
Podebrady – Government Scholarship Holders

WELCOME TO UJOP CHARLES UNIVERSITY!

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Congratulations — your journey to studying in the Czech Republic starts here.

To help you prepare for your arrival and the start of your studies, we have gathered all essential information and instructions in one place.

Start with the checklist. Download it, tick off each step, and you'll always know exactly what to do next. Some steps have deadlines, so don't leave them for later. The full instructions below cover everything — just find the matching section.

[Download checklist HERE!](#)

IMPORTANT INFORMATION



1. WHEN AND WHERE?

Arriving at the study centre: 1 September 2026 - 6 September 2026

Start of classes: 7 September 2026

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

Description of the route is given below in the paragraph 7. FROM PRAGUE AIRPORT TO THE DORMITORY.

- Study department: jana.tomasova@ujop.cuni.cz / ivana.stikova@ujop.cuni.cz
- Phone number of the study department (**Mon-Fri 8:00 AM - 3:00 PM**): +420-775-208-149 (Jana Tomášová)
- Dormitory: kolej.podebrady@ujop.cuni.cz

For more contacts and information, visit the [Poděbrady Study Centre page](#)

2. WHAT TO BRING WITH YOU

It is very important that you bring the documents and items that will be necessary for your registration, study and diploma recognition. Remember to check the list to make sure everything is ready before your departure.

2.1. To register at the study centre

All students need:

- A valid passport.
- One colour passport photo (3,5 x 4,5 cm).
- The decision on awarding a scholarship

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 form is available here - download](#) , print and have your parent or legal guardian sign it).

The document must be signed by the student's parent or legal guardian.

If you have a question regarding registration, write to studijni.podebrady@ujop.cuni.cz .

2.2. To have your diploma recognised

All students need:

- Documents for nostrification

For more information and a detailed list of documents, see [Nostrification of secondary education](#) and point 11.

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

- Power of attorney for the nostrification process (a form with the details of the authorised person was sent to you by email - download, print and have your parent or legal guardian sign it. **The document must be signed by the student's parent or legal guardian and notarized. The document is not valid without notarization**

If you have a question regarding nostrification, write to ivana.stikova@ujop.cuni.cz (nostrification of a high school diploma) or jana.tomasova@ujop.cuni.cz (nostrification of a university diploma).

2.3. For classes you need:

- 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.

3. IF YOU ALREADY KNOW YOUR ARRIVAL DATE, EMAIL US IMMEDIATELY for your room to be prepared.

3.1. Arrival 1 - 7 September 2026

Once you know the date and time of your arrival, please report (**no later than 25 August 2026**) this information to the following email address:

- studijni.podebrady@ujop.cuni.cz

Please include "**ARRIVAL + student's name**" in the subject line of the email. Attach a scan of your visa to the email.

Please note: Without confirmed arrival information, your room cannot be ready before your arrival.

3.2. Arrival after 7 September 2026

Late arrival (i.e. after 7 September) is accepted only for serious and justified reasons and under the condition of online class participation, but **no later than 15 October**. When registering your arrival, explain the reasons for the delay.

In case of late arrival, the student is obliged to inform the study department and the dormitory by e-mail to the following address:

- studijni.podebrady@ujop.cuni.cz

Include "**DELAYED ARRIVAL + student's name**" in the subject line of the email.

Please note: No refunds for missed classes (including online classes)!

4. STUDYING BEFORE ARRIVAL

To support you on your educational trip as much as possible, we have prepared a [summary of academic courses](#) related to your chosen field of study. We recommend using the time before your arrival to study these topics to give yourself the best possible start.

5. FROM PRAGUE AIRPORT TO THE DORMITORY

5.1. 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. We recommend watching two short videos on YouTube before you arrive:

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5.2. I'm taking public transport

1. In the first place, you need to get from the airport to the Main Station (Hlavní nádraží). We recommend downloading the mobile app "PID Lítačka". It is available for download in [Google Play](#) and [Apple Store](#). In the app, 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.

The way from Poděbrady railway station to the dormitory is a footpath and leads through a wide avenue, past the spa houses and through the park.

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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.

If you want to use a taxi not only for travel in Prague, but also to Poděbrady, expect a higher price (the distance from the school building / dormitory to the airport is approximately 70 km).

5.4. Address of the dormitory and school

Address of the school (school building): [Jiřího náměstí 1/8, Poděbrady](#)

GPS: 50.1414789N, 15.1195133E

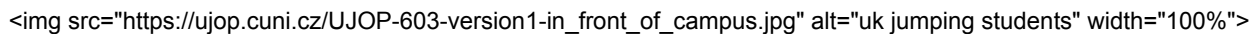
Address of the dormitory: [Jana Opletala 77, Poděbrady](#)

GPS: 50.1430228N, 15.1263144E

- Study department: jana.tomasova@ujop.cuni.cz / ivana.stikova@ujop.cuni.cz

- Phone number of the study department (**Mon-Fri 8:00 AM - 3:00 PM**): +420-775-208-149 (Jana Tomášová)
- Dormitory: kolej.podebrady@ujop.cuni.cz

For more contacts and information, visit the [Poděbrady Study Centre page](#)

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6. CHECK IN AT THE DORMITORY

Important: Please remember that you must send an email no later than 25 August 2026 with information about your planned arrival date (see 4. DO YOU ALREADY KNOW YOUR ARRIVAL DATE? EMAIL US IMMEDIATELY). If you do not announce your arrival in time, your dorm room will not be ready for you before your arrival.

The hotel reception (Jana Opletala 77) is open 24 hours a day. Upon arrival at the dormitory, register at the reception, take your key and check in to your room.

For your registration, you will need:

- A valid passport
- Completed [registration form for foreign police](#)
- 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**

6.1. Payment for accommodation:

Payment for accommodation is deducted directly from the scholarship. For more detailed information about the scholarship, please see point 9.

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

7. REGISTRATION WITH THE FOREIGN "POLICE"

7.1. I have a D/VC visa or a DP biometric card

Students STAYING in the dormitory are NOT required to report to the foreign police. Their arrival will be reported by the dormitory administration after they have registered at the dormitory.

Students who are NOT accommodated in the dormitory MUST register on their own at the foreign police within 3 working days from the date of arrival.

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7.2. I have a D/VR visa

You must register at the Department of Asylum and Migration Policy of the Ministry of the Interior of the Czech Republic (OAMP MV ČR) within 30 calendar days. Don't worry, our study department will help you.

More information about reporting to the OAMP MV ČR

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7.3. I am from Ukraine

7.3.1. I have a temporary protection visa

Students STAYING in the dormitory are NOT required to report to the foreign police. Their arrival will be reported by the dormitory administration after they have registered at the dormitory.

But they must report their change of residence address to competent authorities. The form is available in the office of the Study department.

Students who are NOT accommodated in the dormitory MUST report their change of residence by themselves to the Department of Asylum and Migration Policy of the Ministry of the Interior of the Czech Republic (OAMP MV ČR).

General information on temporary protection is available on website [Nasiukrajinci.cz/ua](https://nasiukrajinci.cz/ua)

You can also find other important information [here](#) or check out our [website](#).

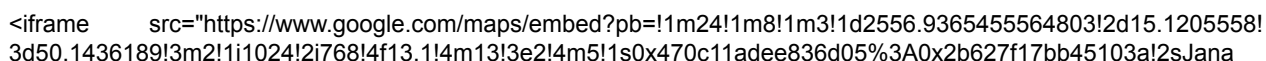
7.3.2. I don't have a temporary protection visa yet

General information on temporary protection is available on website [Nasiukrajinci.cz/ua](https://nasiukrajinci.cz/ua)

You can also find other important information [here](#) or check out our [website](#).

8. REGISTRATION TO STUDY

Registration takes place from 1 September 2026 every working day in the office of the study department in the first building on the right after entering the castle grounds. After arriving at the study centre, you will need to sign up for a registration appointment online. Further information and a QR code will be provided after you arrival (instructions will be posted in the school and dorm building).



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 1s0x470c11b16794a101%3A0x513115cae6db207b!2zWsOhbWVrIFBvZMSbYnJhZHk!3m2!1d50.1420941999999995!
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8.1. To register to study you will need:

All students:

- A valid passport.
- One colour passport photograph (3,5 x 4,5 cm).
- The decision on awarding a scholarship

Underage students (students who have not reached the age of 18 at the time of registration) are also required to bring from home:

- A consent that photographs and video footage taken during classes and school events may be used for promotional purposes ([the form is available here - download](#) , print and have your parent or legal guardian sign it).

8.2. 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.

During the first week, you will receive a chip to enter the school building. The deposit for the chip is 200 CZK and will be refunded after you return the chip at the end of the school year.

9. SCHOLARSHIP

The first scholarship will be paid in cash at the study center's cash desk the second day after registration, and the others will be paid into a bank account that you need to open with a Czech bank. During registering for the study you will receive a form to fill in the account number.

10. CLASSES

The classes start on: 7 September 2026

10.0 Academic year

- is divided into trimesters
- during each trimester the study progress will be carefully monitored, at the end of each trimester there will be language exam
- teaching is in Czech and is adapted to the students' level of language proficiency at each stage of the academic year

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10.1. 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).

10.2. 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.](#)

10.3. Access to university systems and Microsoft Teams:

On the first day of studies, each student will receive individual log in details for the university system (CAS) and MS Teams 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.

10.4 General conditions of study

- participation in all tests, examinations and credits is compulsory for all students
- after the first trimester, students may be reassigned to new class groups based on the results of the trimester exam, results of the placement 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 term tests
- 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 UJOP 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 the case of accommodation in the dormitories of the UJOP UK, students are obliged to follow the dormitory rules and the rules of respectful coexistence

11. NOSTRIFICATION (Diploma recognition)

When applying to a Czech university, applicants (including foreigners) must provide evidence of their previous education (a report card, certificate or diploma). If you have completed your education in a country other than Slovakia, Poland, Germany, Hungary or Slovenia, your certificate or diploma must be recognised so that you can continue your studies in the Czech Republic.

To have your document recognised by the Czech Republic as equivalent to a Czech one, you must go through a nostrification procedure. The nostrification process starts soon after you arrive at the study centre.

Students of the preparatory courses of UJOP UK receive help with collecting and submitting documents from academic supervisors. This service is free of charge, you do not have to pay an additional fee for assistance with diploma recognition - the cost of this service is included in the course fee. You only pay for the cost of notarization, translations and government/faculty fees for the nostrification process itself.

It is therefore necessary to bring the original documents with you to the Czech Republic for nostrification. The list of documents required and detailed information on the nostrification process is available [here](#).

If you have any questions about the nostrification, please contact your academic supervisor: ivana.stikova@ujop.cuni.cz (nostrification of a high school diploma) or the Study Department jana.tomasova@ujop.cuni.cz (nostrification of a university diploma).

12. ACCOMMODATION IN THE DORMS

There are double rooms with shared bathroom reserved for you. We will provide you with bed linen and we will change it every two weeks like in a hotel. Other than that, we leave the laundry to you. There are two washing machines and dryers at your disposal. We know that you can't study without the Internet, therefore you'll have a reliable connection to Wi-Fi in the whole building.

There are shared kitchens equipped with a ceramic hob, microwave and kettle in the dormitory. If you don't like to cook, we have good news: There are plenty of restaurants nearby.

[More about the Poděbrady dorm](#)

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 (at the dorm only). We do not accept foreign currency. We recommend having a card that can be used for payments both via terminal and online.

13. DO YOU WANT TO VISIT PRAGUE

From Poděbrady to Prague and back, you can easily take Prague Integrated Transport, which covers the territory of Prague and the Central Bohemian Region and extends to other regions. For example, trains from Poděbrady to Prague and from Prague to Poděbrady depart every half hour.

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:

- 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/>

14. ASSISTANCE IN PODĚBRADY

If you need any help or advice on accommodation or study once you arrive in Poděbrady, please do not hesitate to contact the study department at: [Jiřího náměstí 1/8, Poděbrady](#) or at jana.tomasova@ujop.cuni.cz / ivana.stikova@ujop.cuni.cz . For more contacts, visit the [Poděbrady Study Centre page](#) .

Your journey continues here.

The year ahead will be exciting, inspiring, and sometimes challenging. You will develop academic skills, deepen your subject knowledge and adapt to life in a new country. Success will require commitment, responsibility, and consistent effort.

At UJOP CU, we will support you throughout this journey. We will help you with your studies, guide you in choosing a university, and assist you with applications and nostrification. However, the most important factor in your success will always be **your own motivation, perseverance, and dedication**.

You have taken the first step. Now let's move forward together. We look forward to meeting you and supporting you on your path to university studies in the Czech Republic.

<h3 style="text-align: left;">Webinar on the structure of instruction</h3>

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<h3>Explore Student life at UJOP</h3>

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