WHO WE ARE

STAFF WELCOME CENTRE

SWC provides assistance to all international employees of the Charles University and their family members during their entire stay in the Czech Republic.

You can find us at:

Staff Welcome Centre
CU Point
Charles University
Celetná 13
116 36 Prague 1
CU Point website
OUR SERVICES

ARRANGING RESIDENCY FORMALITIES (VISAS, LONG-TERM STAYS)

Before arrival

Comprehensive support during application process for researchers and their family members, checking collected documents before the submission

After arrival

Counselling and assistance in arranging an appointment for registration (biometrics) at the MOI
Adaptation and Integration Course

Communication with the MOI

Reporting changes to the MOI (address of residence), application for Identity number, permanent residence, citizenship, etc.
OUR SERVICES

SEARCHING FOR ACCOMMODATION

Arranging accommodation at university facilities

Searching for commercial accommodation
Contacts to English speaking doctors

Travel health insurance before arrival

Providing health insurance to family members
 OUR SERVICES

SCHOOL FACILITIES FOR CHILDREN

- Information on the Czech education system
- Offer of CU kindergartens
- Assistance with contacting school facilities
- Czech language courses for children are organized by NGOs - on request
OUR SERVICES

CZECH LANGUAGE COURSES FOR INTERNATIONAL CU EMPLOYEES

Intensive one semester evening course (2x/week for 3 months)

Courses take place at CU language institute in the city center

CU covers the fee of 420 EUR per one participant for one semester only
OUR SERVICES

EVENTS & BENEFITS

Employee benefits

Multisport card
Special discount codes for products, services and travel
Health Day

Monthly newsletter

Offer of new benefits
Invitation to university events
Tips on what to do in Prague
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THANK YOU FOR YOUR ATTENTION!

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