



**Charles  
University**



**STAFF  
WELCOME  
CENTRE**  
CHARLES UNIVERSITY



# 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

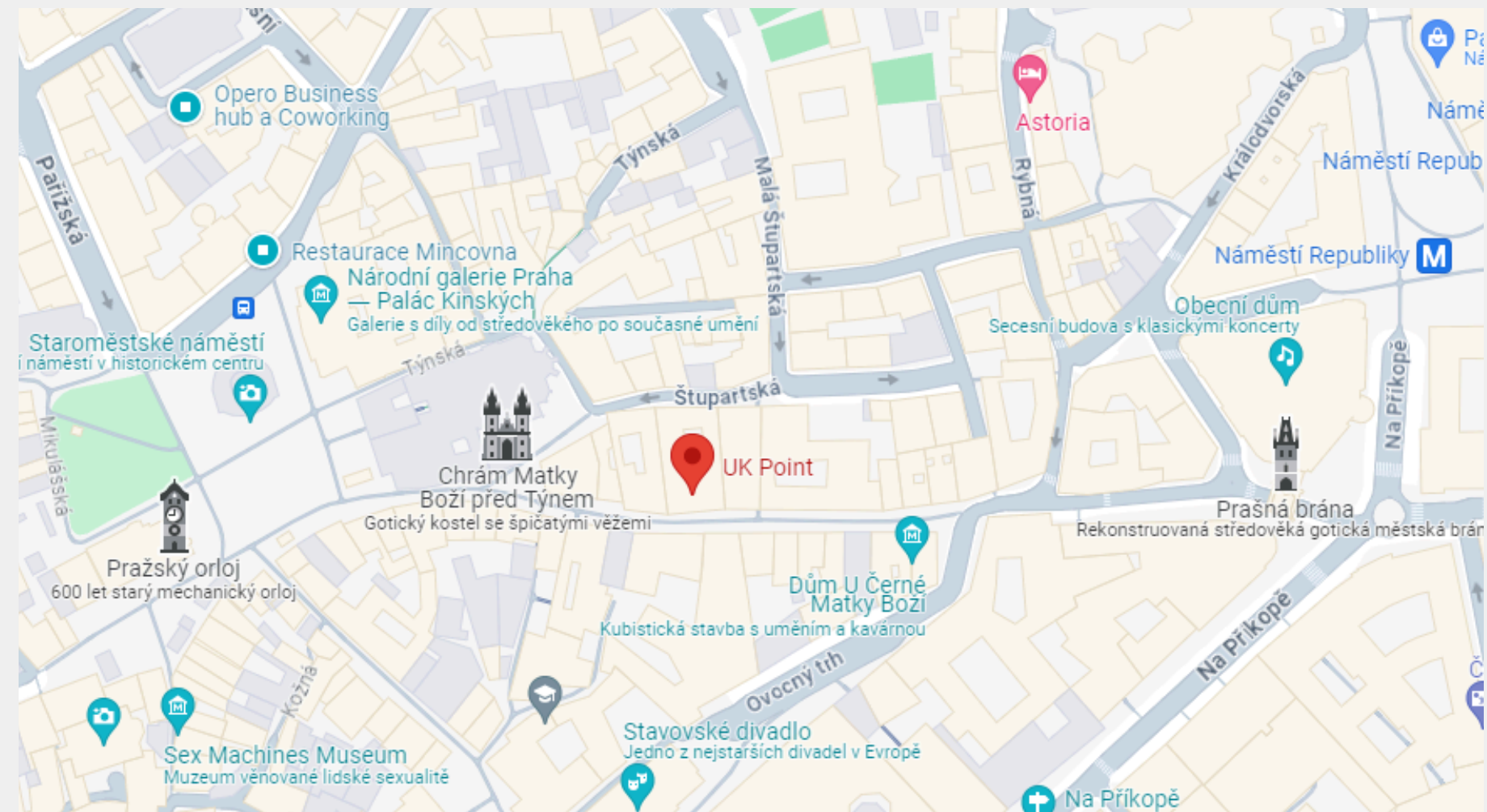
CU Point

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



# OUR SERVICES

## ARRANGING MEDICAL SERVICES

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



# OUR SERVICES

## PRACTICAL MATTERS

Opening a bank account

Public transport

Getting a phone number

## STARTING WORK AT CHARLES UNIVERSITY

Registration at CU library system

Staff ID cards

Orientation in the university environment

# THANK YOU FOR YOUR ATTENTION!



**SIMONA TEPLÁ**



**OTTO BALCAR**



**ZUZANA CHUDÁ**



**STAFF  
WELCOME  
CENTRE**  
CHARLES UNIVERSITY

web: [www.swc.cuni.cz](http://www.swc.cuni.cz)

e-mail: [swc@cuni.cz](mailto:swc@cuni.cz)

phone: +420 224 491 898, 897

address: Celetná 13, 116 36, Prague 1