ARRIVAL INFORMATION 2021/2022
Study Centre Praha (Hostivař)

School Registration, Foreigners Police Registration, Arrival Notification

<table>
<thead>
<tr>
<th>Address of Study Centre: Weilova 1144/2, Praha 10 (please see the map)</th>
<th>Address of accommodation: Weilova 1144/2, Praha 10</th>
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<tbody>
<tr>
<td>Classes start on 6. 9. 2021. Due to current epidemiological situation it is very probable that most students after their arrival to Czech Republic will have to quarantine. Therefore, the classes start on-line.</td>
<td>We expect students to arrive from 1. 9. 2021. Students of the combined programme are expected to arrive from 1. 1. 2022.</td>
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We strongly ask the students to inform us about the granting or rejecting of their visa without delay.

The information concerning your arrival must be sent to the following e-mail addresses: ubytovani.hostivar@ujop.cuni.cz - (accommodation assistant - Michal Janů) and nicole.bulantova@ujop.cuni.cz (Study Assistant Nicole Bulantová), and CC to liana.dolminyan@ujop.cuni.cz ASAP. In the e-mail subject line write “ARRIVAL” + your name.

Registration to the course
First part of registration takes place from 1. 9. 2021 on working days from 8.00 a.m. to 4.00 p.m. ON-LINE in Microsoft Teams. Final part of registration will be completed after self-isolation/quarantine. Specific registration details will be given later.

In order to process the ON-LINE school registration, you have to send a scan/photo of the bellow listed documents to nicole.bulantova@ujop.cuni.cz (documents and information can also be sent in advance before the arrival):
1. Valid Passport – front page with the photo and page with the granted visa

2. One coloured ID photograph (3,5x4,5cm) in the .jpg format

3. Student’s contact details – e-mail and phone number with the international code
4. Parent’s contact details – first name and last name, e-mail and phone number with the international code

Final IN PERSON registration will be held in the study department of the study centre Praha - Hostivař (details will be specified later), where you:

Present
• The passport;
• Original of medical insurance agreement and card;
• Minor students must provide a statement with consent of study, taking photos and videos, signed by parents (form in the application)

Sign
• Personal student list;
• Terms of use of Wi-Fi Eduroam

Foreigners police registration:

Students who live in the Prague-Hostivař lodging facility 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 do not stay in the lodging facility are required to register independently at the foreign police within 3 (three) working days from the date of arrival (after self-isolation/quarantine with a negative test result on COVID-19) at the address for Prague residents: Olšanská 2176/2, 130 51 Praha 3.

In case a you have arranged a short-term residence visa with designation D/VC (R), then within 3 working days (after self-isolation/quarantine with a negative test result on Covid-19) 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 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.
Accommodation address: Weilova 1144/2, 102 00 Praha 10.

Do not forget!!! No later than a week before arrival you have to send an e-mail with your arrival date to ubytovani.hostivar@ujop.cuni.cz.

After arriving at Hostivař dormitory, register at the reception, take a key and a chip, and check in the room. STAY IN SELF-ISOLATION/QUARANTINE in accordance with the current conditions that can be found on: https://ujop.cuni.cz/en/pre-arrival-information-for-ilps-cu-students in the document Up-to-date detailed information for students regarding COVID-19.

For the second registration AFTER QUARANTINE (with negative test for Covid-19), come to "ubytovací kancelář" on the ground floor in building No. 8, after e-mail notification sent to ubytovani.hostivar@ujop.cuni.cz.

Description of the dormitory:
The dormitory has single and double rooms. All rooms with private facilities, shower, refrigerator and free internet connection (wi-fi). There are no dishes and towels in the rooms. There are 10 rooms on each floor with a shared kitchen. We recommend that students, upon arrival, purchase their own dishes. The kitchen is equipped with an induction hob, so when choosing cooking utensils (pots, pans, etc.), you need to take this fact into account and use only special utensils when preparing food. Electric stoves, heaters and other dimensional electrical appliances in the rooms are prohibited. The dormitory has washing machines where you can do your laundry for free, but with your own washing powder. Near the dormitory there is a grocery store, post office, pharmacy, health centre and restaurants.

The entire campus, including the study centre and dormitory, is strictly non-smoking (also applies to smoking in rooms)! Anyone who does not comply with the ban can be expelled from the training centre and hostel without refund!


Deposit for accommodation: Upon arrival, a deposit of 5,000 CZK must be paid for possible damage to the room and any arrears during the stay. Payment must be made during personal registration (cash in CZK or by credit card). At the end of your stay, a payment will be made and the deposit (minus any possible damage) will be returned by bank transfer to your Czech account. Please note that payment for all services in the centre can be only done in Czech crowns or by bank card through the terminal (no foreign currency is accepted).

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

We recommend to have a bank card that you can pay, both through the terminal and via the Internet.
Arrival accompanied by parents and organization of their accommodation:
If you are accompanied by your parents and they need to book accommodation in the same dormitory where you will be staying, write an email to the address: ubytovani.hostivar@ujop.cuni.cz, and provide the following information:
Name, surname, date of birth, date of arrival and departure, e-mail to receive confirmation of the reservation. You must also attach a copy of your passport - a page with personal data.

Accommodation cancellation conditions:
Accommodation deposit is refundable 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 in the ILPS CU annual course and for future studies at universities of the Czech Republic you need 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 the whole academic year (not only during quarantine), 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 who expect to arrive in the Czech Republic late and need to start studying from 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 sufficient to have a regular “office set” in the computer. Of course, the more powerful the computer, the better the quality of online lessons.
Before you start school, look at the learning video on Microsoft Teams.

DOCUMENTS FOR NOSTRIFICATION

It is necessary to take with you the original documents for nostrification - a list of these documents can be found HERE (click on Document).

In case you have some questions regarding nostrification before your arrival, please contact: kurator.krystal@ujop.cuni.cz; nicole.bulantova@ujop.cuni.cz.
ARRIVAL IN THE CZECH REPUBLIC

Students must arrive to the lodging facility themselves and be present in person at the registration in the Study Centre.

The information about the transport from the airport to the Study Centre can be found 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.

General information about public transport in Prague

For public transport in the city, you need a ticket, which can be bought at newsagent’s or orange vending machines located in metro lobbies and at some tram and bus stops. The price of a single adult ticket is 40 CZK (90 minutes) or 30 CZK (30 minutes). To travel from the airport to Hostivař you need a ticket for 40 CZK.

You can also book a transfer.

If you want to order a transfer from the airport to Hostivař, write to kurator.krystal@ujop.cuni.cz (at least 48 hours before your arrival). Be sure to indicate: your name and surname, date and time of arrival, flight number and the city from which you take off.

The fare to Hostivař is 590 CZK (= 23 EUR, 28 USD).

ASSISTANCE IN PRAGUE

Should you need any assistance or advice after your arrival in Prague, please do not hesitate to contact the Study Department at: José Martího 2/407, Prague 6, telephone number: +420 724 076 495, Ms. Nicole Bulantová (working days 8 a.m. – 4 p.m.).

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