ARRIVAL INFORMATION 2020/2021
Study Centre Mariánské Lázně

School Registration, Foreigners Police Registration

Address: Hlavní 390, Mariánské Lázně (map enclosed)
Tel: + 420 354 622 324

Beginning of lessons: 7. 9. 2020
Arrival of students is expected best between: 1. 9. 2020 – 6. 9. 2020

Students with a visa duty: As soon as you receive information about the result of your visa application, please let us know!

Kindly inform us (at least 1 week in advance) about the exact date of your arrival. Information of the scheduled arrival kindly send by email to eva.matouskova@ujop.cuni.cz and copy to email studref3@ujop.cuni.cz.

DELAYED ARRIVALS: are accepted by 17. 1. 2021 (due to serious reasons) under the condition of attending non-contact classes. Students are obliged to arrive with a valid LONG-TERM VISA. Delayed arrival and its reason is necessary to announce to eva.matouskova@ujop.cuni.cz and in copy to e-mail: studref3@ujop.cuni.cz. As a subject of the e-mail write “DELAYED ARRIVAL” + Your NAME. Be aware of the fact that for missed (incl. non-contact) classes there is no refund!

Personal Registration to the course: Every student is obliged to register personally to the course at the Study Centre. Registrations take place during the week 1. 9. 2020 – 4. 9. 2020 on the Study Centre’s address – School building (Karlovarská 333, Mariánské Lázně), every working day (except Wednesday 2. 9. 2020) from 8:30 to 12:00. At the reception, they will navigate you to the School building, where you will be registered.
At the Registration, you will need:

1. Valid Passport
2. Birth certificate
3. Certificate of vaccination

4. Signed Study and Accommodation Contracts (You can receive your contracts at the study centre as well).

*Important* – under aged students must bring both Contracts (signed by parents) which was sent with visa documents in 2 copies. Student minors cannot start school without presenting this document!

5. Original of the Health Insurance Contract and Card of the Insured person (we highly recommend students to take copies of the Contract and the Card).

6. Documents needed for Nostrification (see attached). In case you have some questions regarding nostrification before your arrival, please contact: eva.matouskova@ujop.cuni.cz

**Student minors:**

**Declaration:**
- that Charles University does not take the responsibility for under age students during their studies, outings, cultural programs and in accommodation area
- that photographs taken during the class and school events can be used for promotional purposes.

**Signatures on the Declaration must be legalized** (example of Declaration attached). If these documents are not presented, the underage student cannot begin his/her studies at the school! Parents accompanying their children to Mariánské Lázně can sign these declarations at the study centre at the director’s office or during registration.

Underage students (17 years) have to bring with them AUTHORIZATION for the nostrification process (form attached).

Note: In case you have to pay some bank fees, DHL or you have some other debt you will be asked to pay the amount upon registration.

**Foreigners police registration:**

Upon arrival to the Czech Republic, every student is obliged to register at the FOREIGNERS POLICE within 3 working days from the arrival date. You will receive further information at the Study Centre during the registration. It is a student’s responsibility to register on time.

Useful note: When dealing with Czech official bodies (the MoI, banks etc.) you might be asked to present a **Proof of payment of the tuition fee and accommodation**. You can use the confirmation from the Study Department.
sent to you (in English) together with the documents for visa (The document is called: “Basic Course and Organization Information”). Remember to bring this document with you.

**Medical check-up:**
Upon arrival to the Study Centre all students are obliged to undergo health examination (laboratory testing as well as Medical Eligibility Confirmation needed for applications to the faculties of medicine and other faculties in the Czech Republic included). The price of this examination (approx. 120 EUR) is not included neither in the course price nor in the Health Insurance costs.

**ACCOMMODATION**

**Accommodation:** If you reserved accommodation and paid the 600 EUR deposit, check-in is possible from 1. 9. 2020. Reception is open 24 hours a day. If you want to arrive before this date, you must announce it and make a reservation at least 1 week in advance on this e-mail: vlasta.peliskova@ujop.cuni.cz

**Address of accommodation:**  Hlavní 390, Mariánské Lázně (room type - A, B, C, D, E, F, G)

At check-in desk show your passport.

**Attention for those who have not reserved the accommodation yet:** we STRONGLY RECOMMEND YOU to see our website: http://ujop.cuni.cz/en/centres/marianske-lazne/marianske-lazne-accommodation

The accommodation deposit will be calculated from the day of arrival in accordance with the price per person and in accordance with the type of room (deposit covers approximately 3 months of accommodation, depending on room type). Once the deposit has been used up, subsequent payments for accommodation are made in accordance with the instructions of the housing institution. More detailed information about the method of further payment will be explained to you at the administrator at the reception of the dormitory, or in the student department of the Study Center.

**Cancellation of accommodation:** Accommodation deposit is refunded less 150-euro reservation fee before arrival and upon written notice. After arrival the deposit is non-refundable. For more see ILPS CU Cancellation Policy.

**Arrival with parents:** We provide accommodation for student’s parents or relatives according to the currently available capacity. Please contact our reception desk on e-mail recepce.ml@ujop.cuni.cz.

**DEPOSIT**

The deposit to be paid upon arrival at Director’s office – 5.000 CZK.
This deposit serves to cover any possible damage to your room during your stay. Your deposit will be settled at the end of your stay. If you hand over your room in good order (keys included), you will receive the complete deposit, in case of damage, the price for repair will be deducted from your deposit.

**Note:** There are several banks in Mariánské Lázně. The closest bank (ČSOB) is situated next to the study centre, another banks (Komercni banka, UniCredit, ...) are in the city centre as well.
ARRIVAL TO THE CZECH REPUBLIC

It is a students’ responsibility to get to their Study Centre on their own.

ILPS UK offers the possibility of transferring students from Václav Havel airport and Karlovy Vary airport (flights from Moscow) to the study centre and the dormitory. If you are interested in arranging transfer via UJOP, please contact Mrs. Eva Matoušková – eva.matouskova@ujop.cuni.cz. Together with your request for transfer, send also the full scan of your flight ticket. In return, you will get detail information including price, pick up time etc.

Please, be so kind and read our instructions below and use them as a guide (in case you do not want to use our transfer).

We recommend you to study the following information for your transportation from the airport: http://www.prg.aero/en/parking-transport/transport/public-transit/

Please take note that in the majority of cases the only currency accepted in the Czech Republic is the Czech Crown (CZK). Therefore, we recommend that you exchange some money at the airport for your transportation and first expenses.


For public transport you need to buy a ticket, at any tobacco shop/newsagent or in automats - orange colour - at the bus stops (but not at each stop there is the ticket automat). The automats only accept coins (5, 10, 20, 50 CZK). The regular ticket for one ride (90 minutes) with transfers costs 32 CZK. For more read here.

Students who owns a SIM card of any Czech operator (O2, T-mobile, Vodafone, etc.) can pay for the ticket via sms http://www.smsjizdenka.cz/MATicketsDPP/sms/index.do This service works with local SIM cards only.

The usual price of a ticket for an adult for one ride is 32 CZK (for 90 minutes).

Transport from Prague airport to the city centre:

1) Bus no. 119 will take you to metro stop NÁDRAŽÍ VELESLAVÍN (line „A” - green)
2) Bus no. 100 will take you to metro stop ZLIČÍN (line „B” - yellow)
3) AE (Airport Express Bus) will take you to metro stops DEJVICKÁ, NÁMĚSTÍ REPUBLIKY and HLAVNÍ NÁDRAŽÍ (main railway station). It runs daily, 6:35am – 10:05pm, the ticket costs 60 CZK, and you pay to the driver. You cannot use a regular ticket here. Following extraordinary measures by the Government of the Czech Republic, the AE is canceled from 17 March 2020 until further notice.

Departures from Prague to Mariánské Lázně (detailed information): See attached.
Connection from VAČLAV HAVEL AIRPORT ----HLAVNÍ NÁDRAŽÍ/FLORENC ------MARIÁNSKÉ LÁZNĚ

We recommend our students to go by train because the train departures to Mariánské Lázně several times a day. Detailed information can be found on https://idos.idnes.cz/en/vlakyautobusy/spojeni/ and in the attachment.

Safe journey to the Czech Republic and success in your studies!

Student Services Department, ILPS UK