ARRIVAL INFORMATION 2021/2022
Study Centre Praha (Krystal)

School Registration, Foreigners Police Registration, Arrival Notification

| Address of Study Centre: José Martího 2/407, Praha 6 (please see the map) | Address of accommodation: José Martího 2/407, Praha 6 |
| 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. | We expect students to arrive from 1. 9. 2021, i.e., it is possible to move into the Krystal dormitory and register on-line from September 1st. The registration will be completed in person after the quarantine. Students from the combined program are expected to arrive from 1. 1. 2022. |

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

The information concerning your arrival must be sent to the following e-mail addresses: jana.gersiova@ujop.cuni.cz – (accommodation assistant – Jana Geršiová) and nicole.bulantova@ujop.cuni.cz (Study Assistant Nicole Bulantová), and CC to liana.dolminyan@ujop.cuni.cz ASAP. In the email's 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 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 at Krystal in the study department office No. 337 (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-Krystal 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 are not living in the lodging facility are required to independently register 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 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.
Accommodation address: Hotel KRISTAL, José Martího 2/407, Praha, the hotel reception works 24 hours a day (+420 220 563 411).

**Do not forget!!!** No later than a week before arrival you have to send an e-mail with your arrival date (see page 1). After arriving at the Krystal hotel, 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 find on: [https://ujop.cuni.cz/en/pre-arrival-information-for-ilps-cu-students](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 (!), come to the office No. 338 in the study department, after e-mail notification sent to: jana.gersiova@ujop.cuni.cz.

**For the registration in office No. 338, please:**
- **Present** – your passport; **Sign** – contract + accomodation rules;
- **Pay** a one-time cash deposit of **10 000,- CZK**. The deposit can be paid in cash in Czech crowns or by card using POS-terminal at office No. 338. **Payment should be made at the time of registration. This deposit is for covering damage (in case of any) caused during your stay at the dormitory. At the end of your stay, a recalculation will be made, and the deposit (minus any possible damage) will be returned by bank transfer to your Czech account. A week before departure from the hotel, the resident should fill in an application for the end of the stay. Please note that payment of all services in the centre can be only done in Czech crowns or a bank card through the terminal (no foreign currency is accepted).**
- **Receive** - your copy of the accommodation contract.

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 in person registration in office No. 338.

**We recommend to have a bank card that you can pay, both through the terminal and via the Internet.**

**Accommodation payment:**
The use of the prepaid room reservation deposit starts automatically from the day of your arrival. Funds are spent according to the type of your payment and the current price-list. When the prepaid deposit is fully used, you will make further payments following the instructions given to you by our employee in the office No. 338.

**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

We draw to your attention 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 (not only in 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 come to the Czech Republic with a delay and start training 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 will be, the better the quality of online lessons will be. 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 - a list of documents will find 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 TO THE CZECH REPUBLIC

Students must arrive to 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 Krystal Study Centre 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

For public transport in the city, you will need a ticket, which you can buy from newsagents or from 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). From the airport to Krystal it is enough to buy a ticket for 30 CZK.

You also have the option to book a transfer.

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

The fare to the Krystal is 530 CZK (= 23 EUR, 28 USD).

ASSISTANCE IN PRAGUE

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

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