



ERASMUS ARRIVAL INFORMATION SHEET

Charles University, Prague, 2017/2018

Contacts

You can find our contacts here: <http://www.cuni.cz/UKEN-199.html>; European Office: erasmus@ruk.cuni.cz, +420 224 491 310/675.

Arrival and Registration

On your arrival in the Czech Republic (time zone GMT+1), first get to your accommodation and report to reception in the hall of residence or your landlord. If you have applied for accommodation in Charles University halls of residence, you will find your Accommodation Voucher enclosed to your Letter of Admission. Your university registration will be arranged during the Orientation Programme or other meeting(s) with the faculty co-ordinator(s) (you will be informed about them either by a leaflet included in the information package or by email from the appropriate faculty co-ordinator; they are *different in each faculty*). At the meeting or during the orientation time, you will get further information about study practicalities including getting the Study Record Card and/or access data to the (Student) Information System (SIS), a faculty coupon for your Charles University ID Card (with the ID card you acquire access to faculty libraries, computer rooms and internet; holding it entitles you to a discount on public transport season ticket, gives you access to university cafeterias, etc.). The Charles University ID card may also be obtained in the form of ISIC card (in this case you have to pay a higher issuing fee, but you are entitled to various discounts in theatres, cinemas and similar in the Czech Republic).

Getting to Prague

All international flights arrive at Václav Havel Airport Prague, located approximately 20 km of the city centre. You can get into the city centre either by a city bus + metro (to reach the city centre of Prague, we recommend bus Nos. 119 and 100 since they are the fastest ones; bus stops *Terminal 1* and *Terminal 2* are located just in front of the "Arrivals" building and tickets can be obtained by the info stand in the arrival hall; timetables are available at <http://www.dpp.cz/en/> as well as on each bus stop) or by catching a taxi or using the airport minibuss shuttle service. There are several ways you can take from the airport to your accommodation:

1. Take a taxi from the airport to the city centre of Prague or your hall of residence

This is undoubtedly the most comfortable way to travel, but also the most expensive. Prices for a taxi journey from the airport into town range from CZK 250-900, depending on your destination. <http://www.prg.aero/en/parking-transport/transport/official-taxi/>

2. Use public transport from the airport to the city centre of Prague or your hall of residence

A) Connection to city centre (option 1) and Hostivař Hall of Residence: Take **city bus No. 119** to **Nádraží Veleslavín** metro station (**green line A**) and travel further by metro (underground) to the city centre (station **Můstek**). If you live in **Hostivař Hall of Residence**, you travel by metro from **Nádraží Veleslavín** to **Skalka** metro station (23 minutes) where you need to change to **bus No. 125** (10 minutes to stop **Nádraží Hostivař** where the hall of residence is located). Alternatively, you can reach **Nádraží Hostivař** by tram. Change to tram No. 26 at the metro station **Želivského** or **Strašnická** (both **green line A**); another tram going to Hostivař (No. 22, final station **Nádraží Hostivař**) meets the **metro line A** at **Náměstí Míru**.

B) Connection to city centre (option 2): Take city **bus No. 100** from the airport to **Zličín** metro station (**yellow line B**) and travel on by metro. You can change to the **green line A** in **Můstek** metro station, which serves both A (green) and B (yellow) lines.

C) If you live in **Větrník** or **Hvězda Hall of Residence**, you take **bus No. 119** to **Nádraží Veleslavín** (17 minutes) and travel on by metro station to **Petřiny** metro station (2 minutes), 5 minutes from where the halls are located. Direct connection of the airport with the halls provides the less frequent city bus No. 191 (27 minutes). Bus stop **Větrník** is located about 3 minutes' walk from Větrník; bus stop **Nad Markétou** is situated just in front of Hvězda Hall of Residence.

D) Connection to **Trója**: city bus No. 119 to **Nádraží Veleslavín**, **metro A** to **Muzeum**, change here to **red line C** (direction **Letňany**) to **Nádraží Holešovice**, then change to **bus No. 112** in direction **Zoologická zahrada**. Get off at the stop **Pelc Tyrolka**.

Arriving by Train or Bus

Most **international trains** arrive either at Prague Main Railway Station (**Hlavní nádraží**) or at Holešovice Railway Station (**Nádraží Holešovice**). Both stations are interconnected with **metro (red line C) stations** of the same names.

International buses usually arrive at **Florenc Bus Terminal** (metro lines **B** and **C**), **Nádraží Holešovice** bus station (**red line C**) or at the bus station **Želivského (green line A)**.

Prague Public Transport

The **metro** (underground) is the quickest way to travel long distances across the city. It has three lines: **A (green)**, **B (yellow)** and **C (red)**. It closes down for the night shortly after midnight and reopens before 5:00 a.m. **Trams** and **buses** connect the metro system to outlying areas, and are also a handy way to make short journeys in the city centre. The most efficient form of **night transport** is the network of night trams and busses that runs from about midnight until the metro reopens. You can also use **suburban trains** within the borders of the city; Prague transportation passes are valid on the suburban trains up until the border of the city.

Travelling on Single-Ride Tickets

Tickets are available from many newsstands and tobacconists, ticket offices in the metro, and from automatic machines in the metro and at selected bus and tram stops. Single tickets cost from CZK 24 to CZK 32. The CZK 32 ticket is valid for 90 minutes of unlimited travel. You may change between trams, buses, the metro and trains (in area of Prague) as you wish. You do not need to have a new ticket, regardless of how many times you change, until the time period runs out. **Use a CZK 32 ticket to get from the airport to the hall of residence or intercity tram/bus station.** After boarding a bus, tram, or upon entering the metro, **tickets must be date-stamped** in order to make them valid. You will need a special ticket for larger luggage! <http://www.dpp.cz/en/fares-in-prague/>

Travel passes

If you use local transport regularly, you can save money and time by purchasing **season tickets**. Passes are valid for unlimited travel on any bus, tram or metro line throughout the city area. They are also valid on some suburban train routes up to the city boundary. **The ID / ISIC card of the Charles University with the faculty coupon** can serve as transport pass (you only have to add the transport coupons for the period of your stay in the Czech Republic – you can buy the coupons in almost each metro station).

Students above 26 years of age are not eligible for student discounts. In Prague, they have to apply for the new transport pass – *Lítačka*. More information here: <https://www.litacka.cz/en>.

Accommodation

University Accommodation is provided in Charles University Halls of Residence. **Students are housed in double-occupancy rooms, single rooms are not available.** Unit system consists of twin rooms (= rooms with two single beds) sharing bathroom facilities. A small kitchenette is usually at the end of each hall. Students can also use a lavatory and hanging rooms in the building for a small fee. Bedding and bed linen are provided; towels, kitchen towels and kitchen utensils are not. If you wish to share a room with a colleague (schoolmate) of yours, please, contact the European Office (erasmus@ruk.cuni.cz) prior the arrival or ask the Accommodation Office (Reception) when moving in. The allocation of rooms is responsibility of the management of the residence hall.

The accommodation will be provided for the period corresponding to your study stay at Charles University. It is always available starting approx. one week before the beginning of the semester/study period (orientation week/days included). Internet connection in the halls is NOT available before the official registration day at your host faculty!

To check-in you need: your passport or ID card, the original of your Accommodation Voucher, one photograph and a copy of the receipt from the payment of the deposit. Students who arrive after office hours will be housed for the night (the reception is open 24 hours a day) and registered on the following workday at the Accommodation Office. **A deposit CZK 1,800 + approximate first full month's rent** is to be paid circa 2 months before arrival. Upon arrival you pay for the extra days you stay in September/February.

The rent is paid directly in cash (CZK) or by card (if the hall has the necessary equipment) at the Accommodation Office/Reception at the appropriate residence. Students make the first payment (see above) upon their arrival and must make subsequent monthly payments in advance, always at the latest **on the 20th of the preceding month.**

Private Accommodation

It is not difficult to find private accommodation in our university cities. You can either rent a room in a shared flat – monthly rents vary between CZK 4,500-9,000 including bills (it depends greatly on the location – in the absolute city centre, the rent can be even higher) or a whole flat to share with other students. For a three-room flat (two rooms and a kitchen) in Prague you can pay about CZK 15,000. **Flatmates/rooms in shared flats** can be found e.g. through <http://www.expats.cz/>. There is a large range at <http://www.spolubydlici.cz>, but the majority of adverts is in Czech (in Czech look for "Hledám byt..." / "I am searching for a room/flat").

Visa and Residence Permit

All **EU** or **EFTA** students are **legally obliged to register** with the police in the place of their residence on the territory of the EU **within 30 days of their arrival** in the country if their intended stay will be longer than 90 days. When registering with the Immigration Police, students must fill in a form called Registration Card, provide their travel document (passport or ID card), evidence of health insurance (e.g. European Health Insurance Card) and 1 photograph.

If you are housed in Charles University Hall of Residence and intend to stay there for the full time of your study stay at Charles University, you don't need to visit the Immigration Police unless you need a confirmation of your registration. The Accommodation Office of your Hall or Residence will register you. Privately accommodated students are obliged to visit the Immigration Police Office!

Cizinecké oddělení policie ČR (CR Immigration Police Office), Olšanská 2, 130 51 Praha 3 (directly in tram stop Olšanská, tram lines 9 and 26), Tel.: +420 974 820 317/318; **Office hours:** Mo + We 8:00-17:00; Tu + Th 8:00-15:00; Fr 8:00-12:00.

Students from non-EU or non-EFTA countries who wish to stay in the Czech Republic for more than 90 days have to apply for a **visa**. You are legally obliged to register with the Immigration Police Office within 3 days after your arrival to Czech Republic. We recommend this also to visa students housed in our residences. More here: <http://www.mvcr.cz/mvcren/article/immigration.aspx>.

Medical Care and Health Insurance

If you hold valid medical insurance which covers your stay in the Czech Republic, standard medical treatment is obtainable free of charge from the Czech Health Insurance fund, in conjunction with your health insurance policy at home. It is important to contact a medical institution, such as a doctor, dentist or a hospital that has a **contract with Czech public health insurance system**. Most of them have, but some institutions are purely private and here you would have to pay any costs that should arise. Your **European Health Insurance Card (EHIC) + form acknowledging its validity for the Czech Republic** (to be issued at any Czech Health Insurance company; please, visit one after arrival) has to be submitted to the attending physician.

Emergency Calls (free of charge)

Ambulance	Police	City Police	Fire Brigade	EMERGENCY
155	158	156	150	112

DETAILED INFORMATION ON YOUR STUDY STAY IN PRAGUE IS AVAILABLE HERE: <http://www.cuni.cz/UKEN-145.html>.