



ARRIVAL INFORMATION FOR STUDENTS OF PREPARATORY PROGRAMS 2023/2024 Study Centre Poděbrady

1. SCHOOL REGISTRATION

Address: [Jiřího náměstí 1/8, Poděbrady](#)

GPS: 50.1414789N, 15.1195133E

Beginning of classes: 4. 9. 2023

Tel: + 420 775 208 149, + 420 776 047 244

Arrival of students is expected from: 1. 9. 2023

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

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 jana.tomasova@ujop.cuni.cz and in copy to e-mails: ivana.stikova@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 will take place at school (Jiřího náměstí 1/8, Poděbrady) 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 Personal Registration, you will need:



1. Valid Passport



2. One **Photo** in passport format



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](#)).

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 jana.tomasova@ujop.cuni.cz, ivana.stikova@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** (IT, Mechanical engineering, Mathematics, Economics, Management 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 you have to pay some bank fees, DHL or you have some other debt left from your study application process you will be asked to pay the amount during the first semester.

2. REGISTRATION WITH THE FOREIGN POLICE CZ

Students who have obtained the visa type D/VR/23 must report in person to the OAMP MV ČR **within 30 working days from the arrival date**. During their visit at the OAMP MV ČR 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 OAMP MV ČR 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.

3. ACCOMMODATION

Accommodation: it is possible from **1. 9. 2023**

Accommodation address:

Jana Opletala 77 (double rooms with ensuite facilities) or Jana Opletala 1065 (double rooms without ensuite facilities), Poděbrady.

While accommodated you will need to show your passport + SIGNED Foreign Police registration form (see attached). The reception desk is located at Jana Opletala 77.

Internet Access: You will receive the login and password for the Eduroam wi-fi network, which is available at dormitory, during personal registration in the study center.

You can find more information about the accommodation [here](#).

Accommodation payment: The accommodation deposit will be calculated from the day of arrival in accordance with the price per person and the type of room. Once the deposit has been used up, the subsequent payments will be made in accordance with the instructions of the lodging facility. You can obtain information regarding the form of the 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.



DEPOSITS

The deposit to be paid upon arrival at the lodging reception – 10.000 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 back, 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.

The deposit can be paid in cash or by card.

Deposits paid at school

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

4. 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](https://www.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 is the computer, the better is 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.](#)



5. DOCUMENTS FOR NOSTRIFICATION

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

If you have any questions about these documents, please contact the training centre by e-mail: ivana.stikova@ujop.cuni.cz.

We will give you detailed information about the nostrification process at the end of September. You don't have to bring documents for nostrification to personal registration.

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.

6. ARRIVAL IN 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 information for your transportation from the airport [here](#).

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.

[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).

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, 5:30am – 20:53pm, the ticket costs 100 CZK, and you pay to the driver. You cannot use a regular ticket here.

Departures from Prague to Poděbrady: [See attached.](#)



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

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