Information on the Issue of Student ID Cards in the Academic Year 2018/2019

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 and validity 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).

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 2018/2019 is valid until 31. 12. 2019. From September 2019, 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. In view of 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 and so on. Soon the cards will also be used in CU canteens, to enter selected buildings (e.g. halls of residence) and for other applications.

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.

The full text of the rules for the ISIC-based discounts can be found at www.isic.cz.

Cards Issue

Cards will be issued at the Study Department of LFP during the office hours, i.e., Monday 8:30 – 11:30, Tuesday 8:30 – 11:30 and 12:30 – 14:30, Thursday 8:30 – 11:30 and 12:30 – 14:30, Wednesday and Friday: closed. Student cards are issued based on the provided colour photo. On the back side of the photo please type clearly your birth number and the type of required card (standard or ISIC). Damaged photos and photos from colour printers (int printers, therмотransfer printers, etc.) will not be accepted. Provided photo must have good constrast and must comply with the standards and requirements for the official ID photograph.

All student cards can be collected at the Study Department only in person!

Together with the student card you will receive a free card case that is designed to suit both your card and all of your 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 issue and validity 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.**

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