ARRIVAL INFORMATION 2021/2022
Study Centre Mariánské Lázně

<table>
<thead>
<tr>
<th>School Registration, Foreigners Police Registration</th>
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<tbody>
<tr>
<td>Address: <strong>Hlavní 390, Mariánské Lázně</strong> (map enclosed)</td>
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Students with a visa duty: As soon as you receive information about the result of your visa application, please let us know!

Kindly inform us (at least 1 week in advance) about the exact date of your arrival. Information of the scheduled arrival kindly send by email to eva.matouskova@ujop.cuni.cz and copy to email studref3@ujop.cuni.cz.

**DELAYED ARRIVALS:** 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 eva.matouskova@ujop.cuni.cz and in copy to e-mail: studref3@ujop.cuni.cz. As a subject of the e-mail write “DELAYED ARRIVAL” + Your NAME. **Be aware of the fact that for missed classes** (incl. non-contact) **there is no refund!**
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 eva.matouskova@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 (medicine, chemistry, pharmacy etc.), scan or photo of your passport, valid visa and Health insurance card (both sides). Than your study consultant will contact you by e-mail or MS TEAMS for obtaining other necessary information.

Personal Registration to the course: will take place at school (Karlovarská 333, Mariánské Lázně) as soon as it’ll be possible (after quarantine and negative result of control PCR Covid test – if it’s required).

At the Personal Registration, you will need:

1. Valid Passport

2. Birth certificate

3. Certificate of vaccination (all-life vaccination; if you have one)

4. Signed Accommodation Contract (under- age students)

5. One Photo in passport format

6. 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).

7. Documents needed for Nostrification (see attached and here).

In case you have any questions regarding nostrification before your arrival, please contact: eva.matouskova@ujop.cuni.cz
Student minors:

Declaration:

- that Charles University does not take the responsibility for under-age students during their studies, outings, cultural programs and in accommodation area
- that photographs taken during the class and school events can be used for promotional purposes.

Signatures on the Declaration must be legalized (example of Declaration attached). If these documents are not presented, the under-age student cannot begin his/her studies at the school!

Underage students (17 years) have to bring with them AUTHORIZATION for the nostrification process (form attached).

Note: In case you have to pay some bank fees, DHL or you have some other debt you will be asked to pay the amount upon registration.

Foreign police registration:

Students, who’ve obtained the visa type D/VR/23, must report in person to the Foreign police within 3 working days from the arrival date or finished quarantine. Further information will be available after the registration to the course at the Study Centre. It is a student’s responsibility to register on time.

Students, who’ve obtained visa type D/VC/24 will be reported to the Foreign police by dormitory reception. 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.

Medical check-up:

Upon arrival to the Study Centre all students are obliged to undergo health examination (laboratory testing as well as Medical Eligibility Confirmation needed for applications to the faculties of medicine and other faculties in the Czech Republic included). The price of this examination (approx. 120 EUR) is not included neither in the course price nor in the Health Insurance costs.

Accommodation:

If you reserved accommodation and paid the 600 EUR deposit, check-in is possible from 1. 9. 2021.

Reception is open 24 hours a day. If you want to arrive before this date, you must announce it and make a reservation at least 1 week in advance on this e-mail: vlasta.peliskova@ujop.cuni.cz.
Address of accommodation: Hlavní 390, Mariánské Lázně (room type - A, B, C, D, E, F, G)

At check-in desk show your passport. **Attention for those who have not reserved the accommodation yet:** we STRONGLY RECOMMEND YOU to see our website.

**The accommodation deposit will be calculated from the day of arrival** in accordance with the price per person and in accordance the type of room (deposit covers approximately 3 months of accommodation, depending on room type). Once the deposit has been used up, subsequent payments for accommodation are made in accordance with the instructions of the housing institution. More detailed information about the method of further payment will be explained to you at the administrator at the reception of the dormitory, or in the student department of the Study Center.

**Cancellation of accommodation:** Accommodation deposit is refunded less 150-euro reservation fee before arrival and upon written notice. After arrival the deposit is non-refundable. For more see ILPS CU Cancellation Policy.

**Arrival with parents:** We do not provide accommodation for student´s parents or relatives. For arranging accommodation you can use these websites: www.booking.com, The Official Tourist Website: Mariánské Lázně (marianskelazne.cz).

**DEPOSIT**

**The deposit to be paid upon arrival at Director´s office – 5.000 CZK.**

This deposit serves to cover any possible damage to your room during your stay. Your deposit will be settled at the end of your stay. If you hand over your room in good order (keys included), you will receive the complete deposit, in case of damage, the price for repair will be deducted from your deposit.

**Note:** There are several banks in Mariánské Lázně. The closest bank (ČSOB a. s.) is situated next to the dormitories, another banks (Komercni banka, UniCredit, ....) are in the city centre as well.

**ARRIVAL TO THE CZECH REPUBLIC**

![Transportation options]

It is students´ responsibility to get to their Study Centre on their own.

ILPS UK offers the possibility of transferring students from Václav Havel airport and Karlovy Vary airport (flights from Moscow) to the study centre and the dormitory. If you are interested in arranging transfer via UJOP, please contact Mrs. Eva Matoušková – eva.matouskova@ujop.cuni.cz. Together with your request for
transfer, send the full scan of your flight ticket. In return, you will get detail information including price, pick up time etc.

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<tr>
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<th>Car</th>
<th>Minibus (6 persons)</th>
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<tr>
<td>Václav Havel Airport – Mariánské Lázně</td>
<td>2500 CZK</td>
<td>3000 CZK</td>
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<tr>
<td>Bus station Prague Florenc – Mariánské Lázně</td>
<td>2800 CZK</td>
<td>3300 CZK</td>
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<tr>
<td>Karlovy Vary Airport – Mariánské Lázně</td>
<td>900 CZK</td>
<td>1100 CZK</td>
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Please, be so kind and read our instructions below and use them as a guide (in case you do not want to use our transfer).

We recommend you to study the information for your transportation from the airport here. Please take note that in the majority of cases the only currency accepted in the Czech Republic is the Czech Crown (CZK). Therefore, we recommend that you exchange some money at the airport for your transportation and first expenses.

General information on public transport in Prague

For public transport you need to buy a ticket, at any tobacco shop/newsagent or in automat - orange colour - at the bus stops (but not at each stop there is the ticket automat). The automat only accept coins (5, 10, 20, 50 CZK). The regular ticket for one ride (90 minutes) with transfers costs 40 CZK. For more read here. 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 usual price of a ticket for an adult for one ride is 40 CZK (for 90 minutes).

Transport from Prague airport to the city centre:
1) Bus no. 119 will take you to metro stop NÁDRAŽÍ VELESLAVÍN (line „A“ - green)
2) Bus no. 100 will take you to metro stop ZLIČÍN (line „B“ - yellow)
3) AE (Airport Express Bus) will take you to metro stops DEJVICKÁ, NÁMĚSTÍ REPUBLIKY and HLAVNÍ NÁDRAŽÍ (main railway station). It runs daily, 5:30 am to 20:53 pm, the ticket costs 60 CZK, and you pay to the driver. You cannot use a regular ticket here.

Departures from Prague to Mariánské Lázně (detailed information): See attached.
Connection from VACLAV HAVEL AIRPORT ----HLAVNÍ NÁDRAŽÍ/FLORENC ------MARIÁNSKÉ LÁZNĚ
We recommend our students to go by train because the train departures to Mariánské Lázně several times a day. Detailed information can be found here and in the attachment.

Safe journey to the Czech Republic and success in your studies!
Student Services Department, ILPS CU