

## Student Pre-Guide

Hello!

We are really happy that you have chosen the University of Chemistry and Technology in Prague for your studies abroad.

The Erasmus student club of UCT (ESN UCT Prague) and its volunteers are here to help you. The first we can do for you is this 'First aid kit' to make the beginning of your stay in Prague as smooth as possible.

### What should you start with?

Students of our university are here to help you with the very first experience of Prague. Do not hesitate and apply for a Buddy!

'Who's the Buddy,' you ask?

Buddy will communicate with you before your arrival, (s)he will pick you up at the airport or bus/train station, help you to accommodate at the dormitories, show you where to go shopping or where to grab a beer. So let's meet your first Czech friend 😊!

'Where?'

Just type <https://esnuct.uni-buddy.com/login> into your browser and start with filling in your characteristics.

Please make sure you fill in all the information completely and in detail. That's what your future friend will see and that's what will convince him to pick you! You should also include **when** and **where** you arrive (not everyone has time for all time 😊).

Done?

Then let's see what you **should not forget to pack**.

Before leaving your home, double check your suitcase for following things:

- Passport or ID card (ID for Schengen countries only), which is valid at least two months longer than the length of your expected study stay
- Student visa (if applicable)
- Health and Accident Insurance
- Sufficient financial means (cash or credit card). For the beginning you will need at least 8000 CZK (around 300 EUR), **at least 3000 CZK** you should have **in cash!**
- 3 passport photos
- Your „Buddy“ contacts (if you have applied for one)
- Internet cable (you can also buy one in the dormitories)

Further information: <http://study.vscht.cz/erasmusplus/before-arrival>

## Arrival

### ***By airplane***

The main international airport in the Czech Republic is the Václav Havel Airport Prague (PRG), which has daily connections to major European cities. The airport is located in the north-western part of the city, about 15 km from the city centre. You can easily get to the city in 20 minutes by public transport. Information about the airport: [www.prg.aero/en/](http://www.prg.aero/en/)



### ***By bus***

Bus is the cheapest means of transport in Central Europe. There are bus connections between major cities of the Czech Republic and other European cities. Most of the international buses arrive at Florenc (main bus station in Prague), where you can change to the metro.



If you choose to travel by bus with Eurolines, don't forget to use the promo code "TourwithESN", which gives you 20 % off the bus ticket price!

More info here:

<https://www.elines.cz/en/20-percentage-discount-for-erasmus-students>

### ***By train***

International trains arrive to the main railway station, Praha – Hlavní nádraží (Praha Hl. n.), also having an access to the metro.



### ***By car***

Just take care on the roads. You have to buy and display the obligatory motorway label (sticker) for driving on Czech highways. Labels can be purchased at all petrol stations near to the Czech borders. 10-days label costs 310 CZK and a monthly sticker is for 440 CZK.



**Welcome! You have arrived successfully, now you might appreciate some hints what to do in following hours. Continue reading or just meet your Buddy 😊.**

## How to get to the dormitories?

First of all, get your room at the UCT dormitories, where almost all of the UCT Prague students live.

### ***From the airport***

- 1) Buy the 32 CZK ticket for public transport. (valid for 90 min; more than enough)
- 2) Take the bus 119 to Nádraží Veveřská.
- 3) Go to the metro station and take a train in the direction to Depo Hostivař.
- 4) Get off the train at Muzeum station and change to the red line C.
- 5) Take a train in the direction to Háje and get off at Chodov station.
- 6) Go up and take the bus number 177 (direction to Poliklinika Mazurská or sometimes direction to Volha) and get off at Volha station.
- 7) Go to one of those big buildings: to the right to Volha or to the left to Sázava.

### ***From Florenc***

- 1) Buy the 32 CZK ticket.
- 2) Go to the metro station Florenc (line C, red), take a train in the direction to Háje and get off at Chodov Station. ATTENTION: metro station Florenc is a transfer between yellow and red line – make sure you take the red line!
- 3) Follow number 6) “From the airport”

### ***From Praha-Hlavní nádraží***

- 1) Buy the ticket for 32 CZK.
- 2) Go to the metro station Hlavní nádraží (line C, red) and take a train in the direction of Háje and get off at Chodov Station.
- 3) Follow number 6) “From the airport”

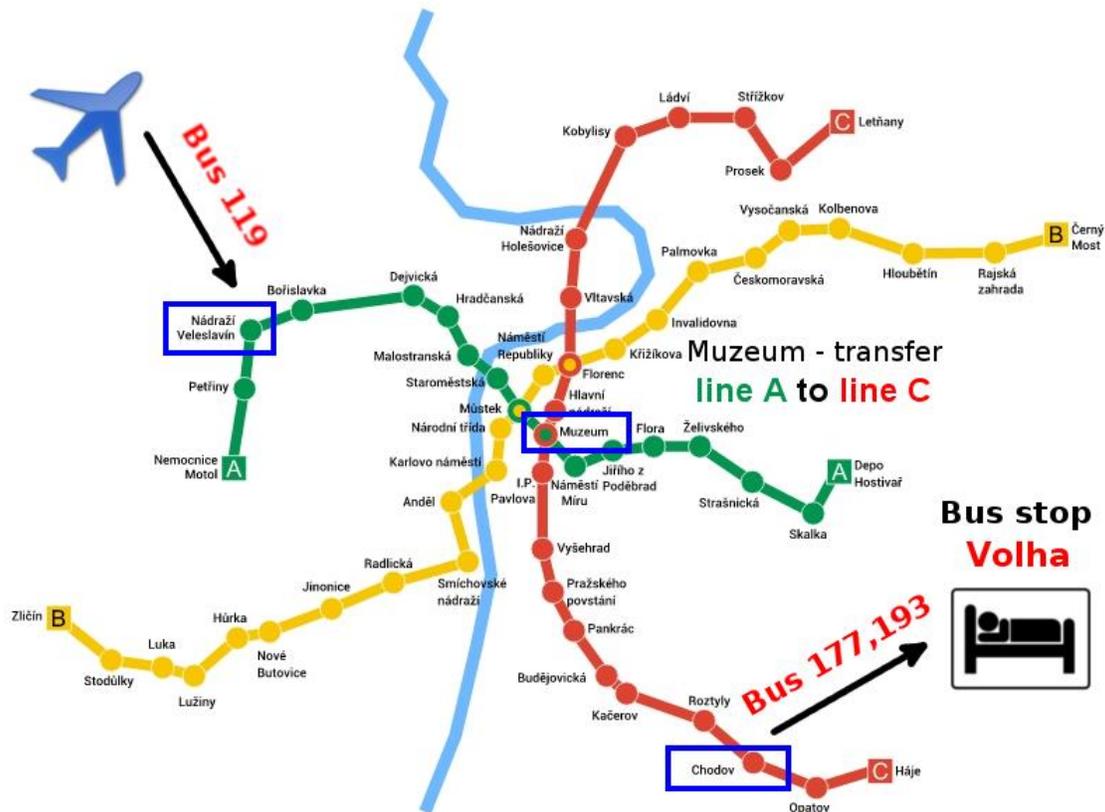
### ***By car***

Use your GPS: Volha 50.0207897,14.4905506

Sázava 50.0203691,14.4945517

You can park your car right in front of the dormitory.

***If you get lost, just find a metro station and use this map to help you get to the Chodov station. (Then follow the final steps of the directions from the airport.)***



## Living elsewhere

If you do not live in the dorms but somewhere else, please mind the reporting duty and visit [this page](#) for further information as soon as possible.

**Non-EU** students who stay in another accommodation facility than the UCT Residences must register at the Czech Foreign Police within **3 days** after their arrival. **EU** students accommodated out of the UCT dormitories are obliged to register at the Foreign Police office within **30 days** after their arrival if their stay in the Czech Republic exceeds 30 days.

To make an appointment at the Czech Foreign Police, contact Anna Eiflerová [anna.eiflerova@vscht.cz](mailto:anna.eiflerova@vscht.cz) from UCT. Také you passport with you to the UCT Department of International Relations office and she will help you to arrange it.

Registration of your stay in the Czech Republic at the Czech Foreign Police is not necessary for students staying in the UCT dormitories (Volha or Sázava).

Students from both non-EU countries and EU countries are obliged to report changes concerning their stay in the Czech Republic, such as changes in their address, travel documents or the family status.

## Moving in

As soon as you arrive to the dormitory, go directly to the reception. You will get the key to your room and bedclothes after you pay the returnable cash deposit of 3000 CZK. Do not lose the receipt you receive! In Sázava you will also sign an accommodation contract and other forms. In Volha you will have to sign a contract on the next working day in the accommodation office.

### Opening hours:

Monday, Wednesday:	6:30 AM – 4 PM
Tuesday, Thursday:	6:30 AM – 3 PM
Friday:	6:30 AM – 2 PM

Check your room thoroughly for any defects. If you find some, inform the accommodation office about it immediately (they will enlist it in the handover protocol). You can also ask for an internet cable in the accommodation office if you do not have your own. It costs 50 or 100 CZK depending on its length.

If you have any trouble and you are Buddyless, just contact our dorm's coordinators:

<b>Sázava:</b>	Michaela	<b>+420 735 897 051</b> sazava@esnuct.cz
<b>Volha:</b>		volha@esnuct.cz

## How to connect to the internet?

You have to set-up your computer. Check either [this page](#) or the notice board in the dorm's lobbies.

## Coming earlier with your family?

Did your family or friends arrive with you and you want to find some nice accommodation for them? We can highly recommend Bohemian Hostels, which offer

wide range of rooms from cheap “dorm” rooms to nice apartments. If you use promo code “SleepwithESN” you will also get 15 % discount!

## Money

We recommend you **NOT** to exchange your money right at the airport. There are special airport fees for the ATM withdrawal! Use one of these good exchange offices in the city:

### Exchange

Kaprova street 14, next to the metro station Staroměstská (green line, just 5<sup>th</sup> station from Nádraží Veleslavín)

You can also get a better rate here if you show this voucher:

<https://www.exchange.cz/vip-coupon.php>

Opening hours: every day 9 AM – 8 PM

### Exchange8

Žatecká street 16/8, metro station Staroměstská

Opening hours:

Mon – Fri 9:15 AM – 7:30 PM

Sat + Sun 10 AM – 6 PM

### Exchange Alfa Prague

Náměstí 1, metro station Náměstí (yellow line, one station from transfer Můstek or Florenc). Follow the signs to the street (not into the shopping mall Palladium), the main entrance is on the left.

Opening hours

Mon – Fri 9 AM – 8 PM

Sat + Sun 9:30 AM – 8 PM

## Enrollment

### Orientation Week

The best for you to go through all the administration at the beginning of your stay is to come already for the week of 11<sup>th</sup> – 14<sup>th</sup> September 2017. During this week, we have a rich program prepared for you. All together, we will get to know each other, deal with all necessary paperwork, get your transportation card, open a bank account, explore the city, taste the Czech cuisine... It's a lot to do but we promise, it's gonna be fun!

You will get the precise program via e-mail, or you can join the Erasmus students FB group called [International Students UCT Prague Fall 2017](#).

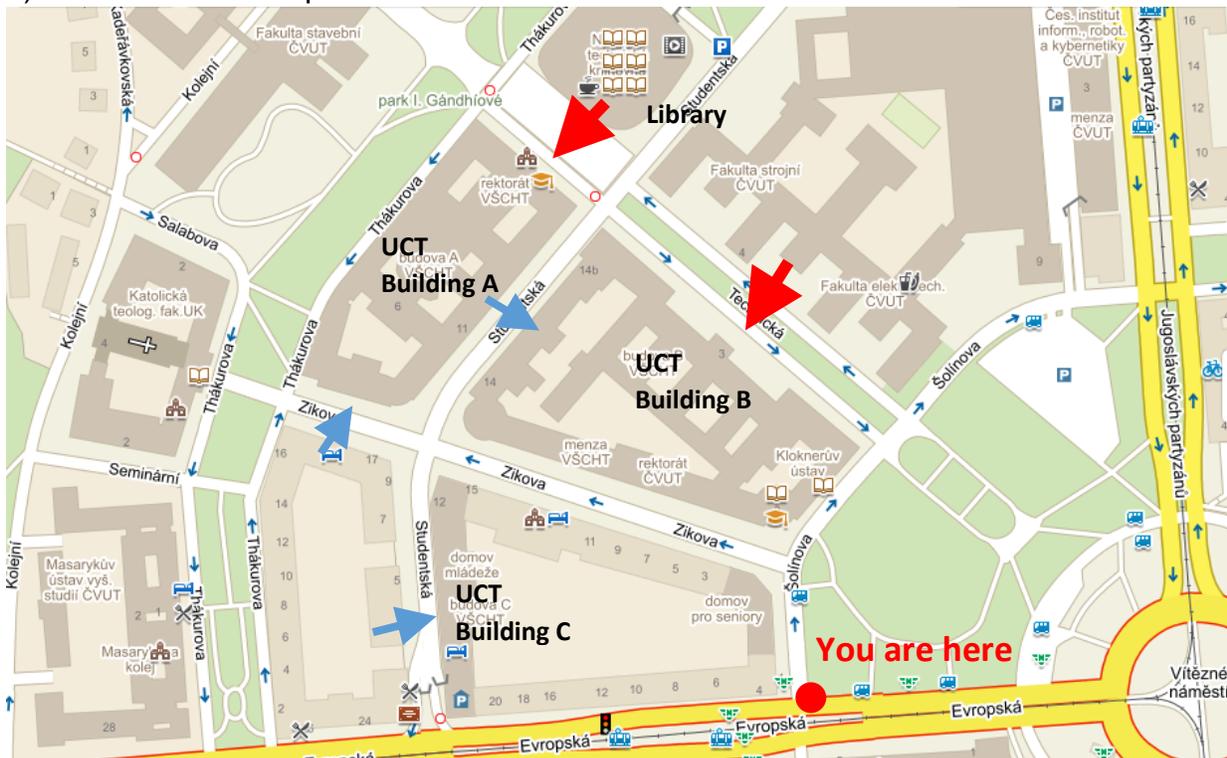
And don't be desperate if you miss it. We will of course help you afterwards as well 😊.

Opening hours of the Department of International Relations  
(UCT Building B, room 119)

Mo, Tue	13:30- 15:30
Wed	closed
Thu, Fri	9:00 - 11:00

## How to get to the university? (From dormitories)

- 1) Buy the 32 CZK ticket (in case that you do not have a long term pass yet).
- 2) Take the bus 177 to the Chodov station.
- 3) Take the metro in the direction to Letňany.
- 4) Change the green A line at Muzeum station and go in the direction to Nemocnice Motol.
- 5) Get off at Dejvická station and go to the exit on your right (with escalators), go through the door and turn right.
- 6) Follow this map:



And here it comes, your adventure has just begun. Go and enjoy it as much as possible. Meet new friends, explore new places, try new things. Simply get the best out of the time you came to spend in our beautiful country. Trust us, it has a lot to offer.

We would be very pleased if you found the above mentioned info useful. Because that's why we are here: to help, to guide, to absorb the atmosphere you all together create, to be part of your Erasmus memories. That is why we prepared a lot of events during the whole semester for you, including trips to the most beautiful parts of our country and thematic parties to introduce our culture and habits. We hope that you will enjoy every bit of your stay in the Czech Republic and we will try to make it an unforgettable experience!

LET'S HAVE FUN!!!

Your ESN UCT Team

