Information on the Issue of Student ID Cards in the Academic Year 2017/2018

The aim of this information leaflet is to provide basic information on the issue and use of student cards of Charles University (CU) in order to ensure that the card system functions smoothly and to the benefit of everyone concerned.

Students of CU are issued with student ID documents in the form of contactless smart cards. The cards are issued to all CU students whether in full-time or combined type of study, including doctoral degree programmes.

As a student at CU you have a right only to one CU student card (regardless of whether you are registered for more than one study programme). You have to collect this card personally at one of the card issue centres (see below).

Types of Card
You may choose one of the two types of card:
• a CU student card combined with international ISIC card (below referred to simply as CU-ISIC). For detailed information about the available ISIC-based discounts and the rules of their application please visit www.isic.cz
• a standard CU student card.

There is a charge of 430,- CZK for changing a standard card for a CU-ISIC card and a charge of 200,- CZK for changing a CU-ISIC card to a standard card.

The CU-ISIC card is issued to all students in full-time or combined type of study without limitation of age. Printed on both types of card is the personal number of the student and a unique identification number of the card in the form of a bar code. Further information and pictures of the card can be found at www.cuni.cz/prukazy.

The issue of a student card with the ISIC licence is subject to consent to the processing of personal data and the provision of this data to GTS ALIVE s.r.o.

Faculty Coupons
Coupons (attachable stamps) confirming the validity of the card in a given academic year and stating the faculty to which the cardholder belongs are issued to go with the cards. Each student will obtain coupons from all the faculties where he or she is studying. The coupons are issued to students in every year of study on their registration for studies. A CU student card is invalid without a faculty coupon. However, the coupons do not act as a prolongation of the ISIC licence validity. It is necessary to prolong the ISIC licence validity every year at the card issue centre (see below). The fee for the prolongation of the ISIC licence validity is 230,- CZK.

Charge for Cards and their Validity
The standard CU student card is issued free of charge, while a fee of 230,- CZK is charged for the issue of a card with the ISIC licence, which allows the cardholder to enjoy a whole range of discounts and benefits in the CR and abroad (and please note that the standard price of an ISIC card issued outside the CU is 350,- CZK). There is also a charge for replacement of the card or coupon in cases of loss or damage.

A card with the ISIC licence issued to students registered for studies in the academic year 2017/2018 is valid until 31. 12. 2018. From September 2018, you will have an option to prolong the validity of the CU-ISIC card for the next year. Prolongation of the CU-ISIC card validity is carried out at the CU card issue centres where a new holographic sticker will be stick on the reverse of the card. For prolongation you pay the same (discount) charge as when you are issued with the card for the first time, i.e. 230,- CZK. Due to the exceptionally advantageous conditions negotiated for the combination of an ISIC licence with the CU standard card, CU students do not have the possibility to obtain or prolong an ISIC card elsewhere than at the CU card issue centres.

Use of the Cards
CU student cards serve as passes that allow CU students access to CU libraries and the right to borrow books and other materials there, access to CU computer labs, to enter selected buildings (e.g. halls of residence), copy services on some of the faculty UK. The card serves as an identification card for meals in canteens CU, and so on. From the day following the day of issue of the CU student card (both kinds) is the issued student card recognized by the Prague Public Transport Company (DP) as a proof of study that authorizes the card owner to purchase the discount fares for the public transport. The full text of the rules for the ISIC-based discounts can be found at www.isic.cz. You show the faculty stamp (coupon) when you need to prove that you belong to the faculty, i.e. for purposes of access to faculty hospitals, specialised laboratories etc.

Card Issue Centres
Cards are issued to students of CU faculties in Prague at the following three centres located:
• in the CU Centre for Information, Counselling an Social Services, Celetná 13, ground floor of the CU Faculty of Education,
• in the CU Mathematics and Physics Faculty building, Ke Karlovu 3, in the second basement, room M266,
• in the CU Law Faculty building, nám. Curieových 7, ground floor, room 34

Detailed information on the opening hours of these centres is available on the Internet web page www.cuni.cz/prukazy.

On presentation of a faculty coupon and proof of identity (Identity card, passport, Certificate of regular study at the university – „index“) you will be issued with a card at the issue centre. At the issue centre you also obtain, free of charge, a special case for your card, into which you can slip the card, all faculty stamps and the Public Transport coupon.

The issue centres deal with all problems relating to the cards except for the issue of faculty coupons.
**Type of the student card choose carefully**

It is important to be aware of following:

- The first issue of *a standard CU student card* is free of charge.

- The first issue of *a CU student card combined with the international ISIC card* (the CU-ISIC card) is charged by a fee of 230,- CZK.

- A later changing of a standard card for a CU-ISIC card *is charged by a fee* of 430,- CZK.

- Prolongation of the CU-ISIC card validity (which is marked on the reverse of the card by a holographic sticker) is always carried out *at the beginning of new academic year* at the card issue centre and is charged by a fee of 230,- CZK.

- The CU-ISIC card is serving as an international identification card of the student. Information on discounts that you can gain as a holder of the CU-ISIC card is available on the Internet page [www.alive.cz](http://www.alive.cz).

- The detailed information on student cards is available on the web site [www.cuni.cz/prukazy](http://www.cuni.cz/prukazy).

*Drawn up by the CU Computer Centre on the basis of the Measure of the Rector no. 37/2016.*