ARRIVAL INFORMATION 2020/2021
Study Centre Praha (Krystal)

School Registration, Foreigners Police Registration

<table>
<thead>
<tr>
<th>Address of Study Centre: José Martího 2/407, Praha 6. (please see a map attached)</th>
<th>Address of accommodation: José Martího 2/407, Praha 6</th>
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<tbody>
<tr>
<td>Classes start on <strong>7.9.2020</strong>. The first meeting will take place in the study centre on the second floor in the classroom no.249 at <strong>8:30</strong>.</td>
<td>We expect students to arrive from <strong>1.9.2020</strong>, i.e., it is possible to move in to Krystal dormitory and register at the school from September 1st.</td>
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We ask you to inform us about granting or rejecting the visa **without delay**.

**The information concerning your arrival must be sent to the following e-mail addresses:**

- jana.gersiova@ujop.cuni.cz - (accommodation assistant – Jana Geršiová)
- studijni.krystal@ujop.cuni.cz
- (Study Assistant Julie Čiženková), and CC to liana.dolminyan@ujop.cuni.cz **ASAP**.

In the email’s subject line write “ARRIVAL” + your name.

**Late arrival:** Is possible by **17 January 2021** (for serious reasons). You have to inform us about your late arrival by e-mail to the following address: jana.gersiova@ujop.cuni.cz, studijni.krystal@ujop.cuni.cz, CC to liana.dolminyan@ujop.cuni.cz. In the email’s subject line write “LATE ARRIVAL” + your name. (**We do not refund money for missed incl. non-contact lessons**).
Registration to the course

Registration takes place from 1 September 2020 on working days from 8.00 a.m. to 4.00 p.m. in Study Centre office number 346: José Martiho 2/407, Praha 6, Czech Republic.

In order to register to the course, you must bring with you:

1. Valid Passport
2. One coloured ID photographs (paper version) (You can send it in jpg format before arrival to studijni.krystal@ujop.cuni.cz)
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 were 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: (you must have the originals of documents and their certified copies with you) - please see attached. In case you have some questions regarding nostrification before your arrival, please contact: kurator.krystal@ujop.cuni.cz; svetlana.kleisnerova@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 Praha 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.*

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**Foreigners police registration:**

вместе с документами на визу (документ называется «Основная организованная информация»). Не забудьте взять этот документ с собой.

Students who live in the Prague-Krystal lodging facility do not need to register themselves at the police – the administration of the lodging facility notifies the police of their arrival after registering for the accommodation. Students who are not living in the lodging facility are required to independently register at the foreign police **within 3 (three) working days from the date of arrival.**

Addresses of the Foreign Police for residents in Prague: **Olšanská 2176/2, 130 51 Praha 3**

In case you have arranged a long-term residence and the visa has the abbreviation D/VR, you have to report at the OAMP MV ČR department according to the residence address in CR within 3 days or other term pre-arranged with the curator, where your biometric data will be taken. You will receive a plastic residence permit card within 2 weeks. You have to bring your passport and the health insurance with you. To make a reservation, you can call 974 820 680 or please contact your curator. OAMP MV ČR (student office) in Prague: **Hládkov 682/9, Praha 6 – Střešovice.**
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.

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**ACCOMMODATION**

Accommodation address: Hotel KRYSZAL, **José Martiho 2/407, Praha**, the hotel reception works 24 hours a day. Tel.: +420 220 563 411.  

**Do not forget!!! No later than a week before arrival** you have to send an e-mail with your arrival date (see page 1). After arriving at the Krystal hotel, register at the reception, take a key and a chip, and check in the room. For the second registration, come to **the office no.338** in the study centre right after checking in (on weekdays from 8:00 to 16:00).

**For the registration in office no.338, please:**
- **show** – your passport;
- **sign** – contract + accommodation rules;
- **pay** a one-time cash deposit of 10,000 crowns. The deposit can be paid in cash in CZK or by card using POS-terminal at office no.338. **Payment should be made at the time of registration. This deposit is for covering damage (in case of any) caused during your stay at the dormitory. At the end of your stay, a recalculation will be made, and the deposit (minus any possible damage) will be returned by bank transfer to your Czech account. A week before departure from the hotel, the resident should fill in an application for the end of the stay.**
- **get** - your copy of the accommodation contract.

**Accommodation payment:**
The use of the reservation deposit starts automatically from the day of your arrival. Funds are spent according to the type of your payment and the current price-list. After exhausting the reservation deposit, you will make further payments following the instructions that you can receive from our employee in the office no.338.

**Accommodation cancellation conditions:** 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 TO THE CZECH REPUBLIC

Students must arrive to the lodging facility on their own and be present in person at the registration in the Study Centre.

**Travelling by public transport from the airport to the Study Centre:**

- At the airport take bus No. 119 to the last stop "Nádraží Veleslavín". The bus stop is located in front of the exit from the airport terminal.
- From the "Nádraží Veleslavín" stop 6 minutes on foot.
- The journey takes about 25 minutes.

Please remember that other currency than the Czech crown is scarcely accepted in the Czech Republic and so you have to change/withdraw a certain amount (cca CZK 1,000) immediately after you arrive to pay for the journey and petty expenses. There are exchange offices at the airport and on the first floor of the Krystal Hotel.


For public transport in the city you will need a ticket, which you can buy in newsstands or from orange vending machines located in metro lobbies and at some tram and bus stops. The price of a single adult ticket is CZK 32 (90 minutes) or CZK 24 (30 minutes). It is enough to buy a CZK 24 ticket to get from the airport to Krystal.

ASSISTANCE IN PRAGUE

Should you need any assistance or advice after your arrival to Prague, please do not hesitate to approach the Study Department at: José Martího 2/407, Prague 6 or at the telephone number: +420 770 106 368 (working days 8am – 4pm).

Should you have any queries on nostrification process and related documents contact: kurator.krystal@ujop.cuni.cz.

The Prague-Krystal Study Centre and the ILPS CU Study Department wish you a safe journey to the Czech Republic and a successful study!