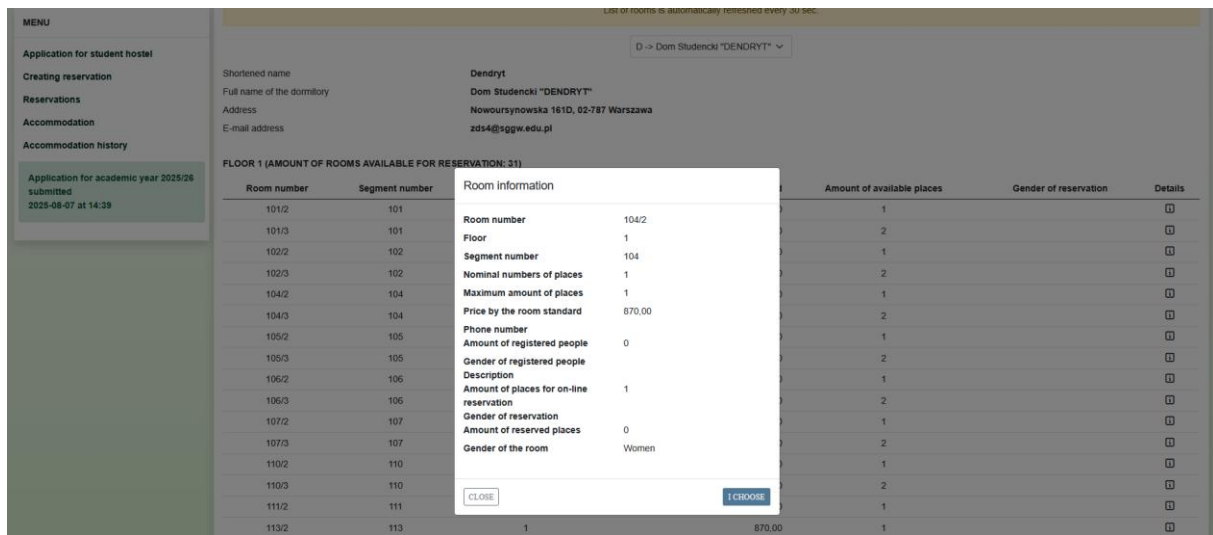
Select your preferred dormitory from the drop-down list:



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		

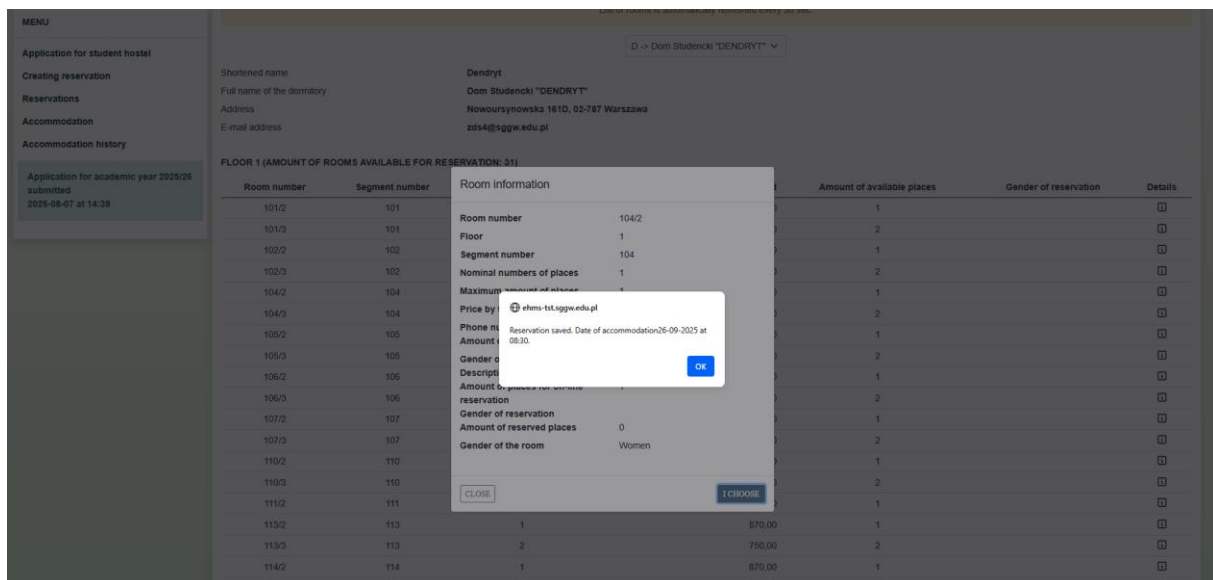
Select a room - in the appropriate row of the "deatels" column, click on the icon  then information about the selected room will be displayed.

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.



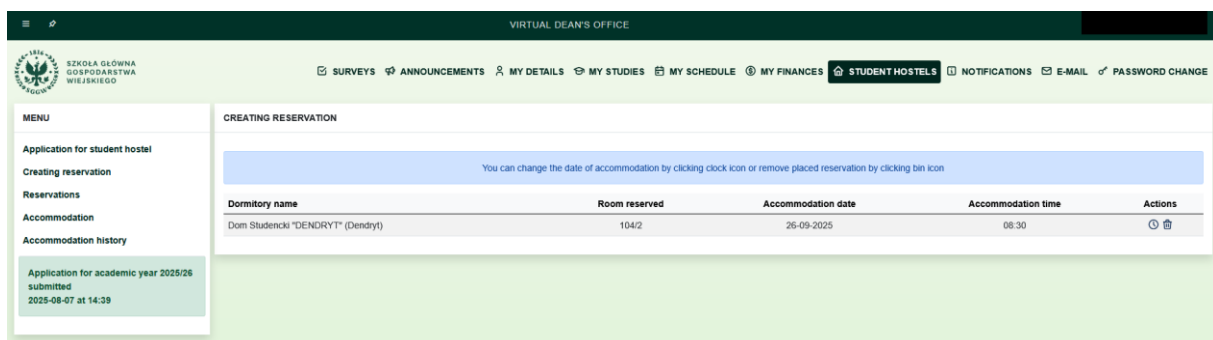
- confirm by clicking „I choose”

- 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.

BOOKED STUDENT HOSTELS DATA

Dormitory name	Room reserved	Accommodation date	Accommodation time	Price standard	Status	Actions
Dom Studencki "DENDRYT" (Dendryt)	220/3	26-09-2025	09:35	D2 - 750	Reservation not confirmed	

One should not make any prepayments for place in dormitory. First payment should be paid after accommodation at dormitory in new Academic Year. ADiSS SGGW

- you can change your check-in date by using the clock icon until September 24, 2026. 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, 2026, according to individual arrangements with the ZDS Managers, under penalty of being deprived of their accommodation for the 2026/2027 academic year. By the check-in date (visible in eHMS), all formalities related to accommodation for the 2026/2027 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:

CREATING RESERVATION

You can change the date of accommodation by clicking clock icon or remove placed reservation by clicking bin icon

Dormitory name	Room reserved	Accommodation date	Accommodation time	Actions
Dom Studencki "DENDRYT" (Dendryt)	104/2	26-09-2025	08:30	

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

ehms-tst.sggw.edu.pl
Do you want to remove reservation?

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 2026/2027 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, 2026. This function will be available until September 25, 2026. After this date, cancellation of the place is possible by sending a resignation by email to: akademiki@sggw.edu.pl

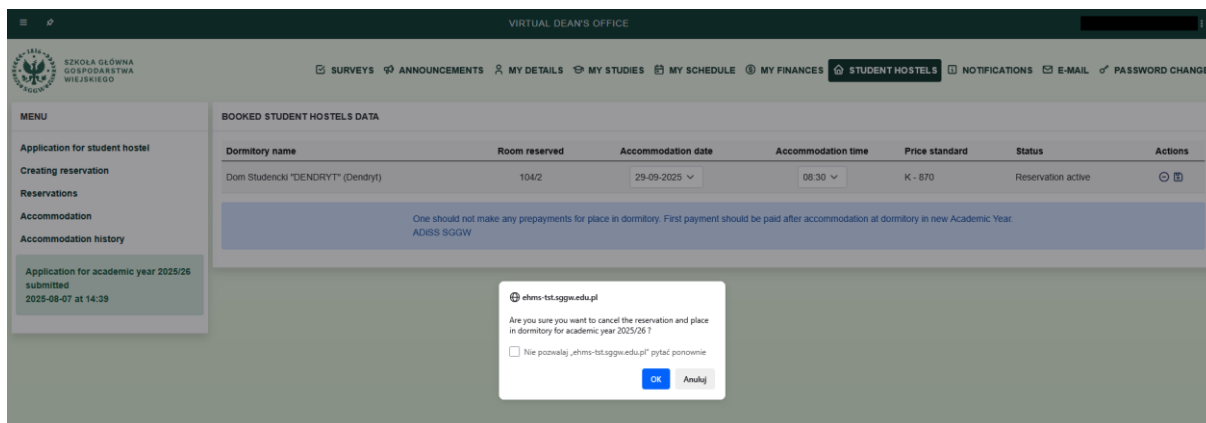
- reservation cancelled administratively – if the candidate does not cancel the reservation and does not check in by September 30, 2026, the active reservation will be changed by ADiSS staff to the cancelled status, which will prevent the candidate from submitting an electronic application for a dormitory 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
- J-860 – double room for 1 person in Oaza – there are 2 beds (39/43 Madalinski Street, outside the SGGW campus)
- J1-860 – double room for 1 person in Oaza – there are 1 beds (39/43 Madalinski Street, outside the SGGW campus)

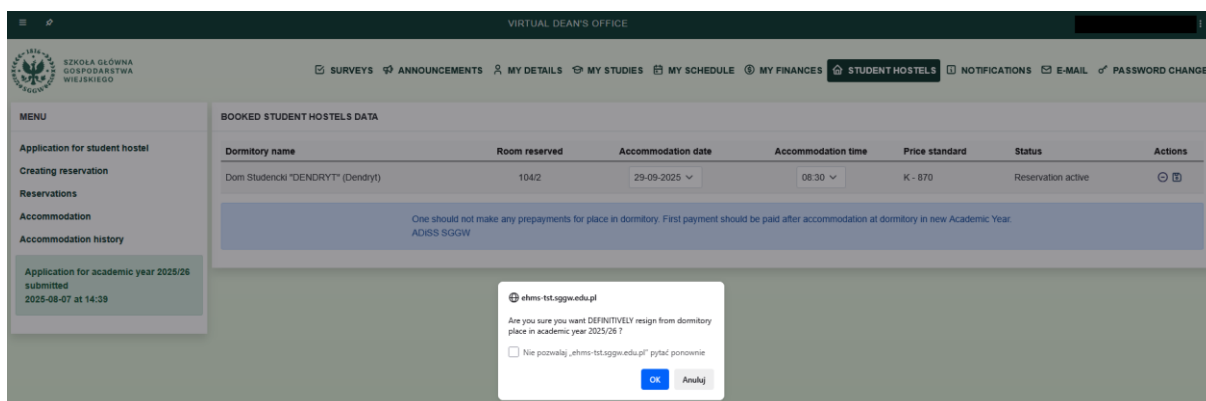
IMPORTANT: the student can cancel an active reservation (approved by dormitory staff) by clicking the icon  which means a definitive resignation from the place in the dormitory from October 1, 2026. **DOUBLE** confirmation is required, so accidental deletion is impossible - please make well-considered decisions, as it is not possible to restore such a place!!!

Announcement No. 1



The screenshot shows the 'VIRTUAL DEAN'S OFFICE' interface. The top navigation bar includes links for SURVEYS, ANNOUNCEMENTS, MY DETAILS, MY STUDIES, MY SCHEDULE, MY FINANCES, STUDENT HOSTELS (active), NOTIFICATIONS, E-MAIL, and PASSWORD CHANGE. The left sidebar contains a MENU with options: Application for student hostel, Creating reservation, Reservations, Accommodation, and Accommodation history. The main content area displays 'BOOKED STUDENT HOSTELS DATA' with a table listing reservations. The table has columns: Dormitory name, Room reserved, Accommodation date, Accommodation time, Price standard, Status, and Actions. The first row shows 'Dom Studencki "DENDRYT" (Dendryt)', room '104/2', date '29-09-2025', time '08:30', price standard 'K - 870', and status 'Reservation active'. Below the table, a message states: 'One should not make any prepayments for place in dormitory. First payment should be paid after accommodation at dormitory in new Academic Year. ADiSS SGGW'. A modal dialog box is open, asking: 'Are you sure you want to cancel the reservation and place in dormitory for academic year 2025/26?'. It includes a checkbox 'Nie pozwolaj „ehms-tst.sggw.edu.pl” pytać ponownie' and buttons 'OK' and 'Anuluj'.

Announcement No. 2



The screenshot shows the 'VIRTUAL DEAN'S OFFICE' interface. The top navigation bar includes links for SURVEYS, ANNOUNCEMENTS, MY DETAILS, MY STUDIES, MY SCHEDULE, MY FINANCES, STUDENT HOSTELS (active), NOTIFICATIONS, E-MAIL, and PASSWORD CHANGE. The left sidebar contains a MENU with options: Application for student hostel, Creating reservation, Reservations, Accommodation, and Accommodation history. The main content area displays 'BOOKED STUDENT HOSTELS DATA' with a table listing reservations. The table has columns: Dormitory name, Room reserved, Accommodation date, Accommodation time, Price standard, Status, and Actions. The first row shows 'Dom Studencki "DENDRYT" (Dendryt)', room '104/2', date '29-09-2025', time '08:30', price standard 'K - 870', and status 'Reservation active'. Below the table, a message states: 'One should not make any prepayments for place in dormitory. First payment should be paid after accommodation at dormitory in new Academic Year. ADiSS SGGW'. A modal dialog box is open, asking: 'Are you sure you want DEFINITELY resign from dormitory place in academic year 2025/26?'. It includes a checkbox 'Nie pozwolaj „ehms-tst.sggw.edu.pl” pytać ponownie' and buttons 'OK' and 'Anuluj'.

Cancellation of a reservation is possible until September 25, 2026. 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 2026/2027 academic year.