



ERASMUS ARRIVAL INFORMATION SHEET, PLZEŇ

Charles University in Prague, 2014 / 2015

Contacts

You can find our contacts here: <http://www.cuni.cz/UK-928.html>. European Office: erasmus@ruk.cuni.cz, +420 224 491 710 or 675

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 week, 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 <http://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 about 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 takes approximately 60-70 minutes, train about 90 minutes.

Getting to Prague

Arriving by Air

Almost all international flights to Czech Republic arrive at Václav Havel Airport Prague, located approximately 20 km of the city centre. You can get into the city centre of Prague (to switch to bus / train to Plzeň) either by a city bus + metro (we recommend bus Nos. 119, 179 and 100 since they are the fastest ones; bus stop *Terminal 2* is located just in front of the "Arrivals" building and tickets can be obtained by the bus driver or info stand in the arrival hall; timetables are available at <http://www.dpp.cz/en/> as well as on each bus stop) or by catching a taxi or using the airport minibus shuttle service.

If you arrive by air, get to *Hlavní nádraží* train station or *Florenc Bus Terminal* and continue to Plzeň with train/bus. There is also a **frequent bus connection to Plzeň from Zličín Bus Terminal** (end stop of direct bus No. 100 from the airport).

1. Take a taxi to the city centre of Prague

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 CZK 250 – CZK 1050, depending on your precise destination. Depending on your further connection, instruct the taxi driver to take you to Prague Main Railway Station (*Hlavní nádraží*) or *Florenc Bus Terminal* or *Zličín Bus Terminal*.

2. Use public transport to reach city centre of Prague

A) Take city bus No. 119 to *Dejvická* metro station (**green line A**) and travel further by metro (subway) or tram to Prague Main Station (*Hlavní nádraží*) or *Florenc Bus Terminal*. Tickets are available from many newsstands and tobacconists, ticket offices in the metro, and from automatic machines in the metro and at selected bus and tram stops. Single tickets cost from CZK 24 to CZK 32. The CZK 32 ticket is valid for 90 minutes of unlimited travel. You may change between trams, buses, the metro and trains (in area of Prague) as you wish. You do not need to have a new ticket, regardless of how many times you change, until the time period runs out. **Use a CZK 32 ticket to get from the airport to Hlavní nádraží or Florenc Bus Terminal.** After boarding a bus, tram, or upon entering the metro, **tickets must be date-stamped** in order to make them valid.

B) Take city **bus No. 100** – a special fast and frequent service – from the airport to *Zličín Bus Terminal*. The ticket will be CZK 24.

Arriving to Plzeň/Pilsen by Train

International trains (EC, IC) arrive at two railway stations in Prague: **The Main Railway 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*)** is linked with *Hlavní nádraží* and *Florenc* (location of *Florenc Bus Terminal*) by metro line C. Timetables: <http://jizdnirady.idnes.cz/vlaky/spojeni/> (switch to English/German in the right bottom corner).

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*. <http://jizdnirady.idnes.cz/autobusy/spojeni/>

Public transport in Plzeň/Pilsen

When you arrive to Plzeň by train take trolley **No. 11 or 16** from the front of the Main Railway Station, *Hlavní Nádraží* to station **U práce** and change to tram **No. 4** to *Zoologická zahrada*. Use a **CZK 16 single ticket** ("transfer ticket for 30 minutes") and enter the tram by the front door, where you must validate your ticket.

When you arrive by bus to **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** to the stop **Zoologická zahrada**. Use a **CZK 16 single ticket** ("transfer ticket for 30 minutes") and enter the bus by the front door, where you must validate your ticket.

You can buy tickets by a tobacconist or in a newsstand in the area of the train station/bus terminal. <http://www.pmdp.eu/>

Travel passes

If you use local transport regularly, you can save money and time by purchasing **season tickets called Pilsen Card**. Passes are valid for unlimited travel on any bus, tram throughout the city area. **Students above 26 years of age** are not eligible for student discounts. Pilsen Card: <http://www.pmdp.eu/pilsen-card/about-the-pilsen-card-project/>

Accommodation

University Accommodation is provided in Charles University Halls of Residence. **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 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!

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. **A deposit CZK 1,800 + approximate first month's rent** is to be paid approximately 2 months before arrival. Upon arrival you pay for the extra days you stay in September.

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 20/25th of the preceding month (the date is depending on the residence).

Private Accommodation

It is not that difficult to find private accommodation in our university cities. You can either rent a room in a shared flat or a whole flat to share with other students. There is a large range at <http://www.spolubydlici.cz>, but the majority of adverts are in Czech.

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 (European Health Insurance Card) and 1 photograph.

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 don't need to visit the Immigration Police unless you need a confirmation of your registration. The Accommodation Office of your Hall or Residence will register you.

Cizinecké oddělení policie ČR (CR Immigration Police Office), Slovanská alej 26, 307 51 Plzeň, Phone: 974 324 669 (**Office hours: Mo + We 8:00-17:00, Th 08:00 – 12:00**)

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 of your arrival to Czech Republic. <http://www.mvcr.cz/mvcren/article/immigration.aspx>

Medical Care and Health Insurance

If you hold valid medical insurance which covers your stay in the Czech Republic, standard medical treatment is obtainable free of charge from the Czech Health Insurance fund, in conjunction with your health insurance policy at home. It is important to contact a medical institution, such as a doctor, dentist or a hospital that has a **contract with Czech public health insurance system**. Most of them have, but some institutions are purely private and here you would have to pay any costs that should arise. Your **European Health Insurance Card (EHIC)** has to be submitted to the attending physician.

Emergency Calls (free of charge)

Ambulance	Police	City Police	Fire Brigade	EMERGENCY
155	158	156	150	112

DETAILED INFORMATION ON YOUR STUDY STAY IS AVAILABLE AT:

<http://www.cuni.cz/UK-928.html>