ARRIVAL INFORMATION 2020/2021
Study Centre Poděbrady

Address: Jiřího náměstí 1/8, Poděbrady (please see a map attached)
Tel: + 420 325 610 798, + 420 325 613 463

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

Students who require a visa: When you are notified whether or not you have been given a visa, please pass this information onto us.

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 jana.tomasova@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 studref3@ujop.cuni.cz and in copy to e-mail:
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 course registration:** After arrival all students have to report to the Study Centre for registration. Registration will take place from **1. 9. 2020** at the school address (Jiřího náměstí, ie “Castle”), every weekday from **8:30 am to 1:00 pm**, at the Students Affairs Department in the first building on the right after entering the grounds, **Mrs. Jana Tomášová**.

At the Registration, you will need:

1. **Valid Passport**
2. **One Photo**
3. **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!

4. **Original of the Health Insurance Contract** and **Card of the Insured person** (+ 2 copies of the contract and 2 copies of the insurance card).

5. **Documents needed for Nostrification** (see attached). In case you have some questions regarding nostrification before your arrival, please contact: **jana.tomasova@ujop.cuni.cz** for master degrees; **jitka.vlkova@ujop.cuni.cz** for bachelor degrees.

**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 Poděbrady can sign these declarations at the study centre 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.*
Registration with the Foreign Police CZ:
Students who've obtained visa type D/VR/23 must report to the foreign police in person. During their visit to the foreign police biometric data will be acquired. Bus transport with supervision will be arranged by the school. Further information will be available after the registration to the course.
Students who've obtained visa type D/VC/24 report to the foreign police via dormitory/accommodation administrator.

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.

![Accommodation](image)

**Accommodation: it is possible from 1. 9. 2020**

**Accommodation address:** Jana Opletala 77 (double rooms with ensuite facilities) or Jana Opletala 1065 (double rooms without ensuite facilities), Poděbrady. If you have not reserved your accommodation so far, kindly contact studref3@ujop.cuni.cz (send a copy of the visa or forward the email from the Embassy). While accommodated you will need to show your passport + SIGNED Foreign Police registration form (see attached). The reception desk is located in Jana Opletala 77.  

**Accommodation payment:** 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. Once the deposit has been used up, the following payments will be made in accordance with the instructions of the lodging facility. You can obtain information regarding the form of subsequent payments at the reception or at your study centre's Students Affairs Dept.

**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.

**Arriving with parents and their accommodation:** It is not possible for parents to live in a dormitory. Accommodation can be provided on the website [www.booking.com](http://www.booking.com).
DEPOSITS

The deposit to be paid upon arrival at the lodging reception – 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, you will receive the complete deposit, in case of damage, the price for repair will be deducted from your deposit. The price list is quoted in the Accommodation Regulations and is available at the students’ dorm.

Deposits paid at school
- 200 CZK – chip for access to school – is to be returned the last day of school

DOCUMENT TRANSLATIONS

Your documents which are necessary for your studies validation (“nostrifikace”) have to be translated into Czech either by a licenced/official/sworn translator or at the Czech Embassy in your country. Names of official translators for Russian, English, Spanish and French are available at your study centre’s Students Affairs Dept.
Should your documents for validation be in a less frequent language (e.g. Armenian, Kazakh, Uzbek, etc.) have them translated into one of the above mentioned languages by a sworn translator and after into Czech here in the Czech Republic.

ARRIVAL TO THE CZECH REPUBLIC

All students need to transport themselves to their lodging address and for the registration at the school.

We recommend you to study the following information for your transportation from the airport:

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.


To use public transport in Prague, you will need to buy a ticket at the newsagents / newspaper stand or also in the orange ticketing machines placed at the entrance to the metro or at some bus and tram stops. For more read here.
Students who own 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 ZLÍČÍN (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 Poděbrady: See attached.

We hope you have a pleasant journey to the Czech Republic and a lot of success in your studies.

Student Affairs Department ILPS UK