
Pre Arrival Prague Voršilská - Intensive long-term courses (students without visa requirements)

ARE YOU EXCITED ABOUT STUDYING? WE CAN'T WAIT TO WELCOME YOU!

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Dear students,

Thank you for choosing the ÚJOP UK to study Czech language. In order to make the beginning of this journey as easy as possible for you, we have summarized the most important guidelines for your arrival, as well as information about registration at the study centre, studying and life in the Czech Republic.

In addition to learning Czech, there are many other activities and experiences waiting for you. What can you look forward to?

- New friends from all over the world.
- Teachers who really want you to succeed. If you attend classes and study hard, they will do their best for you.
- A friendly team of academic assistants. Please contact them if you need help or advice.
- Various events throughout the year – see photo gallery [here](#)

The Prague-Voršilská study centre and the study department of ÚJOP UK wish you a safe trip to the Czech Republic and successful studies!

IMPORTANT INFORMATION

All that you find below is essential for your seamless check-in and the start of your classes.

1. ENTRY TESTING AND SORTING THE LANGUAGE GROUPS

• Online test

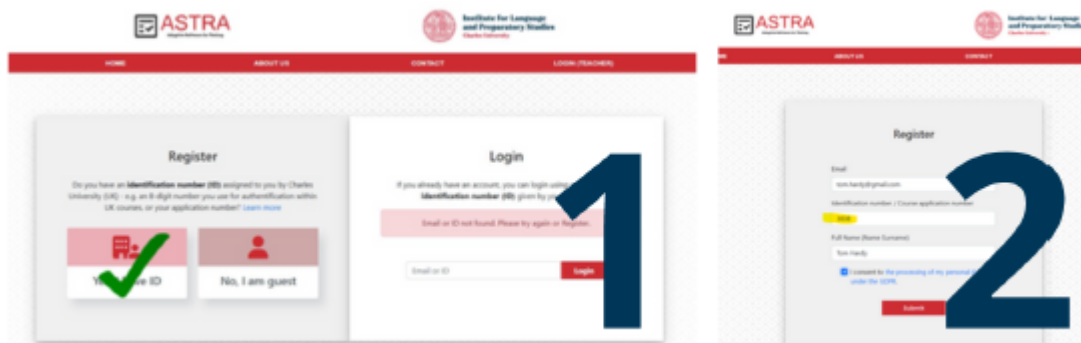
Students will be divided into groups from A0 to C1 according to their knowledge. We ask you to complete an online placement test to secure a place in the study group that best matches your knowledge and skills. In the test, you will do listening, reading and grammar, and according to your answers, you will get to the appropriate level. Please don't stress if you don't do well. Please contact the course coordinator, and you can be sorted based on an oral interview.

Registering for the test requires your e-mail and a unique identification number (login) Your identification number is **ID number of your application (you can find it in the email that was sent to you in response to your application).**

You can find the test on the <https://www.astra-testy.cz/> website.

Please complete the test as soon as possible.

Here you can see the start page of the test and where you will log in, then follow the instructions.



- **Oral interview**

Depending on the results of the test, you may be invited to an oral interview, which will take place online in 1-3 weeks before your course.

2. WHEN AND WHERE?

Start of classes at the study center: 8 September 2025

Address of the school (school building where classes are held): Voršilská 144/1, 110 00 Nové Město

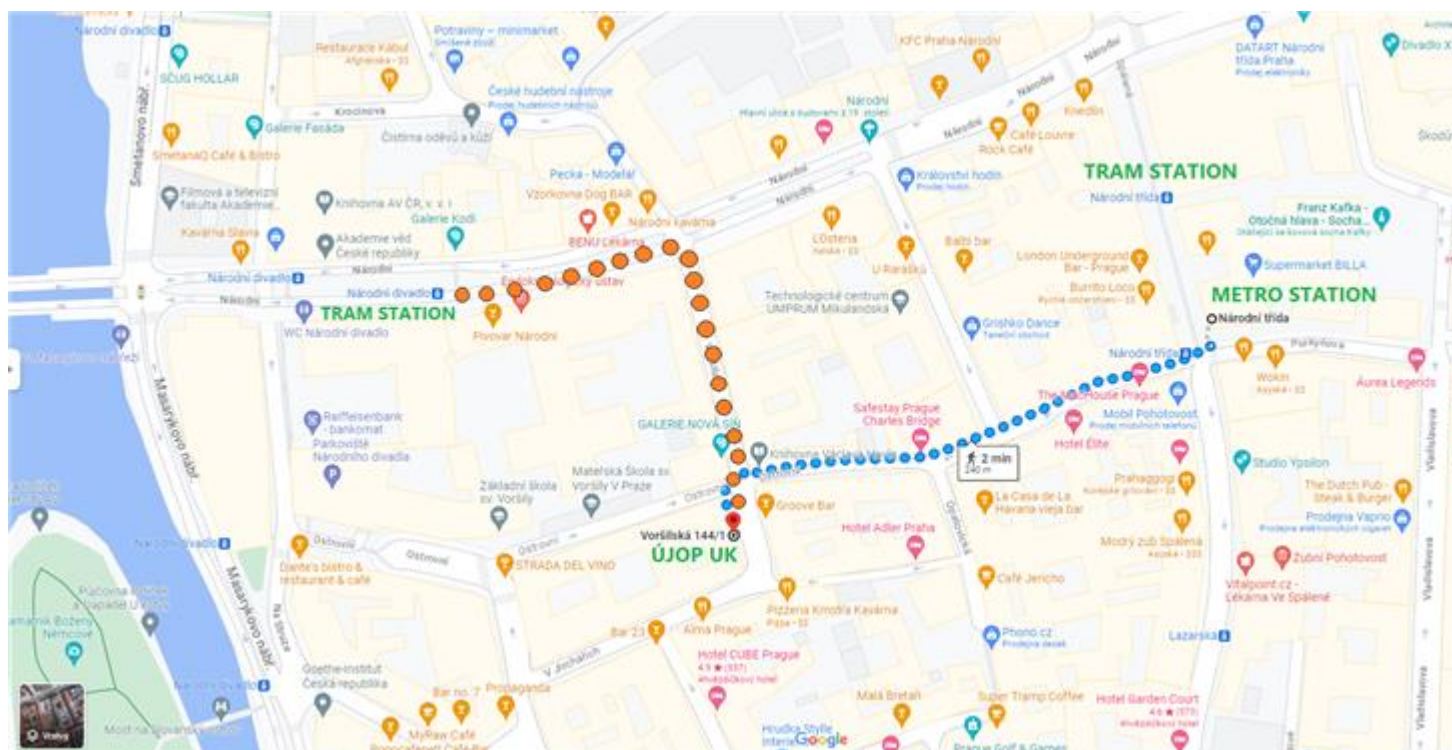
GPS: 50.08070727676585, 14.416755

The building reception is open from 7:00 AM to 8:00 PM. **The student class are automatically opened every working day from 8:30 AM to 9:30 AM, after which they are automatically locked.** If you arrive at school early, you can go to the PC room or the relaxation room.

- Phone number of the study department: +420 771 506 995 (Veronika) / +420 771 284 421 (Šárka)
Opening hours: Monday to Friday 8:30 AM – 11:30 AM and 12:30 AM – 3:00 PM
- Phone number for questions about application, visa, accommodation: +420 771 227 542 (Alena Janovová)

2.1. How to get to the school building

You can reach the Voršilská 1 school building on foot from the Národní divadlo tram stop and the Národní třída tram or metro line B stop.



2.2. First day of classes

First day of classes: 8 September 2025

Arriving at school at 8:30 AM to your class

Don't know which class to go to? Visit the Study Department in room 303 on the 3rd floor

Welcome session:

After the class, a welcome session will take place on the 5th floor of the building in the chapel. The session will begin with an introductory speech by the director of the study center at 1:00 PM.



2.3. What can you find at the Prague-Voršilská study center?

- On the second and third floors there are kitchens for students, always at the end of the corridor to the left of the stairs. Each kitchen has a refrigerator, dishwasher, microwave, dishes and an electric kettle. Here you can make tea or coffee and heat up your lunch.
- Relaxation room for quiet study
- Library / Study room with PC with internet
- The canteen is located on the ground floor of the building and is open **from 11:30 AM to 2:15 PM**.

3. WHAT TO BRING WITH YOU

It is very important that you bring the things you will need for your studies, so check the list to make sure you have everything ready.

3.1. To register at the study centre

All students need:

- An email with information on where you should report (which classroom), sent to you from the study department

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

- Declaration of the legal representative of the minor course participant ([form here](#) – download , print and give the legal representative to sign). **The document must be signed by the student's legal representative and notarized.**

During your registration you will fill in and sign:

- Student's personal sheet
- A statement on health and safety and fire protection instruction for students and participants in lifelong learning
- Eduroam Wi-Fi network terms and conditions

Please note: If you owe a debt to UJOP

If you owe a debt to UJOP (e.g. costs associated with sending DHL documents, outstanding course fees, etc.), you will be asked to pay this amount in the course of the first month of study. Please note that all payments in the study centre and in the dormitory can only be made in Czech currency or by credit card via terminal. We do not accept foreign currency. We recommend that you have a payment card that can be used for payments both via terminal and online.

3.2. For classes

- Writing utensils, notepad.
- A laptop or tablet with a keyboard (not just a phone). 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.

4. PROVISION OF ACCOMMODATION - IF YOU ALREADY HAVE A VISA, EMAIL US IMMEDIATELY For room reservation

If you have paid your accommodation deposit, we have a place reserved for you in the dormitory. If your room reservation has not been confirmed by email, please contact your academic assistant – studref2@ujop.cuni.cz .

Important: Please remember that you must send an email to ubytovani.hostivar@ujop.cuni.cz no later than 3 working days before your arrival with information about your planned arrival date.

If you do not let us know your arrival on time, your dorm room will not be ready for you before your arrival.

5. FROM PRAGUE AIRPORT TO THE DORMITORY HOSTIVAŘ

5.1. Address of the dormitory Hostivař

Address of the dormitory: [Weilova 1144/2, 102 00 Praha 10](#)

GPS: 50°03'07.9"N 14°32'19.0"E

The reception is open 24 hours a day.

Contacts of the accommodation office: +420 603 216 478 (Michal Janů), ubytovani.hostivar@ujop.cuni.cz

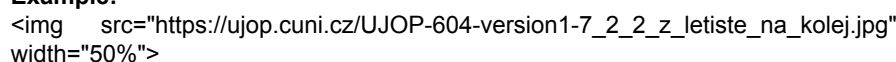
5.2. I'm taking public transport

From the airport to the Hostivař dormitory, you can take the following ride:

- From the Terminal 1 (or Terminal 2) stop to the Divoká Šárka stop by trolleybus number 59. Then from the Divoká Šárka stop to the Nádraží Hostivař stop by tram 26.
- From the Terminal 1 (or Terminal 2) stop, take trolleybus number 59 to the Nádraží Veleslavín stop, then take metro line A from Nádraží Veleslavín to Skalka station and then bus number 125 to the Nádraží Hostivař stop.?

You can buy a ticket in the orange vending machine directly in the trolleybus (you pay only by card) for 40 crowns or in the mobile application "PID Lítačka".

Example:

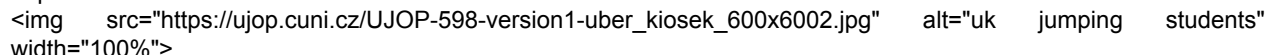
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Please note: we recommend downloading the mobile app PID Lítačka. It is available to download on [Google Play](#) and [Apple Store](#). It offers all Prague integrated transport tickets. You can even find your connection in the app and the app will also suggest the most suitable ticket for your trip.

5.3. I'm taking a cab

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 to order a taxi.

 https://ujop.cuni.cz/UJOP-598-version1-uber_kiosek_600x6002.jpg

5.4. Cash withdrawal 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.

6. CHECK IN AT THE DORMITORY

Important: Please remember that you must send an email to ubytovani.hostivar@ujop.cuni.cz no later than 3 working days before your arrival with information about your planned arrival date. **If you do not announce your arrival in time, your dorm room will not be ready for you before your arrival.**

The reception is open 24 hours a day. Upon arrival at the Hostivař dormitory, fill up the papers at the reception, present your passport, take your card and check in to your room.??

6.1. Finishing the registration of your accommodation

The registration process of your accommodation **must be finished** in the accommodation office (building No. 7, ground floor) within the office hours posted on the office door.

To finish your registration, you will need:

- A valid passport
- To pay a one-time deposit of CZK 10,000 (in cash in Czech crowns or by credit card via terminal). This deposit covers any damage caused during your stay in the dormitory. At the end of your stay, a settlement will take place and the deposit (minus any possible damages) will be returned to you.

6.2. Payment for accommodation:

The accommodation deposit you have paid (300 EUR/7050 CZK) starts to be used on your arrival day. The payment for accommodation is based on the [current price list](#). After the deposit is used up, you will pay for your accommodation according to the instructions of the accommodation administrator (Michal Janů, accommodation office, building No. 7, ground floor).

More information about the accommodation is available [here](#) .?

Important: We hold your accommodation reservation until 15 September 2025 at the latest. If for a serious reason students are planning to arrive after this date, they must contact the study department and the accommodation administrator to specify the date of arrival and provide a justification for the late arrival.

7. CLASSES

The classes start on: 8 September 2025 at 9:00 AM

Classes are held every Monday to Friday, except for Christmas holidays and public holidays.

Classes are held from 9:00 AM to 1:25 PM.

The school year schedule has been sent to you by email along with a link to this website.

Please note: No refunds will be given for missed classes!

7.1. Academic year

- is divided into two semesters
- during each semester, the results of the study are verified, a Czech exam is held at the end of each semester, Czech language teaching is conducted in Czech and at each stage of the academic year it is adapted to the level of language proficiency of the students

7.2. Necessary equipment

You will receive some of the lessons, teaching materials and study information from us solely in electronic form. Therefore, you will need a laptop or tablet with a keyboard (not just a phone!) to study successfully in the preparatory course and also for your future studies at universities in the Czech Republic. You will also need headphones, a microphone and a webcam (either all built-in or connected externally).

You will need a laptop for the entire academic year, as part of your studies (homework, asynchronous learning, communication with teachers and administration, webinars, etc.) will take place on the Microsoft Teams platform. The laptop can also be purchased after arrival in the Czech Republic, for example online in an e-shop (e.g. Alza.cz).??

7.3. Necessary equipment for efficient studying in Microsoft Teams:

The hardware requirements to run MS Teams on a computer (Windows for MS or Mac) are quite modest. A regular "office setup" on your computer will be enough. Of course, the more powerful the computer, the better the quality of the online lessons. Please also check if your PC cable needs an adapter for EU sockets.

Before the classes start, watch the tutorial video on Microsoft Teams.

7.4. Access to university systems and Microsoft Teams:

Each student must log in to the university system (CAS) and MS Teams before starting their studies. Each student will receive an email with their individual log in details and instructions how to proceed.

[Click here](#) for instructions on how to register in MS Teams.

[Click here](#) for instructions on how to change your CAS password.

7.5. General conditions of study

- participation in all monthly tests and examinations is compulsory for all students ?
- after the first monthly test, students may be reassigned to new class groups based on the results of the test and an assessment of their attitude to study (attendance, activity in class, on-time submission of homework, etc.) ?
- the teaching process in the classes is adapted to the students' abilities and their results in the continuous assessment and end of semester tests ??
- student receives a certificate of proficiency in Czech upon a successful completion of the final exam based on the result he/she achieves ?
- students are entitled to a consultation on topics they have not understood ?
- students' attendance is recorded in the programme. Absences (i.e. illness, late arrivals to classes, or other serious reasons) must not exceed 20% during the course of the study. If a student's absence exceeds the permitted limit, the procedure according to the Disciplinary Regulations of the UJOP UK (warning, suspension and expulsion from studies) is followed?
- students are obliged to follow the rules of conduct applicable in the programmes of the ÚJOP UK, we provide a safe learning and working environment for all students, teachers and staff. Any acts of discrimination, harassment or bullying based on race, nationality, gender, disability, gender identity, sexual orientation, religious beliefs or socio-economic status are not tolerated and will be sanctioned according to the disciplinary regulations ?
- in case of accommodation in the dormitories of the UJOP UK, students are obliged to follow the dormitory rules and the rules of respectful coexistence??

8. ACCOMMODATION IN THE DORMS

8.1. Payment for accommodation

The accommodation deposit you have paid (300 EUR / 7050 CZK) starts to be used on your arrival date. The payment for accommodation is based on the [current price list](#) . After the deposit is used up, you will pay for your accommodation according to the instructions of the accommodation administrator (Michal Janů, accommodation office, building No. 7, ground floor).

Important: Please note that all payments in the study centre and the dormitory can only be made in Czech currency or by card via terminal, or by transfer to an account (at the accommodation office only). We do not accept foreign currency. We recommend having a card that can be used for payments both via terminal and online.??

8.2. Cancellation policy for accommodation

The accommodation deposit is refundable after deduction of a 50% booking fee upon written request and only if the accommodation has not started. The deposit is non-refundable once the accommodation has started / once you check in to the dormitory. For further information, please refer to the [ÚJOP UK Terms of Payment and Cancellation](#) .

A request for termination of the accommodation must be sent to ubytovani.hostivar@ujop.cuni.cz at least one week before your final departure.

8.3. What is available at Hostivař dorms

Choose a single or double room with private bathroom, shower and fridge. Rooms are cleaned twice a week. You'll find kitchen and washing machines in the building. You can reliably connect to Wi-Fi throughout the building.

[More about the Hostivař dorm](#) ??

9. PUBLIC TRANSPORT IN PRAGUE

We recommend downloading the mobile app "PID Lítačka" which is available for download in [Google Play](#) and [Apple Store](#) . It offers all Prague integrated transport tickets. In the app you can also find your connection and the app will even suggest the most suitable ticket for your trip.

More about tickets:

- The usual ticket price for an adult per ride is 40 CZK (for 90 minutes) or 30 CZK (for 30 minutes).
- Tickets and fare <https://pid.cz/en/tickets-and-fare/>
- How and where to buy tickets <https://pid.cz/en/tickets-and-fare/how-to-buy-ticket/>

10. ASSISTANCE IN PRAGUE

If you need any help or advice on study once you arrive in Prague, please do not hesitate to contact the study department at: Voršilská 144/1, Praha 1 nebo na vorsilaska@ujop.cuni.cz .

If you need any help or advice on accommodation once you arrive in Prague, please do not hesitate to contact the accommodation administrator: Michal Janů, +420 603 2167478, ubytovani.hostivar@ujop.cuni.cz .

We would also like to recommend these websites that may be useful during your stay in Prague.

Prague Information Service: <https://www.prague.eu/cs>

Dictionaries: <https://slovniky.lingea.cz/> ; www.slovník.seznam.cz

Safety and health protection, Prague-Voršilská

<https://ujop.cuni.cz/UJOP-310.html> ? PDF [BOZP](#)

All students here have several beautiful, interesting, but also challenging months ahead of them. You have to master a foreign language and adapt to life in a foreign country. Therefore, it is necessary to make studying Czech a permanent priority for you.

We will support you as much as possible on your educational journey and prepare a stimulating, motivating and pleasant environment for you. We will offer you support in choosing a university, making an application and getting nostrified. However, the essential part of the work remains with you, the student - your motivation, diligence, fulfilling your study obligations and adhering to all the conditions of the programme.

We can do it together!