

CHECKLIST- INTERNATIONAL PHD STUDENTS-

For citizens from EU countries

BEFORE ARRIVAL

YOUR AUTHORITIES

Contact all the relevant authorities/institutions in your country to be aware of your rights and duties when you move abroad (Health Insurance, Tax department/office, bank, Labour Office, vaccination centres etc.)

CZECH AUTHORITIES/ INSTITUTIONS

Find out about your rights and duties in the Czech Republic: Contact the Czech Embassy in your home country or check it out on the internet. (<http://www.mvcr.cz/mvcren/article/entering-the-czech-republic.aspx>)

UNIVERSITY OF PARDUBICE

- **CONTACT THE EURAXESS** local point at the University of Pardubice to get assistance.
Caroline Novák-Jolly
Email: caroline.novak-jolly@upce.cz
Tel: +420 466 036 133
- **ACCOMMODATION**
 - **1st option - dormitories: contact person Ms Petra Machanová:** petra.machanova@upce.cz
 - Please bear in mind that the document required for your Visa or Permit application is subject to payment of a deposit and providing your personal data (Passport number, name, surname, date of birth).
 - **Note:**
 - -You can pay the deposit by a bank transfer or by a credit card. If you wish to pay by a credit card, please get in touch with the EURAXESS local point.
 - - For more information about the dormitories, click here: <https://www.upce.cz/en/accomodation>
 - **2nd option: you want your own flat**
 - The EURAXESS local point of the University of Pardubice can put you in touch with real estate agents who speak English. Do not hesitate to contact us.
 - Here some web pages which advertise new flats/houses (to rent or buy): „[Bezrealitky.cz](http://www.bezrealitky.cz)” <https://www.bezrealitky.cz/> and “[sreality.cz](http://www.sreality.cz)”: <https://www.sreality.cz/en>
- **UPA- STUDIES**
 - **NOSTRIFICATIONS**
Contact Ms Ivana Švecová: Ivana.Svecova@upce.cz
For more information about the procedure, click here: <https://www.upce.cz/en/nostrification-process>

EVERYDAY LIFE

- **WEATHER AND CLOTHES**
Bear in mind that the weather might be different from your country. In Pardubice, it is warm during summer time (around 25-30°C); winter temperatures can drop to around - 10/-15 °C, but winter clothes are easily available in the city. Ask the EURAXESS local point for more information.
- **FOOD**
In Pardubice or in Prague there are shops that sell international food ingredients but if you think you may not find your favourite spices, save some space in your luggage.
- **MOBILE/SIM CARD.**
Do not forget to contact your mobile service provider before leaving for Pardubice and ask about your contract conditions.
- **ELECTRICITY**
Make sure that your appliances match with the Czech socket format. Should you need an adaptor, contact the EURAXESS local point and we will help you.

UPON YOUR ARRIVAL-DURING YOUR STAY

➤ REGISTRATION

If you stay at the dorms, the staff will register you at the Foreign Police, but if you have your own apartment, you must report yourself: [Husova 860, Pardubice](#), **within 30 days** after entering the Czech Republic, and if the intended stay in CR is longer than 30 days.

Note:

- Keep in mind that you must to report any changes at the Foreign Police (i.e. anew address, **within 30 working days**, if the change in the place of residence is expected to last longer than 180 days). If you do not do it in time, you can be fined.
- If during your stay you decide to apply for the „Temporary Residence“(at OAMP), report the changes at the Immigration Office (OAMP): [Pernerova 168, Pardubice, 4th floor](#)
- Report loss or theft of travel documents immediately to the police and to the authority who issued the document.
- If you get official documents, keep the EURAXESS local point and HR department posted.

EVERYDAY LIFE

➤ MOBILE/SIM CARD.

A Czech SIM card is required when opening a bank account: the EURAXESS local point can give you one free of charge.

➤ BANKING**

It is recommended to open a Czech bank account.

Note: The University does not transfer money to foreign bank accounts.

➤ FURNITURE / HOUSING

- o Second hand shops can be a good alternative to equip your room/flat. You can find some in Pardubice (Cf. Guidebook).
- o You can find nice offers and opportunities on the University Facebook groups: [UPce Burza](#) (a closed group used as a marketplace)

➤ LANGUAGE/SPEAKING

- Quite a lot of shops, restaurants, banks and other facilities in Pardubice offer their services in English. However, English is still not spoken everywhere and signposts are only in Czech.
- To help you with the language barrier and to facilitate your integration, **we recommend you to download to your mobile phone a translator or dictionary application. You can also sign up for free Czech classes:** contact the EURAXESS local point.
- Here, the first step: „Dobrý den“. This is the common way to greet people.

➤ MEDICAL CARE

It is a good idea to register with relevant specialists as soon as you arrive to the Czech Republic. If you need assistance, contact the EURAXESS local point.

➤ PUBLIC TRANSPORT

- To get the bus/tram line connections go to: <http://www.dpmp.cz/en/>
- If you don't want to buy single bus tickets, get the **Pardubice Card**. (<http://www.dpmp.cz/en/whatis.html>)
The contact point to order and collect your card is:
Zákaznické centrum Dopravní podnik města Pardubic (DPMP)-Pernerova 442, Pardubice (in the city centre)

Note:

- Fill out a form (there is an English version), bring your photo and pay either CZK 130.- to have it ready within a week or CZK 180.- (ready to collect in 2 days)
- The Pardubice Card is **more economical** if you use public transport on a daily basis, especially if you study at different parts of the University campus.

WHEN YOU ARE ABOUT TO LEAVE

YOUR AUTHORITIES/ INSTITUTIONS

Contact all the relevant authorities of your country to get information about the rights and duties on returning home (Health Insurance, Tax department/office, bank etc.)

STAY

Inform the Foreign Police that you are leaving.

EVERYDAY LIFE

BANKING: Close your CZ bank account.

FOR DETAILED INFORMATION AND A TROUBLE-FREE TRANSPORT TO THE UNIVERSITY OF PARDUBICE, VISIT SECTION „SERVICE FOR RESEARCHERS“ ON OUR WEBSITE

<https://www.upce.cz/en/services-for-researchers>

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