ARRIVAL INFORMATION 2022/2023
Study Centre Praha (Krystal)

School Registration, Arrival Notification

<table>
<thead>
<tr>
<th>Address of Study Centre:</th>
<th>Address of accommodation:</th>
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<tbody>
<tr>
<td>José Martího 2/407, Praha 6 (please see the <a href="#">map</a>)</td>
<td>Kolej Hvězda, Zvoníčkova 5, Praha 6</td>
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</tbody>
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Classes start on **5.9.2022.**

We expect students to arrive from **1.9.2022.**

**No later than a week (!) before arrival** you have to send an e-mail with your arrival date to the study centre and to the dormitory ([kolej.hvezda@kam.cuni.cz](mailto:kolej.hvezda@kam.cuni.cz)).

**We strongly ask students to inform us about granting or rejecting the visa without delay.**

**Information of your arrival MUST** be sent to the following e-mail addresses: [weixi.jiang@ujop.cuni.cz](mailto:weixi.jiang@ujop.cuni.cz) (Study Coordinator) **as soon as you have the details.** In the subject line write “ARRIVAL” + your name.

**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 [weixi.jiang@ujop.cuni.cz](mailto:weixi.jiang@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!**

*Note: In the event of a changed covid situation in the world and the EU, you will be properly informed about the conditions of arrival (test, quarantine, etc.), if the Ministry of Health of the Czech Republic determines them.*

**Registration to the course**
Students waiting for their visa can start the registration on-line and complete it after their arrival to Prague.

**IN PERSON Registration** takes place from **1.9.2022 Mon-Fri from 8.00 a.m. to 4.00 p.m. at Krystal in the study department office No. 346** (details will be specified later), **where you need to present:**

1. Valid Passport – front page with the photo and page with the granted visa
2. One colour ID photograph (3,5 x 4,5cm)
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).

At the registration you will sign:
- Personal student list;
- Terms of use of Wi-Fi Eduroam

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 weixi.jiang@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 (History of Arts, Architecture, International Relations, Medicine, Dentistry, etc.),
- scan or photo of your passport, valid visa and
- Health insurance card (both sides).
The Registration process will be completed at the Personal Registration (see above).

Note: In case of debt (for ex. the costs associated with sending documents by DHL, outstanding study fee etc.) you will have to pay the amount in cash in Czech crowns, on the day of in person registration.

Foreigners police registration

Students accommodated in Hvězda dormitory do not need to register themselves at the police – the administration of the lodging facility notifies the police of their arrival after registering for the accommodation. Students who are not accommodated in the dormitory are required to independently register at the foreign police within 3 (three) working days from the date of arrival at the address for Prague residents: Olšanská 2176/2, 130 51 Praha 3.

In case you have a short-term residence visa with designation D/VC (R), then within 3 working days or other term pre-arranged with the curator, you have to report at the OAMP MV ČR department according to the residence address in the Czech Republic, where your biometric data will be taken. You will receive a plastic residence permit card. You have to bring your passport and the health insurance with you. The address of OAMP MV ČR (student office) in Prague – only after previous phone reservation at + 420 974 820 680 - is: Hládkov 682/9, Praha 6 – Střešovice.

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.

Dormitory accommodation address: Kolej Hvězda, Zvoníčkova 5, 162 08 Praha 6,
Details about the Student Residence Hvězda
Description of the travel from the airport to the dormitory Hvězda (click on the link)
Do not forget!!! No later than a week (!) before arrival you have to send an e-mail with your arrival date to the study centre (see page 1) and to the dormitory (kolej.hvezda@kam.cuni.cz).

Upon arrival at the dormitory Hvězda, check in at the registration office (Ubytovací kancelář), during office hours:

<table>
<thead>
<tr>
<th>Day</th>
<th>Monday</th>
<th>Tuesday – Thursday</th>
<th>Friday</th>
<th>Saturday, Sunday</th>
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<tr>
<td></td>
<td>7:00 – 11:00</td>
<td>7:00 – 11:00</td>
<td>7:00 – 11:00</td>
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<tr>
<td></td>
<td>12:45 – 18:00</td>
<td>12:45 – 15:00</td>
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At the registration office:
Present:
- Passport, voucher for accommodation and/or Accommodation agreement (in English) and one colour ID photograph (3.5 x 4.5cm)
  (You will additionally bring the original of study confirmation, to prove that you are the ILPS CU student, after the registration at Krystal study centre)
- Any card with a chip which will be used to enter the building. If you do not have a card with a chip, you can ask to rent a chip (for 50 CZK) and after issuing an Alive card (see attachment), you can download the access rights to this card.

Receive:
- Your copy of the Accommodation agreement (in Czech; you could need this for the registration at the Ministry of the Interior, Foreign Police);
- A room key.

Accommodation payment:
The use of the prepaid accommodation fee (300 EUR) starts from the day of your arrival. The deposit is spent according to the type of your payment and the current price-list.
The refundable deposit at the Hvězda dormitory is 2.100 CZK.

We strongly recommend that you plan your arrival during office hours! (see above). If you arrive outside office hours and do not inform the dormitory about your arrival in advance (see above), YOU WILL NOT BE ACCOMMODATED.

Accommodation cancellation conditions:
Accommodation deposit is refunded with deduction of 150 EUR reservation fee, before your arrival and upon written notice. After your arrival the deposit is non-refundable. For more see ILPS CU Cancellation Policy.

NECESSARY EQUIPMENT FOR FULL-FLEDGED STUDIES IN Microsoft Teams

Please note that for successful studies on the ILPS 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 a 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.

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 the computer, the better 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.

**DOCUMENTS FOR NOSTRIFICATION**

It is necessary to have with you the original documents for nostrification – the list of documents can be found HERE. In case you have some questions regarding nostrification before your arrival, please contact: kurator.krystal@ujop.cuni.cz.

**DOCUMENT TRANSLATIONS**

Your documents which are necessary for your studies validation (“nositikace”) 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.

**ARRIVAL IN THE CZECH REPUBLIC**

Students must arrive at the lodging facility on their own and be present in person at the registration in the Study Centre. You can find information about the transport from the airport to the Hvězda Dormitory HERE.

Be aware that in the Czech Republic, in most cases, foreign currency is not accepted. Therefore, we advise you to exchange a small amount of money for CZK (500-1000 CZK) for transport and other minor expenses immediately after arrival. There are exchange offices at the airport and on the first floor of the Krystal hotel.

**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 Lilyčka” 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) or 30 CZK (for 30 minutes).

**NOTE:** From the airport to Hvězda dormitory it is enough to buy a ticket for 30 CZK.

**ASSISTANCE IN PRAGUE**

Should you need an assistance or advice regarding your accommodation or study after your arrival in Prague, please do not hesitate to approach the Study Department at: José Martího 2/407, Prague 6 or at weixi.jiang@ujop.cuni.cz.

The Prague-Krystal Study Centre and the ILPS CU Study Department wish you a safe journey to the Czech Republic and successful study!