



**ESSENTIAL ARRIVAL INFORMATION FOR  
STUDENTS OF PREPARATORY PROGRAM  
2024/2025 COMPLEX IN ENGLISH**

Study Centre Poděbrady  
Accommodation Poděbrady



SCAN TO GET A FULL VERSION

## 1. WHEN AND WHERE?

**Arriving at the study centre:** 1 September 2024 - 8 September 2024

**Start of classes:** 9 September 2024

**Address of the school (school building):**

[Jiřího náměstí 1/8, Poděbrady](#) GPS: 50.1414789N, 15.1195133E

**Address of the dormitory:**

[Jana Opletala 77, Poděbrady](#) GPS: 50.1430228N, 15.1263144E

The reception is open 24 hours a day.

- Phone number of the study department (Mon-Fri 8:00 AM - 5:00 PM):  
+420-775-208-149 (Jana Tomášová)
- E-mail of the study department:  
[jana.tomasova@ujop.cuni.cz](mailto:jana.tomasova@ujop.cuni.cz) / [ivana.stikova@ujop.cuni.cz](mailto:ivana.stikova@ujop.cuni.cz)
- Contacts of the accommodation office: [kolej.podebrady@ujop.cuni.cz](mailto:kolej.podebrady@ujop.cuni.cz)

## 2. FROM PRAGUE AIRPORT TO THE DORMITORY

From 1.9.-8.9. from 9:00 to 17:00 (Prague Time zone) there will be a BUDDY coordinator at the airport to help you find your way to the school/dormitory. If you are interested, they will give you a SIM card of the local operator.

BUDDY is waiting for you in Terminal 1 at the arrival gate opposite the Tourist Information Center next to the UBERmats (taxi kiosks). There are white tables where you can also charge your mobile phone. You'll recognize BUDDY by their red T-shirt with our university logo. If you don't find BUDDY right away, wait a little while and try again. Alternatively, text/call +420 771 504 565. (Please note that this number is for airport assistance only and will work from 9:00 to 17:00 (Prague Time zone) on the above days).



If you arrive at a time when the Buddy Office will not be at the airport, please read carefully for further information about transport to the dormitory. You can get a SIM card at the dorm reception.

## 2.1. Withdrawing cash at the airport

We kindly remind you that in the Czech Republic, payment is made in Czech crown (koruna). Foreign currency is usually not accepted. Payment by card is common. We recommend withdrawing a small amount of money in Czech crowns (500-1000 CZK) upon arrival for transport and other small expenses. There are ATMs at the airport.

**ATTENTION:** We do not recommend using the exchange offices at the airport and at the hotel. They have a large margin.

## 2.2. I'm taking public transport

We recommend downloading the mobile app **PID Lítačka**. It offers all Prague integrated transport tickets. You can even find your connection in the app and the app will also suggest the most suitable ticket for your trip.



PID LÍTAČKA AT GOOGLE PLAY



PID LÍTAČKA AT APPLE STORE

1. In the first place, you need to get from the airport to the Main Station (Hlavní nádraží). In the app PID Lítačka, you can find your connection from "Terminal 1" (or "Terminal 2") to "Hlavní nádraží". The app will also suggest the most suitable ticket for you.

2. Similarly, you can find the connection "Hlavní nádraží" - "Poděbrady" in the mobile application PID Lítačka at the Main Station. The app offers several options. We recommend choosing any direct connection.



### 2.3. I'm taking a taxi

Using public transport in Prague is easy, but if you prefer individual transport, you can easily book an official taxi at the airport. You can use the free Wi-Fi or Ubermat (taxi kiosk) to order a taxi.

## 3. WHAT TO BRING WITH YOU (CHECK-LIST)

### 3.1. To register at the study centre

All students need:

- A valid passport.
- One colour passport photo (3,5 x 4,5 cm).
- The original health insurance document and insurance card

In addition to the above, underage students (i.e. students under 18 years of age at the time of registration) must also bring:

- A consent that photographs and video footage taken during classes and school events may be used for promotional purposes. The document must be signed by the student's parent or legal guardian and notarized.

### 3.2. For classes you need:

- A laptop or tablet with a keyboard (not just a smartphone). We recommend Windows or Linux operating system.
- Headphones, microphone and webcam. You will work with MS Teams.
- EU socket adapter if your country uses a different one.

### 3.3. To have your diploma recognized:

- Original certificate of completion of secondary school, or vocational school (graduation certificate/diploma). This document must have the appropriate degree of legalisation.
- The original attachment to the graduation certificate, i.e. grades from individual subjects (if the grades are not listed directly on the certificate). This document must have the appropriate degree of legalisation.
- A document with results (grades in individual subjects at the end of each school year) for the last 4 years of secondary school studies. The document must bear



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the stamp of the educational institution and the signature of the responsible person.

- A list of all subjects studied in the last 4 years in secondary school, indicating the number of teaching hours for each subject per year. If credits are listed in the document, it is necessary to state the number of hours per 1 credit. The document must bear the stamp of the educational institution and the signature of the responsible person.
- Students of private or denominational schools must also bring a school license.
- Certificate of state accreditation of the school with attachments issued by the Ministry of Education in your country. The document will be issued to you by the school or department of education to which your school belongs, or by the Ministry of Education.
- A document stating that the certificate of completed secondary education issued to you allows the holder to be admitted and continue to study at higher education institutions in the framework of bachelor's or special programmes (five-year education without a bachelor's degree) in your country.
- Power of attorney from the parents of the minor, authorizing the employees of the Institute for Language and Preparatory Studies of Charles University to represent the interests of the entrusted child in the nostrification process and in all related matters. The signature of the minor's legal guardian must be certified by a notary.