

Before Arrival

DOCUMENTS TO TRAVEL WITH

- Travel documents**
For both, EU citizens as well as third-country nationals, we would like to recommend traveling with passport and an ID card together.
- Medical insurance**
Check your medical insurance contract if it also covers medical services at the Czech Republic and EU or apply for a new one. The agreed insurance benefit limit for one insurance event must be at least EUR 60 000, that being without an insurance retention on the amount of the given costs.
- Confirmation of studies**
Please, keep with you a copy of confirmation of studies. You can use it before you will be enrolled.
- Confirmation of your accommodation**
To check-in at the dormitory you will be asked to provide your booking confirmation.
- Medicines and medical certificates**
If you have a history with certain medical conditions (e.g. asthma, allergies, etc.) please prepare all medical certificates before coming to Prague to help the local doctors diagnose you and provide a prescription.
- Four passport size photographs**
After arrival you will be asked to provide photographs at the Study Department as well as for your university ID/ISIC card, dormitory ID, etc.

OTHER DOCUMENTS

Contact the Czech Embassy in your home country and ask about the requirements for legalising documents for use in the Czech Republic. Also enquire about the **Apostille**.

The Apostille is an official stamp authenticating public document for use abroad. In case you would like to retain the original document (e.g. diploma) make **notarised copies**. It's cheaper and easier to bring all documents to Prague and then make a notarised copy at a local notary or a CzechPoint service office before getting the required documents translated here in Prague.

Lastly, you have to **translate** all documents into Czech language with a certified court translator (in Czech "soudní tlumočník").

MONEY

- Bank cards**
All types of MasterCard and VISA cards are widely accepted in shops, supermarkets, restaurants, at petrol stations, reception desks, etc. You may encounter problems using a Maestro, American Express, Diners Club International, JCB Card, Mir, Union Pay and other cards.
- Cash (for the first days)**
For the first days after arrival you will need cash for various transactions. We recommend you prepare about CZK 12 000 (approx. EUR 500 or USD 600) in cash in advance or at least withdraw/exchange about CZK 1 200 (approx. EUR 50 USD 60) at the airport before heading into town.

Czech Republic is a member of the European Union, but it is not part of the Eurozone and the **official currency is the Czech crown** (or "koruna"). Some vendors may accept Euros, but the exchange rate is unfavourable. There are cash machines (ATMs) available throughout Prague but be aware of withdrawal charges as they vary with the specifics of a transaction.

LANGUAGE & INTERNATIONAL COMMUNITIE

Even though Czech is the official language in the Czech Republic, you will find a lot of people fluent in English.

Ask for **CTU Accommodation Cards** that are available at the reception of all CTU dormitories. Accommodation cards will help you to communicate with the receptionist when you need to book a laundromat, visit study room or gym, fix something, etc.

STUDY OFFICE

Technická 1902/2, 166 27 Prague 6 (Campus Dejvice)

Contact for Bachelor and Master's degree students:
Ivana Býmováoffice A3-21e

Contacts for Doctoral degree students:
Renata Kroutilíková.....office A4-11
Marie Duchoslavováoffice A4-6

INTERNATIONAL OFFICE

Technická 1902/2, 166 27 Prague 6 (Campus Dejvice)

Contact for all students:
Oleg Fetisov.....office C4-155



Before & After Arrival Guide

ACADEMIC YEAR 2018/2019

This is a special guide with "check-list" to help and advise you in all question before and during the first week after arrival.

We wish you a safe trip! Enjoy your studies at the most famous and oldest technical university in Central Europe!



FACULTY
OF ELECTRICAL
ENGINEERING
CTU IN PRAGUE

WWW.FEL.CVUT.CZ

After Arrival

FIRST STEPS AFTER ARRIVAL

- Get a 72-hour public transport pass**
You can buy this pass at the airport, any train or bus station. You can pay with cash as well as by card.
- Register at the dormitory**
Make sure you have CZK 300 in cash for dormitory insurance. Please, inform your dormitory Manager about your arrival date (and time) in advance.
- Study enrolment**
After arrival you have also to register at the Study Department (in Czech "Studijní oddělení"). Make sure you have all important documents including the photographs.
- Get your university ID/ISIC card**
To get your university ID/ISIC card, please, visit the Department for University Identity Card Issuing at the Student House (in Czech "Studentský dům").
- Register at the foreign police**
After arrival you are obliged to register within 3 business at the Foreign Police. This requirement is optional for students registered at the dormitory. We are recommending all third-country nationals also to register at the foreign police to get the stamp with a "Czech address". You will need it to open a bank account, register to the library, etc.
- Open a bank account**
Open an account at the local bank with a debit card to get scholarships and pay invoices. Make sure you have your university ID/ISIC card or confirmation of studies with you to get special offers.
- Get your pre-paid public transport pass**
First of all, apply for the Prague Municipal Card called "Lítačka", which serves as your public transport card, Municipal Library card, etc. This card will be really very useful! Then you will be able to buy on it pre-paid public transport passes for 30 or 90 day as well as for 5 or 10 months.
- Get a Czech sim-card**
You can also save money using the local pre-paid or contract sim-card. Your student ID/ISIC Card will make you eligible for discounts and special offers.
- Register to the dormitory club**
After registration you will get many benefits such as access to the internet, study rooms, gym, etc.

MEDICAL INSURANCE

All important information according to medical insurance in the Czech Republic and the EU you can find at the **MAXIMA pojišťovna** office or on their website. Here you can also use a professional service in English, Vietnamese, Russian and Ukrainian languages and arrange your medical insurance.

MAXIMA pojišťovna
Italská 1583/24, 120 00 Praha 2
www.maximapojistovna.cz
Phone: +420 273 190 424
Opening hours:
Monday–Thursday.....8:30–17:30
Fridays.....8:30–16:30



HOW TO OPEN A BANK ACCOUNT

To open a student account, you will have to provide: your **passport** and **other ID** with resident address in the Czech Republic (some banks can request two documents with photos), proof of being a student in the Czech Republic — **confirmation of studies**. Some banks can also request the **minimum initial deposit**.

The nearest bank in Dejvice Campus neighbourhood with the wide range of benefits for students is **Česká spořitelna**:
— international contactless payment card, electronic account statements, mobile and George internet banking on your computer and smartphone are free of charge,
— Friends 24 App: the app makes returning borrowed money to friends easier, even without knowing the number of their bank account,
— internet banking in English, personal services in English, German and Russian languages.

Česká spořitelna
Vítězné náměstí 817/9, Praha 6
www.csas.cz
Opening hours:
Weekdays.....9:00–18:00



Also, in Dejvice Campus neighbourhood you can find other banks offering benefits for students such as:

UniCredit Bank
Vítězné náměstí 829/10, Praha 6
www.unicreditbank.cz

CSOB
Dejvická 36/40, Praha 6
www.csob.cz

FREE LEGAL AND SOCIAL COUNSELLING

If you need a legal or social assistance, you can contact non-profit organisations defending rights of foreigners in the Czech Republic, e.g. **Association for Integration and Migration, Integration Centre Prague, InBáze**, etc.

FOREIGN POLICE

Olšanská 2176/2, 130 51 Praha 3

Opening hours:
Mondays & Wednesdays 8:00–17:00
Tuesdays & Thursdays..... 8:00–15:00
Fridays 8:00–12:00

Make sure you have with you your travel document or/and an ID card, confirmation of studies and confirmation of your accommodation (e. g. contract).

STUDENT HOUSE

Bechyňova 2571/3, 160 00 Praha 6 (Campus Dejvice)

Opening hours:
Monday–Thursday 8:00–15:30
Fridays 8:00–15:00

DORMITORIES

All important information concerning the dormitories including reservation system, rules and contacts on its Managers are available on the website of CTU Service Facilities Administration: www.suz.cvut.cz.

The Strahov Dormitory
Vaníčková 315/7, 160 17 Praha 6

The Masarykova Dormitory
Thákurova 550/1, 160 00 Praha 6 (Campus Dejvice)

The Podolí Dormitory
Na Lysině 772/12, 147 45 Praha 4

The Dejvice Dormitory
Zikova 538/19, 166 00 Praha 6 (Campus Dejvice)

The Orlík Dormitory
Terronská 694/6, 166 05 Praha 6

The Bubeneč Dormitory
Terronská 1023/28, 166 06 Praha 6

The Sinkuleho Dormitory
Zikova 702/13, 160 00 Praha 6 (Campus Dejvice)

The Hlávková Dormitory
Jenštejnská 1966/1, 120 00 Praha 2

FACULTY ADDRESS BOOK

You can easily find contact information on all teachers, professors and other employees at the Faculty Address Book: udb.fel.cvut.cz.