



Student Checklist

UJOP CU — preparing for arrival and your first days

For full instructions with the names, contacts, and addresses of curators and other staff, see the detailed instructions on the website – „*Pre Arrival Information*“.

Before Arrival

- ☐ **Visa received:** send a scan of your visa to your student officer so a room can be allocated to you
- ☐ **Exact arrival date:** by October 18 at the latest, report your exact arrival date and time (email subject "ARRIVAL + student name") to your study center's email (email address is in the detailed instructions on the website, section "Do you already know your arrival date? Write to us right away")
- ☐ **Sign the contract:** sign the electronic study contract (and accommodation contract, if booked) via the Signi portal — by the end of October; if you haven't received the email, check your SPAM folder or contact your study center
- ☐ **If arriving late:** if you plan to arrive after November 1, notify your study center in advance (subject "DELAYED ARRIVAL"), stating the reason
- ☐ **Registration documents:** valid passport, one color passport photo (3.5×4.5 cm), original health insurance + insurance card (copies recommended)
- ☐ **Nostrification:** gather original education documents (school certificate/diploma) — see the list on the website
- ☐ **For minors:** have the parent/legal representative sign the consent of the legal representative and power of attorney for nostrification (the power of attorney must be legalized) — see section "Study Registration"
- ☐ **Equipment:** laptop or tablet with keyboard, headphones, microphone, webcam, EU plug adapter if needed

After Arrival

- ☐ **Dormitory check-in:** register at the reception desk (passport → receive your room chip)
- ☐ **Accommodation registration:** complete registration at the accommodation office, pay a 10,000 CZK deposit
- ☐ **Study registration:** from October 26 at your study department — same documents + sign the personal form, the safety rules and the Eduroam Wi-Fi terms
- ☐ **Systems:** log in to CAS and MS Teams using the credentials sent to you

Prepared based on the Pre Arrival Instructions of UJOP CU. For current dates and details, see the full version of the instructions on the website.