

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.

Travel medical 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").

GET READY FOR YOUR TRIP – COVID-19

Check out the actual rules and obligations of foreigners when entering the Czech Republic

We would like to pay your attention, that during the pandemic, the access to the Czech Republic is limited and restrictions may vary for each country you are traveling from:

covid.gov.cz/en/situations/foreigners/possibilities-and-obligations-foreigners-when-entering-cz

Check out if you must remain in quarantine

If you have a reservation of CTU dormitory, please, feel free contact the dormitory Manager to arrange your quarantine/isolation: ubytovani@suz.cvut.cz.

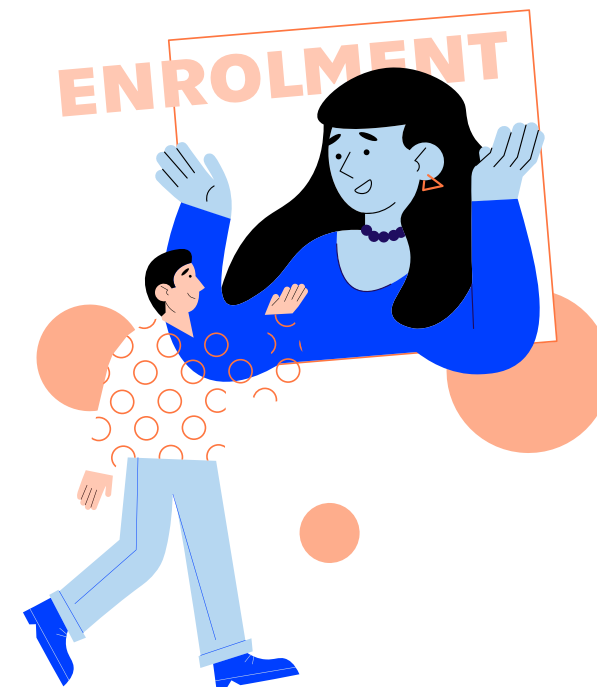
Public Health Passenger Locator Form

All those who have stayed abroad for more than 12 hours in the last 14 days must fill in the entry form before entering the Czech Republic. The obligation applies to those arriving from European and non-European countries with low, medium, high, very high, and the extreme risk of infection: plf.uzis.cz.



SHARE THIS GUIDE WITH THE OTHER INTERNATIONAL STUDENTS!

www.fel.cvut.cz/en/admissions/before-and-after-arrival-guide



Before & After Arrival Guide

ACADEMIC YEAR 2021/2022

This is a special guide with "check-list" to answer your all question 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!



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 your dormitory

Please, inform your dormitory Manager about your arrival date (and time) in advance and **arrange the quarantine** (if requires).

Study enrolment

After arrival you also have to register at the Study Office (in Czech "Studijní oddělení"). Make sure you have all important documents for enrolment 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.

TRAVEL MEDICAL INSURANCE

Proof of travel medical insurance is understood to be a document in which the relevant insurance company declares/confirms:

- the period of insurance (insurance must cover the entire stay in the Czech Republic),
- the extent of the insurance (the insurance policy must cover the costs that the foreign national is obliged to cover for the period of his/her stay in the Czech Republic in the event of providing necessary and urgent health care including the costs associated with transport or, in the case of his/her death, those associated with transferring his/her physical remains to the state that issued the travel document or to another state in which he/she has a residence permit),
- the amount of the insurance benefit (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).

The insurance policy must not exclude coverage for injuries and damage caused by the applicant's intentional acts, injuries and damage caused by fault or contributory fault on the part of the applicant, and injuries and damage caused by the consumption of alcohol, narcotic and psychotropic substances by the applicant.

As of August 2nd, 2021 and for a period of five years travel medical insurance in the scope of comprehensive healthcare as required by the Act on the Residence of Foreign Nationals may be concluded **exclusively with Pojišťovna VZP, a. s.**

More information: bit.ly/2YgkL2t.

STUDY OFFICE

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

Contact for Bachelor and Master's degree students:

Ivana Býmová office A3-21

Contacts for Exchange students:

Barbora Sovová (Double Degree) office A3-21

Renata Fialová (Erasmus+) office A3-21

Hana Matunová office A3-21

Daniela Svobodová office A3-21

Contacts for Doctoral degree students:

Renata Kroutlíková office A4-11

INTERNATIONAL OFFICE

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

Contact for all international students:

Oleg Fetisov office C3-53

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.

You can download CTU Accommodation Cards here:

www.fel.cvut.cz/en/admissions/ctu-accommodation-cards.pdf.

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, 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.