



FRESHMAN Guide

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INTERNATIONAL OFFICE

International office is the first contact place for the foreign students. Let us know if you have any problems (your studies, visa, mental or health issues etc.). You will find us in MIAS on the ground floor on the left side of the reception, room number **m111**.

Office Hours:

Monday: **09:00-11:30**

Wednesday: **09:00-11:30; 14:00-15:30**

Thursday: **09:00-11:30**

E- mail: muvs-international@cvut.cz

Office hours are cancelled during summer months (July-September).

You can make an appointment by e-mail:

- BSc/MSc students at: muvs-international@cvut.cz
- Erasmus/exchange students at: muvs-exchange@cvut.cz

Follow our website for the latest information regarding scholarships, state exams, timetables, study plans, manuals, templates, forms, internship information etc. So please, **before you visit our office with questions, make sure that you have checked our website before.**

Our website: <https://www.muvs.cvut.cz/en/>

You can also follow us on fb (@MIASctu) or ig (@mias__ctu)





BEFORE ARRIVAL TO PRAGUE

1. VISA

If you are a citizen of a country outside the European Union you are required to secure a visa for a period of your studies in the Czech Republic. It is your responsibility as a student to gather all the information and requirements that are needed for your visa appointment and further processes.

We will issue an official acceptance letter which is necessary for the visa appointment and you must also have an accommodation contract (see section 2: WHERE TO LIVE).

If you fail to obtain the visa, according to our Conditions for the admission to the Degree study programmes, section 7, paragraph 2:

*The tuition fee is non-refundable, except for serious circumstances that prevent the admitted applicant from registration (such as failure to obtain the visa to the Czech Republic - with an exception of negligence on the side of applicant (f. e. failure to deliver documents required by the Embassy)). **In cases beyond applicant's control, the applicant shall submit a request and supporting evidence to the Director of MIAS who then decides about returning the fee.***

2. WHERE TO LIVE

Remember, that you need to secure an accommodation contract, which is needed for your visa appointment.

CTU offers accommodation in its dormitories. There are several buildings in Prague where you can live (closest to MIAS CTU are: Masaryk dormitory, Bubeneč Dormitory, Dejvická dormitory or Strahov dormitory). You can choose which building you would like to live in, but keep in mind that this does not necessarily mean that you will be for 100 % placed in the desired location. Rooms and buildings are allocated to you, based on free capacity - availability of rooms. You can apply for dormitories through their ISKAM4 system. The system also allows you to make all the necessary payments such as the payment of an administrative fee. For more information visit their website, where you can find useful information e.g. how to log in, payment manuals, important dates, etc.: [Dormitory Accommodation | Správa účelových zařízení ČVUT \(cvut.cz\)](https://www.cvut.cz/en/dormitory)

REMEMBER: *We cannot interfere with CTU dormitory agenda. You need to communicate your problems with CTU dormitory office. They have 7 days to reply to your email. All we can do is to wait for your dormitory contract to be delivered to our office- **if you ask the dormitory office to send it to our office.** We will then send you both (official acceptance letter and dormitory contract) documents via DHL.*

If you do not want to live in a dormitory, you can always arrange other accommodation elsewhere in Prague or around Prague. For inspiration you can





see **step 5** at this link: [Masarykův ústav vyšších studií ČVUT v Praze » Admission procedure \(cvut.cz\)](https://www.cvut.cz/en/admission-procedure)

3. STUDENT MODE

Student Mode (SM) is a project set up by the Government of the Czech Republic aimed at streamlining the visa process **for certain students from select third countries** (list of countries can be found on the link below) who have been admitted to study at a higher education institution in the Czech Republic.

The SM program only helps students to get their appointment at the consulate earlier, with a priority. **It does not accelerate or shorten the whole visa procedure**, which usually takes about 3 months.

The Ministry of Education, Youth and Sports (MEYS) has the exclusive right to decide who can be enrolled in SM.

You can find more information here: [Student Mode | International | České vysoké učení technické v Praze \(cvut.cz\)](https://www.cvut.cz/en/student-mode-international)

4. NOSTRIFICATION

Nostrification is a validation of foreign university or secondary education and qualifications.

For the purpose of assessing foreign secondary education, it is necessary to submit a high school diploma (leaving certificate) or an accepted equivalent, which is an IB diploma (International Baccalaureate) or GCSE (General Certificate of Secondary Education) at A-level in at least three subjects.

To assess the student's acquired university education for the admission procedure at CTU in Prague, the applicant must submit an official copy (verified by a notary) of a bachelor's diploma or similar document certifying completed higher education.

Documents must be officially translated into Czech or English by a Czech sworn translator. The translation must be firmly attached to the translated (original) text to avoid the change of the translated lists. No translation is required for documents issued in English.

University or secondary education nostrification process may be arranged by Czech Technical University. You can apply for nostrification at the rectorate of CTU only before starting your studies , the processing takes about 30 days and the price is around 960 CZK.

We strongly recommend that you apply for nostrification at the rector's office and bring the proof of its completion to enrolment.





If you have any questions regarding NOSTRIFICATION at CTU, please contact:
degreerecognition@cvut.cz or visit their website:

[Assessment of Education for Applying to CTU - Public web - Czech technical university in Prague \(cvut.cz\)](https://www.cvut.cz/en/education/assessment-of-education-for-applying-to-ctu)

5. AIRPORT PICK UP SERVICE

MIAS CTU offers a pick-up service at the airport organized by a group of MIAS CTU students who will accompany you to your accommodation. This service is organized only before the start of a semester. You always have to let us know at least a week or two before your arrival.

In some cases, it might be used during the semester, however you must let us know in advance at least two weeks before your arrival. We will need the following information from you:

- Date and time of landing in Prague
- Flight number
- Your phone number- Students will contact you on WhatsApp to discuss the details of your airport pick-up.

Note: We cannot always guarantee that students will be available to pick you up.

If you do not want to use this service, please note that you should inform us of your arrival in Prague.

