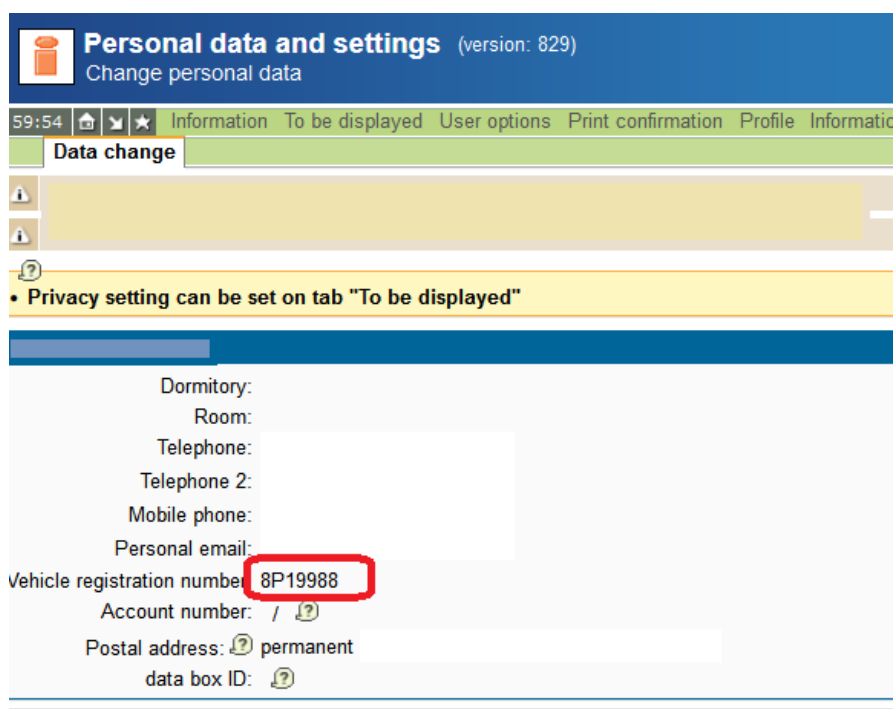


# How to request the outside parking entry possibility

Beginning with October 1st, 2024, the outside parking entry is possible only based on the permission, which is given by the faculty after the payment of the fee.

To be able to enter the outside parking at the LFP Campus, please follow these steps:

- 1) Please fill in the Vehicle registration number in the SIS – modul „Personal data and settings“ – „Information“ – „Date change“



**Personal data and settings** (version: 829)  
Change personal data

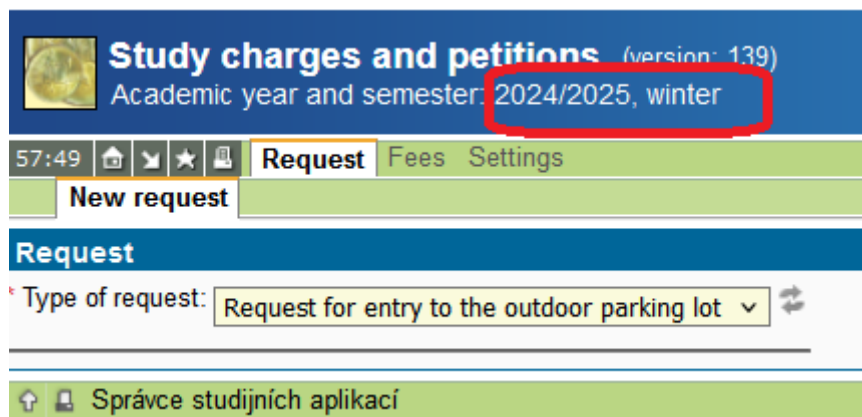
59:54 Information To be displayed User options Print confirmation Profile Information

**Data change**

• Privacy setting can be set on tab "To be displayed"

Dormitory:  
Room:  
Telephone:  
Telephone 2:  
Mobile phone:  
Personal email:  
Vehicle registration number: **8P19988**  
Account number: / ?  
Postal address: ? permanent  
data box ID: ?

- 2) Submit a request in the SIS – modul Study charges and petitions – Request - New request



**Study charges and petitions** (version: 139)  
Academic year and semester: **2024/2025, winter**

57:49 Request Fees Settings

**New request**

**Request**

Type of request: Request for entry to the outdoor parking lot

Správce studijních aplikací

The request can be resubmitted only when the Vehicle registration number is already filled in. Please make sure that the academic year 2024/25 (you can change it in the Settings).

3) Your request will be checked by the faculty, based on it the parking fee will be assessed.

**Study charges and petitions** (version: 139)  
Fees

59:47 Request **Fees** Settings

Zápis do vyššího ročníku proběhl korektně a jste zapsán do vyššího ročníku.

Filter:  
Fee type: ---  
Year: ---  
 Fees under review only  
**Show**

Fee type	Valid from	Valid until	Due date
ISIC licence	18.07.2023	31.12.2024	31.01.2024
<b>Entry fee for outdoor parking on the LFP campus</b>	01.10.2024	30.09.2025	01.10.2024

Správce studijních aplikací

In the fee details, you will find payment instructions incl. QR code. Everyone has their unique QR code, do not use another than the one in this fee detail.

**Study charges and petitions** (version: 139)  
Fees

59:54 Request **Fees** Settings

**Fee details** Payment schedule

Zápis do vyššího ročníku proběhl korektně a jste zapsán do vyššího ročníku.

**Payment order**

bank details				currency		payment symbols	
prefix	beneficiary's account number	bank code	IBAN	amount	due date	variable	specific
	61633311	0100	CZ1501000000000061633311	500 CZK	01.10.2024	783847	145632

**Fee details**

It takes couple of days until the payment arrives, then it will be paired with your request and all information will be forwarded to the parking staff. Then the staff will put your Vehicle registration number into the system and you can enter the parking. The process will take approx. one week after the confirmation of your payment.