

Before & After Arrival Guide for International Degree Students

ACADEMIC YEAR 2017/2018

WWW.STUDYATCTU.COM



CTU

CZECH TECHNICAL
UNIVERSITY
IN PRAGUE

Ahoj!

HEY!

“

After successfully applying to study at the Czech Technical University in Prague you will have with many questions concerning your future stay in Prague, e. g. how to apply for visa, which documents and confirmations you will need to bring to Prague, how to get to the dormitory and campus, etc.

We've made a guide to help you with this "chaos" and we wish you a safe trip and hope that you will enjoy your studies at the oldest and the most famous technical university in Central Europe.

Study at CTU team



Before Arrival

Visa Application

After you have been accepted by CTU, **obtaining a visa takes 60–90 days after application**, so it is recommended to apply at your nearest Czech Embassy well in advance. An application for a long-term visa for the purpose of “studies” is free-of-charge.

We recommend you make additional copies of all documents before applying.

Also, spend at least your first semester in a CTU dormitory as the confirmation from CTU will speed the whole visa process.



Aka

Study at CTU
Project Coordinator

Application Checklist

- ☐ **Make an appointment**
Register through the VISAPPOINT system to apply for your visa.
- ☐ **Application form**
Print out and fill in the form from Embassy website.
- ☐ **Photographs**
Prepare two passport size photographs.
- ☐ **Travel document**
A passport that will be valid until at least three month after the end of your expected stay in the Czech Republic.
- ☐ **A letter of acceptance for studies at CTU**
Obtained from your faculty coordinator.
- ☐ **Proof of accommodation**
Submit a signed accommodation contract.
- ☐ **Proof of funds**
Provide a recent bank statement showing that you have sufficient funds.
- ☐ **Proof of medical travel insurance**
Make insurance contract.
- ☐ **Additional documents (upon the request)**
You may be asked to submit a police certificate or a medical report.

Before Arrival

Documents to travel with

Make sure that you travel with the following documents:

- ☐ **A travel document or/and an ID card**
- ☐ **Four passport size photographs**
- ☐ **Travel Insurance**
- ☐ **Confirmation of studies**
- ☐ **Confirmation of your accommodation**



HELPFUL INFORMATION

Contact your local Embassy about legalising documents for use in the Czech Republic and **enquire about Apostille**. An Apostille is an official stamp authenticating a public document. In case you'd like to retain the original document (e.g. diploma) **make notarised copies**. Lastly, you have to **translate all documents to Czech** with a certified court translator (in Czech "soudní tlumočnick").

Validation and Nostrification

For a Bachelor study programme, you need validation of your secondary education. This validation is done by Prague City council.

For Master's and Ph.D. study programme you need nostrification of you previous university studies. Nostrification is provided by CTU.

Make sure that you have prepared the following copies of documents for Bachelor's degree study:

- ☐ **Legalized school certificate/diploma**
- ☐ **A document from your school with the list of your high school subjects along with the number of hours studied per year**
- ☐ **Proof that the school which issued your diploma/school report is integrated in the education system of your country**

For Master's degree and Ph.D. study:

- ☐ **Legalised foreign university diploma**
- ☐ **Legalized diploma supplement or the list of completed exams**

It's cheaper and easier to **bring all (legalised) documents to Prague** and then make a notarised copy at a local CzechPoint service or post office before getting the required documents translated here.

Before Arrival

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

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.

□ 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 / ~EUR 500 in cash** in advance or at least withdraw/exchange about **CZK 1 200 / ~EUR 50** at the airport before heading into town.

Medicines and medical certificates

If you have a history with certain medical conditions (e.g. asthma, allergies, etc.) please **prepare medical certificates** before coming to Prague to help the local doctors diagnose you and/or provide a prescription.

Try to arrive in Prague on Monday so you can make the most of the work week and finish all “official” procedures and download an offline map of Prague on Google Maps before arriving and pin all important address (accommodation, faculty, etc.)

Check out our Financial Guide for more information!



Eder

CTU Ambassador
Student of the Faculty of Information Technology



After Your Arrival

Your first steps after Arrival

☐ Get a 72 hour public transport pass

You can buy this at the airport.

☐ Register at the dormitory

Make sure you e-mail your dormitory Manager about your arrival date (ubytovani@suz.cvut.cz).

☐ Study enrolment

After arrival you have to register at the study department with your Faculty Coordinator.

Contacts for all CTU Faculty Coordinators:

www.studyatctu.com/study-advisor-service/faculty-coordinators/

☐ Register at the foreign police

After arrival you are obliged to register within 72 hours after arrival with the Foreign Police.

If you live in a dormitory your dormitory will do the needful.

More information:

www.mvcr.cz/mvcren/article/third-country-nationals-entering-the-czech-republic.aspx

☐ Get your university ID/ISIC card

Visit the Identity Card Publishing House after study enrolment.

☐ Open an account at a Czech bank

It is convenient to open a local bank account in the Czech Republic. However, to open a student account, you will have to provide:

- your passport and/other ID (some banks can request two documents with photos),
- proof of being a student in the Czech Republic
- the minimum initial deposit.

☐ Get your public transport pass

Purchase the Lítačka Prague Municipal Card, which serves as your public transport card, Municipal Library card, etc. This card will be very useful.

More information: www.litacka.cz/en

☐ Get a Czech sim-card

Your student ID/ISIC Card will make you eligible for discounts with the major companies (O2, Vodafone & T-Mobile).

More Information:

www.o2.cz/osobni/tarif-a-mobil-pro-mlade/
www.vodafone.cz/en/student-tariff/
www.t-mobile.cz/tarify

Contacts

① Faculty of Architecture

Address

Thákurova 9, 166 34 Praha 6, Czech Republic

Contact person

undergraduate students: **Hana Novotná** (room no. 147)

postgraduate students: **Kateřina Čechová**

② Faculty of Biomedical Engineering

Address

Náměstí Sítná 3105, 272 01 Kladno, Czech Republic

Contact person

all students: **Lucie Kulhánková** (room no. B-506)

③ Faculty of Civil Engineering

Address

Technická 4, 166 27 Prague 6, Czech Republic

Contact person

undergraduate students: **Eva Sejbalová** (room no. C-115)

postgraduate students: **Radmila Hamarová** (room no. C-107)

④ Faculty of Electrical Engineering

Address

Technická 2, 166 27 Prague 6, Czech Republic

Contact person

all students: **Ivana Býmová** (room no. A3-21e)

postgraduate students: **Ing. Michal Bačovský** (room no. C4-157)

⑤ Faculty of Information Technology

Address

Thákurova 9, 166 34 Praha 6, Czech Republic

Contact person

all students: **Ludmila Doležalova** (room no. 312b)

⑥ Faculty of Mechanical Engineering

Address

Technická 4, 166 27, Prague 6, Czech Republic

Contact person

undergraduate students: **Simona Jordáková** (room no. A2-44b)

postgraduate students: **Marcela Strouhalová** (room no. A1-15)

for MAE: **Gabriela Achtenová** (room no. B1-722)

Contacts

⑦ Faculty of Nuclear Science and Physical Engineering

Address

Břehová 7, 115 17, Prague 1, Czech Republic

Contact person

undergraduate students: **Markéta Faltysová**

postgraduate students: **Monika Zábranská** (room no. 116)

⑧ Faculty of Transportation Sciences

Address

Konviktská 20, 110 00 Praha 1, Czech Republic

Contact person

IS programme: **Michal Kovaljov** (room no. 510)

TR programme: **Tomáš Horák** (room no. A-238)

⑨ MIAS School of Business

Address

Kolejní 2a, 166 34 Praha 6, Czech Republic

Contact person

all students: **Norbert Červený**, **Michaela Šatková**

Dormitories

The Strahov Dormitory

Vaníčková 7, 160 17, Praha 6, Czech Republic

The Masarykova Dormitory

Thákurova 1, 160 00, Praha 6, Czech Republic

The Podolí Dormitory

Na Lysině 772/12, 147 45, Praha 4, Czech Republic

The Dejvice Dormitory

Zikova 538/19, 166 00, Praha 6, Czech Republic

The Orlík Dormitory

Terronská 694/6, 166 05, Praha 6, Czech Republic

The Bubeneč Dormitory

Terronská 1023/28, 166 06, Praha 6, Czech Republic

The Sinkuleho Dormitory

Zikova 702/13, 160 00, Praha 6, Czech Republic

The Hlávková Dormitory

Jenštejnská 1966/1, 120 00, Praha 2, Czech Republic

Communication

Language

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

CTU Communication Cards

CTU Accommodation Cards are available in the reception of each dormitory and they will help you to communicate with the receptionist better.

Legal and Social Counselling

If you need legal or social counselling or other assistance, you can approach human rights non-profit organizations defending rights of foreigners in the Czech Republic.



HELPFUL INFORMATION

www.migrace.com
www.icpraha.com
www.inbaze.cz
www.opu.cz
www.p-p-i.cz

Emergency Numbers in the Czech Republic

- 150** Fire and Rescue Service
- 155** Emergency Medical Service (ambulance)
- 156** Municipal Police
- 158** Police
- 112** European Emergency Number

There are many NGOs, that are providing free legal and social counselling, assistance in difficult personal situations and other useful services for foreigners.



Oleg

CTU Ambassador
Ph.D. Student of the Faculty of Civil Engineering

Czech Language Basics

Helpful Vocabulary

Yes – **Ano**

No – **Ne**

Good Morning – **Dobré ráno**

Good Day (formal hello) – **Dobrý den**

Hello (informal) – **Ahoj**

Good evening – **Dobrý večer**

Goodbye (formal) – **Na shledanou**

Goodbye (informal) – **Čau**

Good Night – **Dobrou noc**

Nice to meet you – **Těší mě**

How are you? (formal) – **Jak se máte?**

How are you? (informal) – **Jak se máš?**

I'm well. – **Mám se dobře.**

What is your name? – **Jak se jmenujete?**

My name is... – **Jmenuji se...**

Do you speak English? – **anglicky?**

I don't speak Czech. – **Nemluvím česky.**

I don't understand. – **Nerozumím.**

Excuse me. / Forgive me. – **Promiňte.**

Thank you. – **Děkuji.**

You're welcome. – **Prosím.**

How much is it? – **Kolik to stojí?**

Bill, please. – **Účet, prosím.**

Bon appetit! – **Dobrou chuť!**

To your health! (Cheers) – **Na zdraví!**

Do you have...? – **Máte...?**

Where is the...? – **Kde je...?**

Restroom – **Toaleta**

Restaurant – **Restaurace**

Shop – **Obchod**

Street – **Ulice**

Police – **Policie**

Hospital – **Nemocnice**

Train Station – **Nádraží**

Airport – **Letiště**

I want to speak Czech. – **Chci mluvit česky.**

Emergency Words & Phrases

Help! – **Pomoc!**

Fire! – **Hoří!**

Thief! – **Zloděj!**

Call an ambulance/a doctor! – **Zavolejte sanitku/doktora!**

Call the police! – **Zavolejte policii!**

I'm not feeling well. – **Není mi dobře.**

Where is the police station? – **Kde je policejní stanice?**

My bag has been stolen. – **Ukradli mi tašku.**

I have been robbed. – **Byl jsem okraden.**

I've lost my passport/bag. – **Ztratil jsem pas/tašku.**

I want to call my embassy. – **Chci si zavolat na ambasádu.**

I need a doctor. – **Potřebuji lékaře.**

Take me to the hospital, please. – **Chci do nemocnice, prosím.**

Contacts

General Communication Channels

E-mail

advisor@studyatctu.com

Social Media

    and also    [/studyatctu](#)

Campus

Czech Technical University in Prague
Zikova 4, 166 36 Praha 6 – Dejvice
Czech Republic

Study at CTU Project Office

CTU-CIIRC Building,
Jugoslávských partyzánů 1580/3,
160 00 Praha 6 – Dejvice
Czech Republic



**MORE INFORMATION ABOUT OUR SERVICE
CALLED STUDY ADVISOR AT OUR WEBSITE
WWW.STUDYATCTU.COM**

Our Study Advisor and Ambassadors are available to answer all your questions and help you with all important information before and after arrival.



Jakub

Study Advisor
CTU Ambassador

Na shledanou v Praze!

SEE YOU IN PRAGUE!

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