



# ARRIVAL INFORMATION FOR STUDENTS OF PREPARATORY PROGRAMS 2023/2024 Study Centre Praha (Krystal)

## 1. SCHOOL REGISTRATION & ARRIVAL NOTIFICATION

### Address of Study Centre:

[José Martího 2/407, Praha 6](#)  
GPS: 50.0938867N, 14.3413583E  
You can find a description of the road [here](#)

Classes start on **4. 9. 2023.**

### Address of accommodation:

[José Martího 2/407, Praha 6](#)

We expect students to arrive from **1. 9. 2023**, i.e., it is possible to move into the Krystal dormitory and register in person. Those waiting for a visa will register on-line.

We strongly ask the students to inform us about granting or rejecting their visa without delay.

Information of your arrival **MUST** be sent to the following e-mail addresses: [jana.gersiova@ujop.cuni.cz](mailto:jana.gersiova@ujop.cuni.cz) - (accommodation assistant) and [weixi.jiang@ujop.cuni.cz](mailto:weixi.jiang@ujop.cuni.cz) (Study Coordinator) **as soon as you get the details**. In the subject line write "ARRIVAL" + your name.

**DELAYED ARRIVALS: are accepted (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 [weixi.jiang@ujop.cuni.cz](mailto:weixi.jiang@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!**

## 2. REGISTRATION TO THE COURSE

Students who are waiting for a visa can start their registration online and complete it upon arrival in Prague.

**IN PERSON Registration** takes place from **1. 9. 2023 to 18. 9. 2023 Mon-Fri from 7.30 a.m. to 3.30 p.m.** at **Krystal** in the study department office No. 346, (details will be specified later), where you need to present:



1. Valid Passport – front page with the photo and page with the granted visa



2. One colour ID photograph (3,5 x 4,5cm)



3. 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).

### Student minors:

**Declaration** that photographs taken during the class and school events can be used for promotional purposes ([form attached](#)).

Underage students (17 years) have to bring with them **Authorization** for the nostrification process ([form attached](#)).

At the registration you will sign:

- Personal student list;
- Terms of use of Wi-Fi Eduroam

### REGISTRATION FOR LATE ARRIVALS:

**On-line registration to the course:** Every student is obliged to register to the course at the Study Centre. Before the (non-contact) classes start, send an e-mail to your study consultant [weixi.jiang@ujop.cuni.cz](mailto:weixi.jiang@ujop.cuni.cz) with following information and enclosures:

- your **full name and surname**,
- your **home address** (in format "street, house number/name, town, country"),
- **field of study** (History of Arts, Architecture, International Relations, Medicine, Dentistry, etc.),
- scan or photo of your **passport** and
- **Health insurance card** (both sides).

The Registration process will be completed at the Personal Registration (see above).



Note: In case of debt (for ex. the costs associated with sending documents by DHL, outstanding study fee etc.) you will have to pay the amount in cash in Czech crowns during the first semester.

### 3. FOREIGNERS POLICE REGISTRATION

Students accommodated in Krystal dormitory 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 accommodated in the dormitory are required to independently register at the foreign police **within 3 working days from the date of arrival** at the address for Prague residents: [Olšanská 2176/2, 130 51 Praha 3](#).

*In case you have a long-term residence visa with designation D/VR, then within 30 working days or other term pre-arranged with the curator, you have to report at the OAMP MV ČR department according to the residence address in the Czech Republic, where your biometric data will be taken. You will receive a plastic residence permit card. You have to bring your passport and the health insurance with you. Therefore, even before your arrival in the Czech Republic, immediately inform the curator at [kurator.krystal@ujop.cuni.cz](mailto:kurator.krystal@ujop.cuni.cz), where together with information about the exact/estimated date of your arrival, send a photo/scan of the first page of your foreign passport and the visa page to speed up the registration process. After arrival and registration in the educational center, it is necessary to personally contact the curator in the room. 345! The address of OAMP MV ČR (student office) in Prague – only after previous phone reservation at + 420 974 801 801 - is: [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.

### 4. ACCOMMODATION

Dormitory accommodation address:  
**Hotel KRYSTAL, José Martího 2/407, Praha**  
the hotel reception works 24 hours a day (+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, present the passport, take a chip, and check in the room. The accommodation registration will be completed in **the office No. 338** Mon-Fri 8am till 2pm in the study department, based on prior e-mail notification (book an appointment) sent to: [jana.gersiova@ujop.cuni.cz](mailto:jana.gersiova@ujop.cuni.cz).

**PLEASE BE INFORMED THAT YOU CANNOT BE ACCOMMODATED WITHOUT PRIOR NOTICE OF ARRIVAL.**



**For the accommodation registration in office No. 338 (8am till 2pm), you will be asked to:**

Present your passport;

Pay a one-time deposit of **10 000, - CZK**, either in cash in Czech crowns or by card using POS-terminal.

*This deposit covers 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. Request for termination of your accommodation must be sent to [jana.gersiova@ujop.cuni.cz](mailto:jana.gersiova@ujop.cuni.cz) a week before final departure.*

**Please note that all payments in the study centre can only be done in Czech currency or by a bank card through the terminal (NO foreign currency is accepted). We recommend you to have a bank card that you can use for payments both through the terminal and via the Internet.**

**Accommodation payment:**

The use of the prepaid accommodation fee (300 EUR) starts from the day of your arrival. Fee is spent according to the current price-list. When the prepaid fee is fully used, you will make further payments following the instructions given to you by our employee in the office No. 338.

**Accommodation cancellation conditions:**

Accommodation deposit is refunded with deduction of 150 EUR reservation fee, BEFORE your arrival and upon written notice. After your arrival the deposit is non-refundable. For more information, see the ILPS CU Cancellation Policy.

## 5. NECESSARY EQUIPMENT FOR FULL-FLEDGED STUDIES IN Microsoft Teams

Please note that for successful studies in the ILPS CU annual course and for future studies at universities of the Czech Republic you will need to have a personal computer with a keyboard or laptop (not a tablet and phone!). Headphones or ear pods, microphone, webcam (everything can be built-in or connected separately).

The computer/laptop will be necessary for the whole academic year, as part of the studies (performance of homework, asynchronous learning, communication with teachers and administration, webinars, etc.) will be held on the Microsoft Teams platform. The laptop can be purchased even after arrival in the Czech Republic, for example online via e-shop, for example on [Alza.cz](http://Alza.cz).



For those waiting for visa who come to the Czech Republic later and start the course at home IT IS IMPORTANT TO HAVE A GOOD INTERNET CONNECTION.



Requirements for Hardware to run MS Teams on a computer (Windows for MS or Mac) are quite modest. It will be enough to have a regular "office set" in the computer. Of course, the more powerful the computer, the better the quality of online lessons. Please check if your PC cable needs an **adapter for EU sockets**.

[Before you start school, look at the learning video on Microsoft Teams.](#)

## 6. DOCUMENTS FOR NOSTRIFICATION

It is necessary to have with you the original documents for nostrification – [the list of documents](#) can be found on the website Pre-arrival information for ILPS CU students.

In case you have some questions regarding nostrification before your arrival, please contact: [kurator.krystal@ujop.cuni.cz](mailto:kurator.krystal@ujop.cuni.cz); [weixi.jiang@ujop.cuni.cz](mailto:weixi.jiang@ujop.cuni.cz).

### 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.

## 7. ARRIVAL IN THE CZECH REPUBLIC

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

You can find information about the transport from the airport to the Krystal Study Centre [HERE](#).

Be aware that in the Czech Republic, in most cases, foreign currency is not accepted. Therefore, we advise you to exchange a small amount of money into CZK (500-1000 CZK) for transport and other minor expenses immediately after arrival. There are exchange offices at the airport and on the first floor of the Krystal hotel.



### [General information about public transport in Prague](#)

To use public transport in Prague, you will need [to buy a ticket](#) at the newsagents / newspaper stand or also in the orange Ticket vending machines placed at the entrance to the metro or at some bus and tram stops.

Students who own a SIM card of any Czech operator (O2, T-mobile, Vodafone, etc.) can pay for the ticket via [SMS](#). *This service works with local SIM cards only.*

The mobile app “PID Lítačka” is available for download in [Google Play](#) and [Apple Store](#). It offers all tickets for Prague Integrated Transport. You can even find your connection in the app and the application suggests you the most suitable ticket.

The usual price of a ticket for an adult for one ride is 40 CZK (for 90 minutes) or 30 CZK (for 30 minutes).

**NOTE:** From the airport to Krystal it is enough to buy a ticket for 30 CZK.

## 8. ASSISTANCE IN PRAGUE

Should you need an assistance or advice regarding your accommodation or study after your arrival in Prague, please do not hesitate to approach the Study Department at: José Martího 2/407, Prague 6 or at [weixi.jiang@ujop.cuni.cz](mailto:weixi.jiang@ujop.cuni.cz).

[Here](#) you can read general useful hints and tips on everyday life in the Czech Republic.

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