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 your passport and an ID card together.

- **Health insurance**
  Check your health insurance contract if it also covers medical services at the Czech Republic and EU or please 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 of any health condition (e.g., asthma, allergies), please prepare your health record 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 the 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 or 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.

STUDY OFFICE

Technická 1902/2, 166 27 Prague 6 (Campus Dejvice)
Contact for Bachelor and Master's degree students:
Ivana Býmová.................................................. office A3-21
Contact for Exchange students:
Barbora Sovová.................................................. office A3-21
Contacts for Doctoral degree students:
Renata Kroutilíková........................................office A4-11
Marie Duchoslavová....................................... office A4-6

INTERNATIONAL OFFICE

Technická 1902/2, 166 27 Prague 6 (Campus Dejvice)
Contact for all students:
Oleg Fetisov.......................................................... office C4-155

SHARE THIS GUIDE WITH THE OTHER CTU INTERNATIONAL STUDENTS!

This is a special guide with “check-list” to answer your all questions that you may have 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 the Central Europe!
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 your 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 also have 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 office
  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 at 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 from the bank.

- 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 helpful! You will be able use this card 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.

HEALTH INSURANCE
According to conditions pursuant to the Act on the Stay of Foreign Nationals in the Czech Republic you should have a special insurance such as MaxMedical Health Insurance of Foreign Nationals that:
- meets all legal conditions for foreign nationals and offers different options with insurance limit up to EUR 150,000,
- covers prescribed drugs within the scope of public health insurance and all treatment processes associated with necessary treatment,
- provides free TeleMedic service in insurance taken out for more than 12 months,
- offers additional insurance of pregnancy or a child,
- includes liability insurance of person.

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

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 bank account, you will have to provide: your passport and another 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 German, and Russian languages.

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

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.

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.

CTU ACCOMMODATION CARDS
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.


FOREIGN POLICE
Oříšanská 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, confirmation of your accommodation (e. g., contract) and health insurance card or contract.

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.