ARRIVAL INFORMATION 2020/2021
Study Centre Praha (Hostivař)

School Registration, Foreigners Police Registration

<table>
<thead>
<tr>
<th>Address of Study Centre: José Martího 2/407, Praha 6 (please see a map attached)</th>
<th>Address of accommodation: Weilova 1144/2, 102 00 Prague 10</th>
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<td>Beginning of lessons: 7. 9. 2020</td>
<td>Arrival of students is expected from: 1. 9. 2020</td>
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We ask you 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: ubytovani.hostivar@ujop.cuni.cz (Accommodation Officer, Mr. Michal Janů) and studijni.krystal@ujop.cuni.cz (Study Assistant Julie Čičenková), and CC to liana.dolminyan@ujop.cuni.cz ASAP. In the email’s subject line write “ARRIVAL” + your name.

Delayed arrival: Is possible latest by 2. 5. 2021 (for serious reasons) under the condition of attending non-contact classes. You have to inform us about your late arrival by e-mail to the following address: ubytovani.hostivar@ujop.cuni.cz, studijni.krystal@ujop.cuni.cz, CC to liana.dolminyan@ujop.cuni.cz. In the email’s subject line write “LATE ARRIVAL” + your name. (We do not refund money for missed incl. non-contact lessons).

Registration to the course

Registration takes place from 1 September 2020 on working days from 8.00 a.m. to 4.00 p.m. in Study Centre office number 346: José Martího 2/407, Praha 6, Czech Republic.
In order to register to the course, you must bring with you:

1. Valid Passport
2. One coloured ID photographs (paper version)
3. Signed Study and Accommodation Contracts (You can receive your contracts at the study centre as well).
   **Important** – under aged students must bring both Contracts (signed by parents) which were sent with visa documents in 2 copies. Student minors cannot start school without presenting this document!
4. Original of the Health Insurance Contract and Card of the Insured person (+ 2 copies of the contract and 2 copies of the insurance card).
5. Documents needed for Nostrification: (you must have the originals of documents and their certified copies with you) - please see attached. In case you have some questions regarding nostrification before your arrival, please contact: kurator.krystal@ujop.cuni.cz; svetlana.kleisnerova@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 underage student cannot begin his/her studies at the school! Parents accompanying their children to Praha can sign these declarations at the study centre during registration.

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.**

**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 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.** In matters of registration, students will be assisted by the study centre curators, specific dates and times will be announced.
Addresses of the Foreign Police for residents in Prague: Olšanská 2176/2, 130 51 Praha 3

In case you have arranged a long-term residence and the visa has the abbreviation D/VR, you have to report at the OAMP MV ČR department according to the residence address in CR within 3 days or other term pre-arranged with the curator, where your biometric data will be taken. You will receive a plastic residence permit card within 2 weeks. You have to bring your passport and the health insurance with you. To make a reservation, you can call 974 820 680 or please contact your curator. OAMP MV ČR (student office) in Prague: 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 of accommodation:** Weilova 1144/2, 102 00 Prague 10, Czech Republic

Please remember to write an email to ubytovani.hostivar@ujop.cuni.cz about the date of your arrival and what type of room (single or double) you want by 10 days before your arrival at least!!!

**Position and accessibility by public transport:** The Prague-Hostivař Study Centre is part of the Charles University campus in Prague-Hostivař which also includes students’ dorms. The Study Centre encompasses all advantages of a university campus: the study, lodging, and other services in one place. Charles University sports centre (swimming pool, etc.) is located 5 minutes on foot from the Centre.

The Study Centre and the lodging facility are located 10 minutes by bus from the nearest underground station and about 15–35 minutes from the city centre (according to the chosen means of transport).

**Description of the lodging facility:** There are single and double rooms in the lodging facility. All rooms have a toilet, a bathroom with a shower, a refrigerator and free Internet connection (via wi-fi). There are no towels or dishes in the rooms. There are 10 rooms on each floor and a shared kitchen. We recommend students should buy their own dishes and cookware upon arrival. There is an induction cook-top in the kitchens therefore when shopping for cookware (pots, pans, etc.) you have to remember that only specially labelled cookware can be used. Electrical cookers, additional heating and other large electrical devices are banned for use in the rooms.

There is a laundry at the dorm; you can have your clothes washed for a fee. In the vicinity of the lodging facility, there is a supermarket, a post office, a health centre and several restaurants.

**Smoking is prohibited in the whole campus, incl. the Study Centre and the lodging facility (smoking ban also covers the windows of the rooms)! Ignoring the ban may lead to exclusion from the study and the accommodation without reimbursement of tuition or accommodation fees**

**Deposit upon arrival:** You have to pay a deposit of CZK 5,000 upon arrival as a compensation for possible damage of the room and the equipment and arrears during the lodging period. The deposit has to be paid upon registration (in cash in Czech crowns or by credit cards). After the end of the lodging the deposit will be refunded provided there are no damages or arrears.
**Arrival of parents and arrangements for their lodging:**

In case you are accompanied by your parents and need to book a room for them in the same lodging facility where you will stay, e-mail us at ubytovani.hostivar@ujop.cuni.cz, CC to studijnikrystal@ujop.cuni.cz and provide the following:

Name/s, surname, date of birth, date of arrival and departure, e-mail for sending registration confirmation. You also have to attach a photocopy of the passport – the page with the personal data.

**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 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.

Please remember that other currency than the Czech crown is scarcely accepted in the Czech Republic and so you have to change/withdraw a certain amount (cca CZK 1,000) immediately after you arrive to pay for the journey and petty expenses.

**General information about public transport in Prague:** In order to travel on the public transport (MHD) you will need a ticket which can be bought at a newsagent or in yellow machines (located at the entrance to underground station and at some bus and tram stops; there is a public transport information stand at the airport). The 90-minute ticket costs CZK 32. For more information see [www.dpp.cz](http://www.dpp.cz).

We also recommend you to study the following [www.prg.aero/en/parking-transport/transport/public-transit](http://www.prg.aero/en/parking-transport/transport/public-transit).

**Travelling by public transport from the airport to the Study Centre:**

- At the airport take bus No. 119 to the stop “Nádraží Veleslavín". The bus stop is located in front of the exit from the airport terminal.
- From the “Nádraží Veleslavín” stop take the underground (the green line A) to the “Skalka” station.
- At the “Skalka” station change to bus No. 125 and go to the “Nádraží Hostivař” stop where the Study Centre is located.
- The journey takes about 60 minutes.

If you want to check the connection beforehand, you can look at: [http://spojeni.dpp.cz/](http://spojeni.dpp.cz/)

**From dormitory to the Study Centre**

[https://goo.gl/maps/yQZezuULNsGgky26](https://goo.gl/maps/yQZezuULNsGgky26)

There is a tram/bus/train stop Nádraží Hostivař approximately 700 m far from the dormitory. From here take bus No 125 to Skalka where you change to metro - direct green line A to Nádraží Veleslavín (walking distance to the Study centre).
**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: +420 770 106 368 (working days 8am – 4pm).

Should you have any queries on nostrification process and related documents contact: kurator.krystal@ujop.cuni.cz.

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