



# ERASMUS ARRIVAL INFORMATION SHEET

## Faculty of Medicine in Pilsen

### Charles University

#### Contacts

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**Office hours: Monday – Friday: 8 am – 3 pm (only scheduled appointments)**

#### Arrival and Registration

On your arrival in the Czech Republic (time zone GMT+1), first get to your accommodation and report to reception in the hall of residence or your landlord. If you have applied for accommodation in Charles University halls of residence, you will find your Accommodation Voucher enclosed to your Letter of Admission. Your university registration will be arranged during the Orientation Programme or other meeting(s) with the faculty co-ordinator(s) (you will be informed about them either by a leaflet included in the information package or by email from the appropriate faculty co-ordinator). At the meeting or during the orientation time, you will get further information about study practicalities including getting the Study Record Card and/or access data to the (Student) Information System, a faculty coupon for your Charles University ID Card (with the ID card you acquire access to faculty libraries, computer rooms and internet; holding it entitles you to a discount on public transport season ticket, gives you access to university cafeterias, etc.). The Charles University ID card may also be obtained in the form of ISIC card (in this case you have to pay a higher issuing fee, but you are entitled to various discounts in theatres, cinemas and similar in the Czech Republic).

**Getting to Pilsen** <https://www.pilsen.eu/citizen/>

The Faculty of Medicine in Plzeň is located in Plzeň (Pilsen), the largest city in West Bohemia and the fourth largest city in the Czech Republic. Plzeň lies 78 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. The bus connection (from *Florenc* or *Zličín* metro station) takes 60-70 min.; train (from *Hlavní nádraží* or *Smíchovské nádraží*, both interconnected with metro stations of the same name) about 90 min.

#### *Arriving to Plzeň/Pilsen by Train*

International trains (EC, IC) arrive at two railway stations in Prague: **Main Train Station (*Hlavní nádraží*)** is situated in the centre of Prague and it is also one of the metro stations (**red line C**). There are several direct trains departing for Pilsen from this railway station every day. **Holešovice Railway Station (*Nádraží Holešovice*)** to which many trains from Germany arrive is linked with *Hlavní nádraží* and *Florenc* (= location of Florenc Bus Terminal) by **red metro line C**. Trains timetables are available here:



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<https://jizdnirady.idnes.cz/vlaky/spojeni/> (switch to English/German in the right upper corner, "Menu" button).

#### ***Arriving to Plzeň/Pilsen by Bus***

There are numerous buses linking Prague with Plzeň. Most of them depart from **Zličín Bus Terminal**. During the day, there is a bus departing from *Zličín Bus Terminal* to Plzeň Bus Terminal every 60 minutes. The journey takes approximately 1 hour. There are also several buses departing to Plzeň daily from Florenc Bus Terminal. <https://jizdnirady.idnes.cz/autobusy/spojeni/>

#### ***Public transport in Plzeň/Pilsen*** <http://www.pmdp.eu/>

When you arrive in Plzeň **by train**, take direct tram **No. 1** from the front of the Main Railway Station (public transport stop *Hlavní nádraží*) to *Lékařská fakulta* (Faculty of Medicine) or **city bus No. 35** from *Hlavní nádraží* to the stop *Mrakodrap* and change there to **city bus No. 27** to *Zoologická zahrada*. When you arrive **by bus** at *Plzeň Bus Terminal*, public transport stop *CAN Husova*, you can walk about 10 minutes to reach the Faculty of Medicine. Alternatively, you can take direct **bus No. 41 or 56** to the stop *Zoologická zahrada*.

#### ***Travel passes***

If you use local transport regularly, you can save money and time by purchasing city transport pass called **Pilsen Card**. Please, note that **students above 26 years of age** are not eligible for student discounts. Pilsen Card: <https://en.plzenskakarta.cz/>

## Accommodation

**University Accommodation** is provided in Charles University Halls of Residence. **In Pilsen, students are housed in the residence Bolevecká. [Student residence Bolevecká - Dormitories and Refectories \(cuni.cz\)](http://www.cuni.cz)** **Students are housed in double-occupancy rooms, single rooms are not available.** Unit system consists of twin rooms (= rooms with two single beds) sharing bathroom facilities. A small kitchenette is usually at the end of each hall. Students can also use a lavatory and hanging rooms in the building for a small fee. Bedding and bed linen are provided; towels, kitchen towels and kitchen utensils are not. If you wish to share a room with a colleague (schoolmate) of yours, please, contact the European Office prior the arrival or ask the Accommodation Office (Reception) when moving in. The allocation of rooms is responsibility of the management of the residence hall.

**The accommodation will be provided for the period corresponding to your study stay at Charles University. It is always available starting approx. one week before the beginning of the semester/study period (orientation week/days included). Internet connection in the halls is NOT available before the official registration day at your host faculty!**



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**To check-in** you need: your passport or ID card, the original of your Accommodation Voucher, one photograph and a copy of the receipt from the payment of the deposit. Students who arrive after office hours will be housed for the night (the reception is open 24 hours a day) and registered on the following workday at the Accommodation Office.

The rent is paid directly in cash (CZK) or by card (if the hall has the necessary equipment) at the Accommodation Office/Reception at the appropriate residence. Students make the first payment (see above) upon their arrival and must make subsequent monthly payments in advance, always at the latest on the 20th of the preceding month.

#### ***Private Accommodation***

It is not difficult to find private accommodation in Pilsen. You can either rent a room in a shared flat or a whole flat to share with other students. Check e.g. <http://www.expats.cz> or the web for “*spolubydlení + Plzeň*” (flat share + Pilsen) to find private accommodation.

#### **Visa and Residence Permit**

All **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 90 days. When registering with the Immigration Police, students must fill in a form called Registration Card, provide their travel document (passport or ID card), evidence of health insurance and 1 photograph. Not registered students can be fined by min. 3 000 CZK.

If you are housed in Charles University Hall of Residence and intend to stay there for the full time of your study stay at Charles University, you normally would not need to visit the Immigration Police as the halls would pre-register you. **Privately accommodated students are obliged to visit the Immigration Police Office.**

**Oddělení pobytu cizinců Plzeňský kraj (Foreigners' Residence Unit Plzeň Region)**, Jagellonská 1017/9, 301 00 Plzeň, Tel.: +420 974 801 801, **Office hours:** *Mo+We 8-12 and 12:30-17, Tu+Th 8-12.* Online reservation: <https://frs.gov.cz/en>

**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**. **You are legally obliged to register with the Immigration Police Office within 3 days after your arrival to the Czech Republic.** We recommend this also to visa students housed in our residences. More here: <http://www.mvcr.cz/mvcren/article/immigration.aspx>.

#### **Medical Care and Health Insurance; Covid-19 situation updates:**

If you hold valid medical insurance which covers your stay in the Czech Republic, standard **necessary treatment is obtainable free of charge** from the Czech Health Insurance fund, in conjunction with your



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health insurance policy at home. It is important to contact a medical institution (doctor, dentist, hospital) that has a **contract with Czech public health insurance system**. In purely private institutions, you would have to pay any costs that should arise. The **European Health Insurance Card (EHIC) + form acknowledging its validity for the Czech Republic (issued at any Czech Health Insurance company; please, visit one after arrival!)** has to be submitted to the attending physician.

*Emergency Calls (lines 1-5 free of charge; Coronavirus help line has standard phone charges valid in the Czech Republic)*

Ambulance	Police	City Police	Fire Brigade	EMERGENCY	Coronavirus and Covid-19 Help Line:
155	158	156	150	112	(+420) 224 972 222 (Mo-Fr 9:00-17:00)

**DETAILED INFORMATION ON YOUR STUDY STAY IS AVAILABLE AT: <https://cuni.cz/UKEN-145.html>**