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# Arranging Your Arrival & Stay: Health Insurance, Visa

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## Residence Permit & Visa

EU or EFTA students are legally **obliged to register** with the police in the place of their residence on the territory of the EU within 30 days of their arrival in the country if their intended stay will be longer than 30 days (§ 93, Law no. 326/1999). To register, a student must first fill in a registration card.

State Border Crossing Report (Hraniční průvodka)  
Registration Card

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

In Prague students shall register at this address:

*Cizinecké oddělení policie ČR* [CR Immigration Police Office], *Koněvova 32, Praha 3*, "Florenc" metro station + bus No. 133, 207 (Černínova stop)

*Phone:*+420 974 820 409; *Fax:* +420 974 820 407; *e-mail:* [ocppraha@mvr.cz](mailto:ocppraha@mvr.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 + e-mail: [infoscpp@mvr.cz](mailto:infoscpp@mvr.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 at an immigration police office in the CR (but the Immigration Police recommend that students apply on the territory of the CR). Students who obtain this short-term residence permit are issued with a special card (known as a European Card) which officially states a short-term Czech address and can therefore be used for many transactions in which official proof of Czech address is necessary (opening a bank account, purchase of a mobile phone on a contract, getting any temporary job etc.) A short-term residence permit is issued for different periods depending on the purpose of the short-term residence, but for a maximum of 5 years. The authorities must deal with applications at the latest 180 days from the date of application (when you apply on the territory of the Czech Republic, it is 60 days). Students need to present:

1. A travel document
2. A document confirming the purpose of the stay (acceptance letter in Czech and English versions)
3. 2 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 (purple form)

All documents must not be older than 180 days, with the exception of travel documents, registry data, and photographs of the foreigner if it corresponds to his/her present appearance.

**All foreign-language documents must be officially translated into Czech.**

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

**An acceptance letter in English and Czech will be issued for every student and sent on their home postal address before their arrival and registration at any faculty, as will other necessary forms (State Border Crossing Report, Registration Card).**

**Note please, according to the law if a student wants to undertake paid work of any kind, regular or casual, he or she must have a work permit.**

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

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

An application for the permit should be submitted to the Czech Embassy or Consulate in the student's country of origin in good time before arrival. Please be aware that the administration process can easily take 8 weeks. The price of the visa fee depends on country you come from. **Even when you have the visa you are legally obliged to register with the Police Foreign Department within 3 days of your arrival.**

## Health Insurance & Medical Care

Standard medical treatment is obtainable free of charge. The health care costs are carried by the chosen Czech health insurance fund. To obtain treatment under the provisions of European regulations it is important to contact a medical institution (doctor, dentist, hospital), that has a contract with the public health insurance system (most of them have, but some institutions are purely private).

Your **European Health Insurance Card (EHIC)**, form **E111** or Provisional certificate has to be submitted to the attending physician. If you do not have either of these documents, the physician can insist on cash payment.

In order for the doctor to ensure his or her own reimbursement from the contracting Czech health insurance fund, he or she will need to see your EHIC card, Provisional certificate, or E111 form, and will copy the information onto another specific internal form, known as "Potvrzení o nároku" (Certificate of entitlement). The doctor will also need to check your ID document (passport, ID card, drivers license).

The doctor will normally ask you to confirm your expected length of stay in the territory of the Czech Republic and will advise you to choose one of Czech [contracting health insurance funds](#) . You will confirm your choice and expected length of your stay by signature in above-mentioned "Potvrzení o nároku" (Certificate of entitlement).

If any medicines, laboratory tests, or any further examinations are prescribed, the doctor should give you an appropriate number of copies of "Potvrzení o nároku" (Certificate of entitlement). The copy should then be submitted to the pharmacy, laboratory or surgery.

Please bear in mind, that your European health card insurance (or with the E111 form and Provisional certificate) entitles you only to coverage of the costs of medical care in the Czech Republic and Czech doctors are instructed to try to ensure that you need not leave the country earlier than you planned as a result of medical problems.

Other kinds of medically 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 medical need a temporary stay in the CR, visitors with the E 111, Provisional certificate or the EHIC can go to the doctor/dentist/hospital directly with this document. If you are staying in the CR for a relatively long period (1 semester) you may – if you wish – make a direct agreement with a Czech health insurance company, and register with it. As the registration document you will obtain "Potvrzení o registraci" (Certificate of Registration) which can be submitted to any doctor/dentist/at the 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 (cosmetic) treatment or higher quality materials require extra payments. 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 the E111/EHIC directly. In other cases the practitioner issues a recommendation for admission to hospital. **Transport** to the hospital is covered by the insurance system and is provided free of charge. In case of urgent medical transport or in case of treatment by a doctor from the emergency service it is also necessary to present your EHIC/E111 or Provisional certificate.

If the doctor decides to **prescribe medicines**, he or she will issue a prescription and should also give you a copy of "Potvrzení o nároku" (Certificate of entitlement) as mentioned before. For some medicines the patient must make some financial contribution while some groups of drugs are free for the patient.

In the Czech republic, non-prescription drugs and medicines are sold only in pharmacies. They are not available at supermarkets, as in many West European countries. Pharmacies may be recognised by the prominent green cross-displayed over the shop-front. Many have staff who can speak English or German, and are used to offering advice to tourists (especially in the city centres).

### *Health Funding in the Czech Republic*

Standard medical treatment is obtainable free of charge. The health care costs are carried by the chosen Czech health insurance fund. There are compulsory prescription **charges** on some medications, materials and forms of dental treatment. These charges are not refundable.

If you (by mistake or for any other reason) pay cash for medical treatment that is covered by your home insurance company, you will have to apply for reimbursement at home since such costs are not refundable within the CR.

**Students from outside non-EU countries are not covered by the EU's E-111 form**, and they therefore must have a valid international medical insurance plan, or they must expect to pay cash for all medical care.

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

If your medical problem isn't an emergency, Prague has several clinics that cater to English-speaking clients that can provide a network of services from basic examination to accompanying a patient to the hospital. Please note, however, that these are usually commercial operations that may charge 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

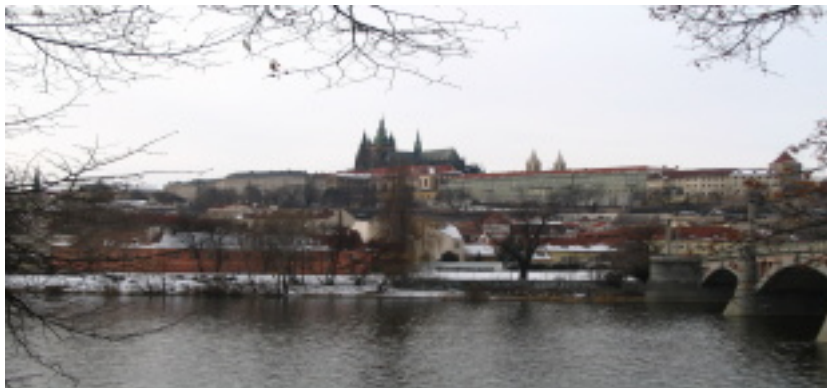
## Getting to Prague, Hradec Králové & Pilsen

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

- the *Faculty of Pharmacy in Hradec Kralove* and the *Faculty of Medicine in Hradec Kralove*
- and the *Faculty of Medicine in Plzen*

To find your bus or train connections inside the Czech Republic please visit: <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 Prague Ruzyně Airport, approximately 20 km to the Northwest of the city centre. You can get into town either by catching a city bus (No. 119, 179 go to the airport) or by catching the airport shuttle service. All minibus shuttle services to the airport are run by a single private company called CEDAZ. You will see their white vans waiting outside the terminal. There is also a taxi service run by a company called Airport Cars FIX. There are four ways you can get from the airport to the dormitory:

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 into town range from Kč 120 – Kč 870, depending on your precise destination. You will find a price list for the service offered by Airport Cars FIX by the company's stand in the airport lounge. If you do decide to use a taxi, make sure you get a written estimate for the cost of your journey from the company in the airport lounge before you set out, since this reduces the chance of the driver trying to overcharge you.
2. Hire a city shuttle van to take you direct to the dormitory. This is charged at a flat rate of Kč 480 for 1-4 people, or Kč 960 for 5 or more people, and is generally cheaper than taking a taxi. However, it is also slower, since the van

will have up to eight passengers, and will have to visit up to eight different addresses. Your address may be eighth in line. Write down the address of your dormitory to show to the shuttle driver since communication may be difficult if you do not speak Czech.

3. Take city bus No. 119 or the regular airport shuttle service to "Dejvická" metro station (green line A; by the Hotel Diplomat). Then, after you get to Dejvická, take a taxi. This reduces the length of the taxi journey. To take a city bus (or any other public transport) you will need to buy a transport ticket, and you must remember to validate the ticket by date-stamping it when you get on the bus/tram/metro. To take an airport shuttle, you pay approx. Kč 90 directly to the driver. Taxi fares in town are currently around Kč 25 per km.
4. Take city bus No. 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 Prague Ruzyně airport, see the Czech Airport Authority website: [www.csl.cz](http://www.csl.cz), which includes full details of transport to 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. Both stations are interconnected with metro (red line C). International buses usually arrive at Florenc Bus Terminal (point of change: metro lines B and C) or at a bus station "Želivského" (metro line A).

## Getting to Hradec Králové



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

In most cases you will get to Hradec Králové via Prague.

### Arriving by Train

International trains (EC, IC) 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 one of the metro stops (red line C). There are several direct trains departing for Hradec Králové every day from this railway station.
2. Holešovice Railway Station ("Nádraží Holešovice") that is linked with Main Railway Station by metro line C.

### Arriving by Bus or Car

There are numerous buses linking Prague with Hradec Králové. Most of them depart from Florenc Bus Terminal (metro line C and B) every 30 to 60 minutes. The journey takes less than 2 hours.

If driving a car take the route No E67 (D11) from Prague to Hradec Králové (approx. 90 min). Note that the speed limits are 50 km/h in urban areas, 130 km/h on a highway and 90 km/h elsewhere. Once in Hradec Králové, follow the signs to Brno and turn left at the first crossing with traffic lights after crossing the bridge over the Labe river; then turn right after 20 meters and continue 150 meters to reach the Faculty of Pharmacy.

## Getting to Pilsen (Plzeň)



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

The *Faculty of Medicine in Plzeň* (UWB) is located in Pilsen (Plzeň), the largest city in West Bohemia and the fourth largest city in the Czech Republic. Pilsen lies about 78 km southwest of Prague and its international airport, and about 80 km from the German border. The easiest way to get to Pilsen is from Prague. If you decide to get to Pilsen by bus, there are links from Florenc Bus Terminal (metro line C and B) approximately twice an hour. You can also get to Pilsen by train that goes from Prague Main Railway Station ("Hlavní nádraží") every hour. All the connections take about 90 minutes.