Registration

Please bear in mind that three of Charles University faculties are located outside Prague: the Faculty of Pharmacy in Hradec Kralove, the Faculty of Medicine in Hradec Kralove and the Faculty of Medicine in Plzen (Pilsen). On your arrival in the Czech Republic, first and foremost get to your accommodation and make yourself as comfortable as possible.

Prior to starting your studies you have to enrol in the University. Your enrolment consists of Registration at the Faculty by the Faculty coordinator or relevant Office.

Your registration will be arranged during the Orientation Programme or other meetings with the Faculty coordinator. You will get further important information about study practicalities including getting an essential Study Record Card, a Faculty coupon for your Charles University Card so you can have access to libraries and internet, your 50% public transport discount, access to cafeterias and so on.

For more information, carefully read your Faculty Arrival Leaflet that will be sent together with your Letter of Admission and Accommodation Voucher, or contact your host Faculty coordinator.

Charles University Student Cards

In order to have access to libraries, computer rooms, cafeterias, reading rooms and so on you need the Charles University Student Card, which can be issued to you in one of the following centres:

1. Information and Advisory Centre of CU - Opletalova 38, 110 00 Praha1
   http://www.cuni.cz/UKEN-186.html
   Monday – Thursday: 9:00 – 12:00 and 12:30 – 18:00
   Friday: 9:00 – 12:00 and 12:30 – 16:00

   !Due to reconstruction works at Celetna 13, a new card centre has been opened at Opletalova 38!

2. The Faculty of Mathematics and Physics of CU – Ke Karlovu 3, 121 16 Praha 2
   Monday: 13.00 - 17.00
   Tuesday: 8.00 - 12.00 and 12.30 - 17.00
   Wednesday: 8.00 - 12.00 and 12.30 - 17.00
   Thursday: 13.00 - 17.00

3. The Faculty of Law of CU – nám. Curieových 7, 116 40 Praha 1 (the room 34)
   Tuesday: 9:00 – 12.30 and 13:00 - 16:30
   Wednesday: 12:00 – 16:30
   Thursday: 8:30 – 14.00
   Friday: 8.30 – 13:00

4. Hradec Králové: Kolej Na Kotli – Na Kotli 1147, 502 96 Hradec Králové 9
   Monday - Thursday: 11:00 – 18:00

5. Pilsen, Study Department of the Faculty of Medicine in Pilsen, Husova 3, Plzeň
   Opening hours correspond with the opening hours of the Study Department.

The ID card (free of charge) can be obtained also in the form of the ISIC card. The ISIC card is paid (190 CZK), but you can get discounts on it in our university cities - e.g. in theatres or cinemas. Both our university ID cards can be also used as student pass for public transport in Prague. Details to the cards can be found here.