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# Arranging Your Arrival & Stay\_old

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## Residence permits and visas

In **European Union** or **EFTA countries**, students who intend to stay longer than 30 days are required by law to register within 30 days of arrival with the local police at their place of residence (Section 93, Act 326/1999 Sb.). To register, students must first fill in a registration card.

[State Border Crossing Report](#)  
[Registration Card](#)

When registering with the Immigration Police, students must present the two completed forms (AF and LA), a travel document, evidence of health insurance (European Health Insurance Card), and 1 photograph.

In Prague students shall register at:

*Cizinecké oddělení policie ČR* [CR Immigration Police Office],  
*Koněvova 32, Praha 3,*  
Metro station Florenc, bus No. 133, 207 (bus stop Černínova )  
*Phone: +420 974 820 409; Fax: +420 974 820 407*  
*email: ocppraha@mvcv.cz*

Office hours:

- Monday: 7:30 - 17:00
- Tuesday: 7:00 - 14:00
- Wednesday: 7:30 - 17:00
- Thursday: 7:00 - 14:00

Information line: 974.841.356, 974.841.357 + email: [infoscpp@mvcv.cz](mailto:infoscpp@mvcv.cz)

EU students are **entitled** (but not obliged) to apply for a **short-term residence permit**, either at the Czech embassy in their home country or with the Immigration Police in the Czech Republic; however, the Immigration Police recommend that students apply after their arrival in the Czech Republic. Students who obtain a short-term residence permit are issued with a special card ("European Card") indicating their registered short-term Czech address; the card can thus be used for many purposes when proof of an address in the Czech Republic is required (for example when opening a bank account, buying a mobile phone on contract, applying for any temporary job, etc.). The short-term residence permit is issued for different periods depending on the purpose of the short-term residence; the maximum duration of the permit is 5 years. The authorities are obliged to process applications within 180 days from the date on which they were submitted (when applying on the territory of the Czech Republic the period is 60 days).

Students need to submit the following:

1. Travel document
2. Document confirming the purpose of the stay (Letter of Admission in Czech and English)
3. Two photographs
4. Certificate of health insurance (translated into Czech)
5. [Declaration by the student that he/she will not apply for welfare benefits](#)
6. Completed application form for short-term residence on the territory of the CR (the purple form)

The documents must not be older than 180 days (with the exception of travel documents, and photographs of the applicant if these correspond to his/her current appearance).

**All foreign-language documents must have an authenticated translation into Czech.**

Registration and short-term residence permits are issued free of charge.

**A Letter of Admission in English and Czech will be issued for every student and sent to their home postal address before their arrival in the Czech Republic and registration at a Charles University faculty. The same applies to the other necessary forms (State Border Crossing Report, Registration Card).**

**Please note that by law a student wanting to undertake paid work of any kind, regular or casual, must have a work permit.**

**Residents of Switzerland, Norway, Iceland and Liechtenstein are treated in the same manner as EU residents.**

Students from **non-EU** or **non-EFTA** countries who wish to stay in the Czech Republic for more than 90 days must apply for a visa: <http://www.mvcr.cz/rady/cizinci/pokyny/english.html> .

Visa applications must be submitted to the Czech embassy or consulate in the student's country of origin sufficiently in advance before the planned arrival in the Czech Republic. Please be aware that the administrative process can take up to 8 weeks. Visa costs differ for citizens of different countries. **Even when you have a visa, you are legally obliged to register with the Immigration Police within 3 days of your arrival.**

## Health insurance and medical care

Standard medical treatment is obtainable free of charge. The health care costs are borne by the Czech health insurance company you have chosen. To obtain treatment in accordance with European regulations, it is important that you contact a medical facility (doctor, dentist, hospital) that has a contract with your Czech health insurance company (most of them have, but some institutions are fully private).

You must show your **European Health Insurance Card (EHIC) (form E111)** or Provisional Replacement Certificate (PRC) to the attending physician. If you do not have either of these documents, the medical facility may ask for payment on the spot.

The doctor will want to be sure that he/she will be reimbursed by a Czech health insurance company and will therefore ask to see your EHIC card (E111 form) or Provisional Replacement Certificate to copy the details from it into another form (the Certificate of Entitlement). The doctor will also need to see your ID document (passport, ID card, driving licence).

The doctor will normally ask you to confirm your expected length of stay in the Czech Republic and will advise you to choose one of the Czech [health insurance companies](#) with which the health care facility has a contract. You will confirm your choice and the expected length of your stay by signing the Certificate of Entitlement.

If any medication, laboratory tests or additional examinations are prescribed or need to be done, the doctor must give you the corresponding number of copies of the Certificate of Entitlement. The copies must then be submitted to the pharmacy, laboratory or surgery.

Please bear in mind that your European Health Insurance Card (or the E111 form and Provisional Replacement Certificate) entitles you only to coverage of the cost of medical care provided in the Czech Republic; Czech doctors are instructed to verify, as far as possible, that you will not need to leave the country earlier than planned due to medical issues.

Other kinds of medical-related care, e.g. non-urgent treatment or medically assisted transport home following serious illness or injury, are **not covered**, and for these eventualities we recommend you take out **extra medical or commercial travel insurance** with an insurance provider in your home country.

In case of necessary medical care during a temporary stay in the Czech Republic, visitors with the E 111, the Provisional Certificate or the EHIC can visit a doctor/dentist/hospital on the basis of this document. If you are staying in the Czech Republic for a relatively long period (e.g. one semester), you can – if you wish – sign an agreement and register with a Czech health insurance company. You will then obtain a Certificate of Registration, which you can show to the doctor/dentist/hospital before getting treatment.

Standard **dental care** is generally covered by the health insurance system. As in other EU countries, however, some forms of non-essential (e.g. cosmetic) treatment or use of better quality alternative materials require out-of-pocket payment. If you need **treatment by a specialist**, the general practitioner will refer you to one. In urgent cases visitors can go to a hospital with their E111/EHIC directly. In other cases, the practitioner will issue a referral form for admission to hospital. **Transport** to the hospital is covered by insurance and is provided free of charge. In the case of urgent medical transport or in the case of treatment by an emergency service doctor, it is also necessary to present your EHIC/E111 or Provisional Replacement Certificate.

If the doctor decides to **prescribe medication**, he/she will issue the prescription and will also give you a copy of the Certificate of Entitlement mentioned above. Co-payment by the patient applies to some prescription medicines, while others are free on prescription.

In the Czech Republic, non-prescription (over-the-counter) medicinal products are sold only in pharmacies. They are not available in supermarkets as they are in many western European countries. You can recognize a pharmacy (“lékárna” in Czech) by the large green cross on the shop front. Many pharmacies have staff that speak English or German and are used to offering advice to tourists (especially in city centres).

### Health funding in Czech Republic

Standard medical treatment is obtainable free of charge. Such health care costs are borne by the Czech health insurance company the patient is registered with. Compulsory **co-payment** applies to some medications, materials and forms of dental treatment. These charges are non-refundable.

If (by mistake or for any other reason) you pay cash for medical treatment that is covered by your home insurance company, you will have to apply for reimbursement in your home country, as such costs are not refundable in the Czech Republic.

**Students from outside the EU are not covered by the EHIC (E-111 form),** and must therefore have a valid international medical insurance plan or expect to pay out of their pocket for all medical care.

In case of an emergency or accident, you can use any hospital or health clinic.

If your medical problem is not an emergency, Prague has several clinics that cater to English-speaking clients and can provide a wide range of services from basic examination to accompanying a patient to the hospital. Please note, however, that these are generally commercial operations and may involve a high fee.

If you need to visit a general practitioner, gynaecologist or dentist, you can go to one of the following health centres:

**Studentský zdravotní ústav Praha**

<http://www.szup.cz/cz/foreigners.asp>

Phone: +420 224 949 035

Spálená 12

110 00 Praha 1

**Nemocnice na Homolce Hospital (foreign pavilion)**

<http://www.homolka.cz/en/>

Phone: +420 257 272 144,

+420 257 272 146

Praha 5, Roentgenova 2

**Mediconet**

<http://www.mediconet.cz/>

Phone: +420 221 775 111

V Celnici 5, 110 00 Praha 1

(alternative entrance Na Poříčí 1040/10)

**DC Mediscan - Chodov**

<http://www.mediscan.cz/?page=39&lang=eng>

Phone: +420 267 090 811 – 14

Šustova 1930, 148 00 Praha 11 – Chodov

(in the same building as Policlinics Jižní Město II)

Metro line **B**, Station Náměstí Republiky

Tram Number 3, 5, 8, 9, 14, 22, 24

Metro line **C**, Station Chodov

Bus Number 115, 118, 122, 177, 197 - station Chodov

## Getting to Prague, Hradec Králové and Plzeň

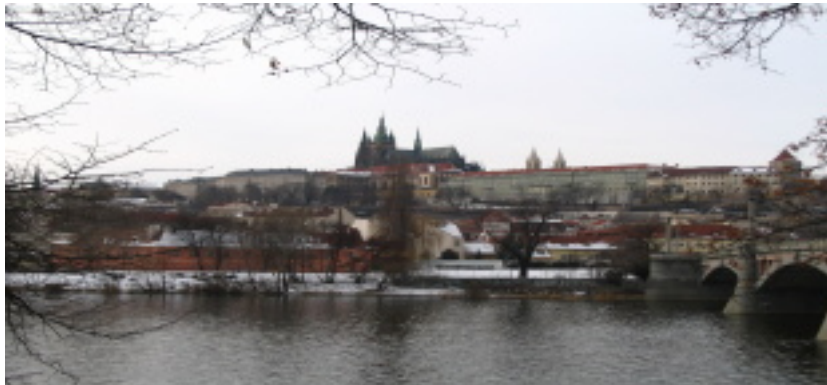
**Please note that three Charles University faculties are located outside Prague:**

- Faculty of Pharmacy in Hradec Králové, Faculty of Medicine in Hradec Králové, Faculty of Medicine in Plzeň

**To find a bus or train connection within the Czech Republic, see :** <http://idos.datis.cd rail.cz>

(the National Information System of the public line passenger transport timetables)

## Getting to Prague



<http://www.praha-mesto.cz>

### Arriving by Air

All international flights arrive at Václav Havel Airport Prague, approximately 20 km to the northwest of the city centre. You can get into town either by catching a city bus (buses 119 and 179 from the airport) or by using the airport shuttle service. All minibus shuttle services to and from the airport are run by a single private company, CEDAZ. You will see their white vans waiting outside the terminal. There is also a taxi service run by Airport Cars FIX. There are four ways you can get from the airport to your hall of residence:

1. Take a taxi. This is undoubtedly the most comfortable way to travel, but also the most expensive. Prices for a taxi journey from the airport to town range from CZK 120 to CZK 870, depending on your destination. A price list of services offered by Airport Cars FIX is displayed next to the company's taxi rank near the entrance to the airport terminal. If you do decide to use a taxi, make sure you get a written estimate for the cost of your journey from the attendant at the taxi office in the airport terminal before you set out – this will reduce the chance of the driver overcharging you.
2. Hire a city shuttle van to take you directly to your hall of residence. This is charged at a flat rate of CZK 480 for one to four people, or CZK 960 for five or more, and is generally cheaper than taking a taxi. However, it is also slower, since the van will take up to eight passengers, and will stop at up to eight different destinations. Your address may

be the eighth in line. Write down the address of your hall of residence to show the shuttle driver, as communication may be difficult if you do not speak Czech.

3. Take city bus 119 or the regular airport shuttle service to the Dejvická metro station (green line A). Then take a taxi from Dejvická. This reduces the length of the taxi journey. To take a city bus (or any other public transport) you will need to buy a ticket and you must remember to validate the ticket in a date-stamping machine when you get on the bus or tram or into the metro station. To take an airport shuttle, you pay approx. CZK 90 to the driver. Taxi fares in the town are currently around CZK 25 per km.
4. Take city bus 100 – a special fast and frequent service - from the airport to the Zličín metro station (yellow line B), from where you can get to central Prague quickly.
5. Use public transport. Instructions here will vary widely depending on which dorm you have been assigned. Please see your accommodation voucher.

For general information on Václav Havel Airport Prague, see the Czech Airport Authority website: [www.csl.cz](http://www.csl.cz) , which includes full details of transport to and from the airport by city bus, minibus and taxi (in English).

### Arriving by train or bus

Most international trains arrive either at Prague Main Railway Station (Hlavní nádraží) or at Holešovice Railway Station (Nádraží Holešovice) to the north of the city centre. Both stations are on the metro system (red line C). International buses usually arrive at Florenc Bus Terminal (on metro lines B and C) or at the Želivského bus station (metro line A).

## Getting to Hradec Králové



<http://www.hradeckralove.org/cz.html>

You will most probably travel to Hradec Králové via Prague.

### Arriving by Train

International trains (EuroCity, InterCity) arrive at two railway stations in Prague:

1. The Main Railway Station (Hlavní nádraží) is situated in the centre of Prague and it is also on one of the metro stations (red line C – Hlavní nádraží). Several direct trains depart for Hradec Králové from this station every day.
2. Holešovice Railway Station (Nádraží Holešovice) is connected to the Main Railway Station by metro line C.

### Arriving by Bus or Car

Prague is connected with Hradec Králové by many bus lines. Most buses depart from the Florenc Bus Terminal (metro lines C and B) every 30 to 60 minutes. The journey takes less than 2 hours.

If going by car, take route E67 (D11) from Prague to Hradec Králové (approx. 90 min). Note that in urban areas the speed limit is 50 km/h, 130 km/h on the motorway and 90 km/h on other types of roads. Once in Hradec Králové, follow the signs to Brno and turn left at the first junction with traffic lights after the bridge over the Labe River; then after 20 metres turn right and continue for 150 metres to reach the Faculty of Pharmacy.

## Getting to Plzeň



<http://info.plzen-city.cz>

The *Faculty of Medicine in Plzeň* is located in Plzeň (Pilsen), the largest city in West Bohemia and the fourth largest in the Czech Republic. Plzeň lies about 80 km southwest of Prague and its international airport, and about 80 km from the German border. The easiest way to get to Plzeň is from Prague. If you decide to travel to Plzeň by bus, there are connections from Florenc Bus Terminal (metro lines C and B) departing approximately twice an hour. You can also take a train to Plzeň. There is one leaving Prague Main Railway Station every hour. All the connections take about 90 minutes.