



Univerzita
Pardubice



GUIDE BOOK 2018



Dear international students and employees,

I am delighted that you have joined our University to pursue your studies and your career. The University of Pardubice is a modern and professional institution located in the heart of Europe. The University of Pardubice contributes to the development of scientific knowledge, advances creative human potential and furthers the advancement of technologies to improve the quality of life and the prosperity of society.

Moving to another country for work and study might be a new and challenging experience, but it will also be an exciting chapter of your life. This guidebook is meant to help you to smoothly transition to the University of Pardubice; it will help you to settle in the City and become more familiar with life in the Czech Republic.

Should you have any questions, please do not hesitate to turn to our colleagues at the Office of International Affairs and Development.

We wish you a fruitful and enjoyable stay at the University of Pardubice.

Ing. Andrea Koblížková, Ph.D.

Vice Rector for Development

The following information was created, collected, and published to support and help new foreign PhD. students or employees of the University of Pardubice.

The University is not liable for any problems that may occur.

Please, keep in mind that the provided information, especially concerning Visas and long-term residence permit applications and medical conditions, might change. Please consult the relevant web pages to update information in this handbook; websites will have more up to date information.

THE CITY OF PARDUBICE

The City of Pardubice is located in East Bohemia. It is 100 km east of the Czech capital Prague, and 150 km northwest of the second largest Czech city, Brno. Pardubice, the capital city of Pardubice Region, has a population of over 90,000 people and is situated in the flat lowlands of the Elbe River and Chrudimka.

The first ancient written records of Pardubice date back to the late 13th century; since then, Pardubice has continually developed a rich and exciting history that shapes our region. Pardubice expanded in part because of the development of railways and the traffic flow that this development produced through Olomouc and Prague. Pardubice owes its present day importance to this railway, which has flourished even more since its creation, and is an important transportation hub. Part of Pardubice's appeal is its proximity to all regions and major cities in the Czech Republic. The city also hosts an international airport with several scheduled flights to Albania, Bulgaria, Greece, Montenegro and Great Britain.

Pardubice's industry specializes primarily in chemical engineering, electrotechnical engineering and in the automotive industry. The educational strengths and programmes of the University are informed by the local industries. The University of Pardubice was established as Chemical Institute in 1950 and it currently has study programmes that support the major industries of the city.

Looking around the city of Pardubice, you will notice the Gothic and Renaissance architecture. Pernstein Square is the city's natural and historic centre. Its major landmarks include the NeoRenaissance town hall and the Pardubice Chateau, which is an extremely valuable monument. The most famous sites in Pardubice are the Green Gate, this gate provides a picturesque view, and Kunětická Hora Castle located 6 km from the city centre and open to the public as a museum.

Pardubice is a city that is well known for its diverse culture, sporting events, entertainment events and environmental organizations. The Great Pardubice Steeplechase is the oldest and the most difficult horse race dating, back to 1874, on the Continent. Pardubice's Speedway Golden Helmet is the oldest motorcycle speedway race in the world. There is an International Chess Competition Czech Open, several marathon competitions and bicycle races, an outdoor summer cinema, a music festival, and an annual wine festival. These are just a few of Pardubice's many events and offerings. The city is characterised by its beautiful countryside; this nature offers a convenient environment and opportunities for swimming, water sports, running, cycling, and rollerskating. The city has its own icehockey club that plays in the Czech Extraliga. Pardubice has hosted sporting events such as Olympic Park Pardubice in 2016 and Sport Park Pardubice in 2017.

Gingerbread is a symbol that is inseparable from the city of Pardubice; it has a long history and has been a tradition in Pardubice since the 16th century. There is a Gingerbread and fairy tale museum near the Kunětická Hora Castle.

Gingerbread is Pardubice's most traditional souvenir. The courtyard of the Pardubice Château is home to the Gingerbread Festival every May.

The climate of Pardubice is a continental climate, characterized generally by hot summers and cold winters. January is the coldest month, with daytime temperatures usually around zero. Winter months can be very cold with temperatures below zero. The warmest month is July, when the average temperature is 20 °C. Summertime temperatures can be high, 30°C or higher. The weather in Pardubice is unpredictable, it's possible to see snow in the middle of April and experience some surprisingly cold days, around 15°C, in the summer. This variability is part of the charm of life in Pardubice. April is famous for its unexpected weather forecasts, you can experience all four seasons in one day!



Pardubice



PUBLIC TRANSPORT

Pardubice is close to Prague, the capital of the Czech Republic. It takes only 55 minutes by train to travel to and from Prague!

The city has good and frequent transport connections to all the surrounding areas and major cities; therefore, Pardubice is a relatively easy city to reach.

Pro Tip: To find your way in each Czech city (on foot, by bus, by car... etc.), we recommend the websites „Mapy.cz“ and „idos.cz“

HOW TO GET FROM THE PRAGUE AIRPORT TO THE UNIVERSITY OF PARDUBICE (UPa)

The cheapest option from the Prague Airport to the centre is to go by bus.

1st OPTION

1. **Take bus no. 119** (in front of the terminal) to the „Nádraží Veleslavín“ metro station (Green Line A).
2. **Take the subway from the „Nádraží Veleslavín“** metro station (Green Line A) **to the „Muzeum“** metro station.
3. **Walk** to the „Hlavní nádraží“ metro station. (Hlavní nádraží means Main Railway station).
Note: When you buy your bus ticket (directly from the bus driver), you will also be able to use the same ticket on the subway. Ask for the 32 CZK ticket: It is valid for 90 min.
4. **From the Main Railway station you go to Pardubice by a direct train.** There are a few different providers: RegioJet, České Dráhy and Leo Express.
The price of a single ticket varies between 90 - 140 CZK for standard class, depending on the provider.
5. **Once you arrive in Pardubice, you can go to the University of Pardubice by:**
 - **BUS no. 10.** Get off the bus at the „Univerzita“ bus stop. (The blue arrow on the map bellow)
The price of the bus ticket is 25 CZK (on the bus) or 16 CZK (at points of sale or ticket vending machines)
 - **TAXI:** we recommend to use these 2 companies: „Vi3“ or „Taxi 88“. They charge approximately 90 CZK. Ask the taxi driver to drop you off near the bus stop „Univerzita“. (The blue arrow on the map bellow)

2nd OPTION

1. **The bus line AIRPORT EXPRESS (AE) connects the Prague Airport with the Prague Main Railway station (Praha Hlavní Nadrazi).** You buy the ticket directly from the driver. It costs 60 CZK.

The bus line AE operates:

-daily from 5 am until 10 pm

-in 30 minute intervals

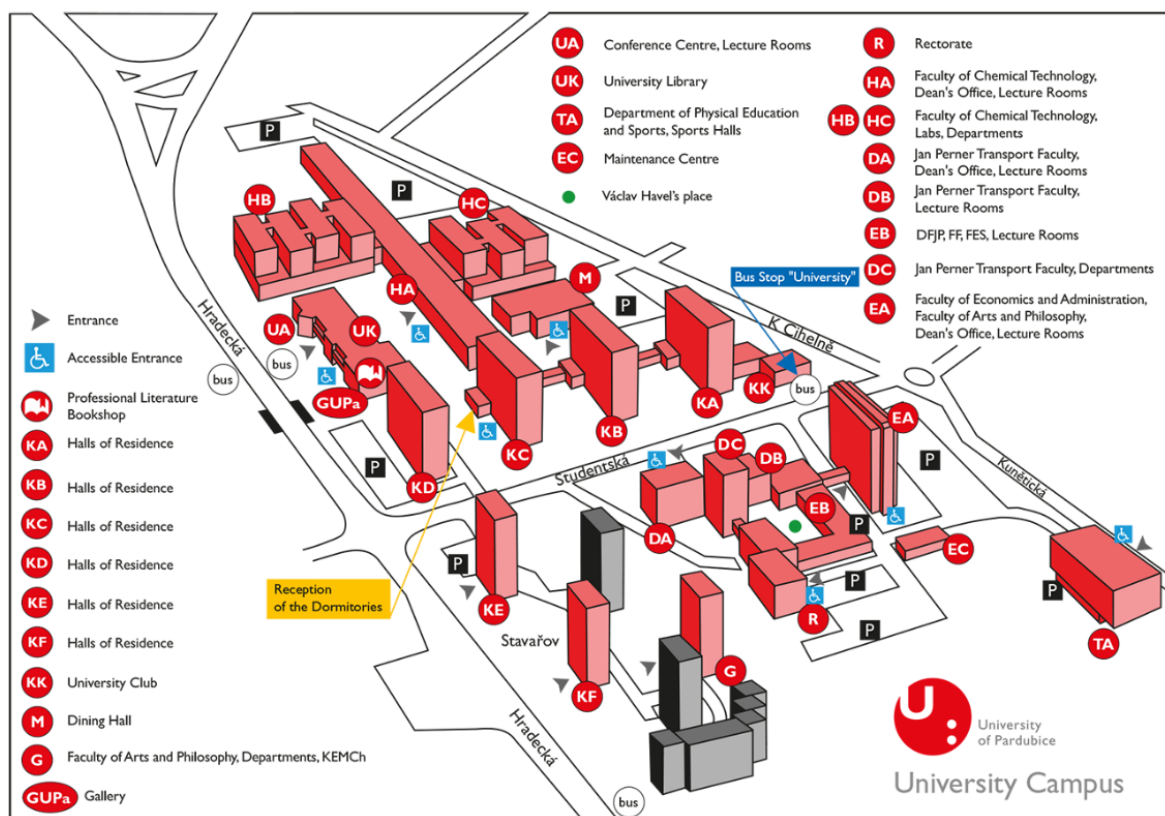
- the journey takes about 30 minutes

The airport express buses are low-floor vehicles offering easy entry and sufficient space for luggage. For more information, call the Prague public transit company +420 296 191 817 (daily 7 am – 9 pm)

2. **From the Main Railway station you go to Pardubice by a direct train.** There are a few different providers: RegioJet, České Dráhy and Leo Express.
The price of a single ticket varies between 90 - 140 CZK for standard class, depending on the provider .
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○ For more info: <http://czech-transport.com/index.php?id=154>

Note:
If you have arranged accommodation at the University dormitories, go to block KC. The receptionist will assist you.



For more details about the journey from Prague airport to the University of Pardubice go to the website of the International Erasmus Student Network of Pardubice: <http://esn.upce.cz/content/travel-instructions>

BUS/TRAIN CONNECTIONS BETWEEN PARDUBICE AND OTHER CZECH CITIES

Click on this link :<http://jizdnirady.idnes.cz/vlakyautobusy/spojeni/>

English version is available.

There is a mobile application (in English) of this website.

For IOS: <https://itunes.apple.com/cz/app/j%C3%ADzdn%C3%AD-%C5%99%C3%A1dy-idos/id473503749?mt=8>

For Android: <https://play.google.com/store/apps/details?id=cz.mafra.jizdnirady&hl=cs>

PUBLIC TRANSPORT IN PARDUBICE

✚ To get the bus/tram line connections go to: <http://www.dpmp.cz/en/>

✚ You have 3 options to buy your bus ticket in Pardubice:

- At points of sale (i.e. Traficon ...), or from ticket vending machines: It costs 16 CZK.
- From the driver directly on the bus: The price is 25 CZK.
- By an SMS: The price is 25 CZK for a 45-60 minute trip. To buy your ticket by an SMS:

1. You need a Czech mobile operator

2. The passenger types an SMS message with the text: DPMP

This way is charged as an ordinary SMS in accordance with the tariff of the particular operator.

3. Send the message to number 90206

This phone number is the same for all types of mobile tickets and for all Czech mobile operators.

The passenger receives the SMS ticket, within 2 minutes of sending the ordering SMS.

* A transfer ticket for 25 CZK is valid for 45 minutes on working days. On Saturdays, Sundays and bank holidays it is valid for 60 minutes.

✚ If you don't want to buy individual bus tickets, get the **Pardubice Card**.

For more information about the Pardubice Card go to: <http://www.dpmp.cz/en/whatIs.html>

The contact point to collect your card is:

Zákaznické centrum Dopravní podnik města Pardubic (DPMP)

Pernerova 442, Pardubice

(you will find it in the city centre)

The Pardubice Card is **convenient and easy** to use, and also it is **more economical** if you use the Pardubice public transport on a daily basis.

Once you have your card, you can charge it at the collection point at Zákaznické centrum DPMP (see above), at the Tourist Information Center or on-line.

For more info about the the Tourist Information Center, go to <http://www.visitpardubice.com/>

TRAVELING BY BIKE IN PARDUBICE

If you like cycling, Pardubice is the right place for you!

The city is flat and bike-friendly with a dense network of cycling paths. Sometimes it is faster to travel by bike than by bus or by car.

If you plan to rent or buy a bicycle, go to: <http://esn.upce.cz/content/traveling-pardubice>

ACCOMMODATION

1/ DORMITORIES/STUDIOS AT THE UNIVERSITY OF PARDUBICE

For detailed information go to: <http://www.upce.cz/english/services/accommodation.html>

The contact person to assist you is

Petra Macháňová

Accommodation Centre – Pavilion D

E-mail: petra.machanova@upce.cz

Tel: +420 466 036 624

2/ IF YOU WANT YOUR OWN APARTMENT

✚ **The Office of International Affairs and Development of the University of Pardubice** can put you in touch with real estate agents who speak English. Do not hesitate to contact us.

✚ One of the most professional and well known web pages to avoid brokers fee is: „[Bezrealitky.cz](https://www.bezrealitky.cz/)”

“BezRealitky” is a website in the Czech language only, but the following translations will help you with your research:

Typ Inzerátu: (= Type of advertisement)

- Nabídka pronájem (= Rent offer)

- Nabídka spolubydlení (= Offer to share an apartment)

Typ nemovitosti: (= Type of property)

- Byt (= Flat)

- Dům (= House)

Lokalita: (= Place)

Then you can go to into the details sections and choose:

Garsoniera (= a studio/one room flat)

1+ kk (= One room + a kitchenette)

1+1 (= One room + a kitchen) etc.

✚ The most professional and recognized web page where real estate agents advertise new flats/houses (to rent or buy) is “[sreality.cz](https://www.sreality.cz/en)”:

Once you find your flat, the rental agreement will probably be in Czech. **The Office of International Affairs and Development of the University of Pardubice can recommend a certified translator into English or other languages.**

A standard page translation (1800 characters) costs approx. 300 CZK.

BANKING

The Czech Republic still uses cash transactions a lot for everyday purchases (in small shops, cafés etc.). However, the use of debit and credit cards (including contactless payment) is becoming relatively widespread and cards are accepted in all supermarkets, tourist attractions, and in many restaurants.

Internet banking is commonly used. Most employers transfer wages/salaries directly to a Czech bank account and many everyday transactions are also made using direct debit transactions. Czech people do not use cheques at all, but most banks recognise traveller's cheques and are able to redeem them.

BANK

GENERAL INFO

A basic condition for being able to open a bank account is age 18+. Some accounts can be opened earlier (e.g. student accounts from age 15), but only in the presence of a parent/guardian.

If you are a foreigner and want to open a bank account

-**EU citizens** are usually required to present an identification document valid in the EU (ID card or passport) and a second piece of identification, a document such as their birth certificate, driving license, or Czech residence card.

-**For citizens from non-EU countries** the main piece of ID must be their passport, accompanied SOMETIMES by their Czech residence permit, and then a further piece of identification (such as birth certificate or driving license). Banks always prefer documents that have your photograph on them.

Certain banks do not require residence permit in order to open an account (see below).

If you are a student and wish to open a special student account, the bank will also need to see a confirmation that you are enrolled as a student in the Czech Republic /you have status of a student.

Note: EU citizens are citizens of Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK. Citizens of Iceland, Liechtenstein, Norway and Switzerland have similar conditions as EU citizens

In Pardubice, for citizens of non-EU countries it is easy to open a bank account in the following banks:

 **ČSOB (Website in English, quick procedure)**



You only need:

- Passport/ID Card
- Certificate of residence in the Czech Republic
- Czech telephone number (not mandatory)
- **You do not need a Czech residence permit in order to open an account.**

Note: CSOB is one of the biggest Czech banks. There will be a CSOB ATM anywhere you go where you can use your card to withdraw money.

FIO BANKA (Website in English)

You only need:

- Passport
- A second piece of identification such as driving license, ID card
- Tax number in your home country
- 100 CZK for the deposit
- Czech telephone number
- Address in the Czech Republic (to send you your Debit card)

You do not need a Czech residence permit in order to open an account.

Note: You will have to activate your debit card online.

Log into Fio banka internet banking, enter your username + password (these will be included in the document the bank gives you when you first open your bank account). Then, create your own PIN code. To finalize the procedure, the bank will send you a secret code by SMS that you will have to enter online. From that moment on, your debit card should be activated.


EQUA BANK (Website in English)

You only need:

- Passport
- A second piece of identification such as driving license/ID card
- Czech telephone number
- Address in the Czech Republic (to send you your Debit card)

You do not need a Czech residence permit in order to open an account.

Note: Each bank has its own rules/policies. What can work or be accepted for one bank might be different or refused by another bank. It is better to go directly to the bank and work with them to open your account.

 **The Office of International Affairs and Development of the University of Pardubice can accompany you to help you open your bank account.**

CURRENCY EXCHANGE

The best places to change money in Pardubice is the Exchange Office in Sladkovského Street.
Go to „Směnárna“ (= Exchange office).

There is another Exchange office in the Atrium shopping mall in the city centre.

HEALTH INSURANCE

When you first arrive in the Czech Republic and are not yet registered for a public health insurance (or not yet employed), you must have an alternate (travel) health insurance. This alternate (travel) health insurance should be either from a commercial insurance company or you must have the European Health Insurance Card EHIC (if you are an European citizen).

Euraxess link: <https://www.euraxess.cz/>

GENERAL INFORMATION FOR EMPLOYEES OF THE UNIVERSITY OF PARDUBICE (EU AND NON-EU CITIZENS)

In the Czech Republic, EMPLOYEES who have a „**employment contract**“ (Pracovní smlouva) are automatically covered by public health insurance for the duration of their employment. The employer is obliged to inform the health insurance company about the commencement (and termination) of employment. The health insurance company issues a card for the policyholder.

Note: If you have „an agreement for work activities“ („dohoda o pracovní činnosti“ = DPČ) or „an agreement for work performed“ („dohoda o provedení práce“ = DPP) public health coverage is not automatic.

· When you **WORK** at the University of Pardubice under a „work contract“ (pracovní smlouva), your Health insurance company will be „VZP“: Všeobecná Zdravotní Pojišťovna“ (General Health Insurance Company).



When you go to the VZP office to register ([address: Karla IV. 73, Pardubice](#)), you will first get a temporary card (it is a regular sheet of paper, called "Náhradní průkaz pojištění"). If you get ill or have any health concerns you can use it as a normal card until you receive your standard card (in about a month).

GENERAL INFORMATION FOR STUDENTS FROM EU COUNTRIES

If you have your health insurance card (issued by the health insurance company of your country), as an EU citizen, if you unexpectedly fall ill-you have the **same rights to health care as people insured in the Czech Republic**.

You must keep the card with you: This card is the **proof that you are insured** in an EU country.

If you do not have an European Health Insurance Card (E.g., you forgot/lost it) you cannot be refused treatment, but you might have to pay for your treatment upfront and then claim reimbursement at a later date.

Some staff in healthcare facilities are still not completely familiar with the European Health Insurance Card. You can either go to the hospital or you can get registered at a Czech Insurance Company (such as VZP) which will issue a document in Czech informing doctors that you are insured in an EU country.

For more information: http://europa.eu/youreurope/citizens/health/unplanned-healthcare/temporary-stays/index_en.htm OR <http://www.kancelarzp.cz/en>. This second link is to the **web page of the National Contact Point in the Czech Republic**. You can call them as well if you have any questions. **THEY SPEAK ENGLISH.**

GENERAL INFORMATION FOR STUDENTS FROM NON-EU COUNTRIES

You will be required to have an alternate (travel) health insurance, from a commercial insurance company
For more info see the **Euraxess link:** <https://www.euraxess.cz/czech-republic/information-assistance/health-insurance>



MEDICAL CARE

Healthcare is provided both by state-run and private medical facilities. All citizens and residents of the Czech Republic are required by law to be covered by health insurance.

GENERAL INFORMATION

If you get ill or have any health concerns while staying in the Czech Republic, you should first see a general practitioner, - *“praktický lékař”*, or a specialist like a dentist or gynaecologist for your health concerns and checkups that fall within those fields. You will be required to register. It is a good idea for all members of your family to register with relevant specialists as soon as you arrive to the Czech Republic, and for you and family members to attend regular preventative check-ups with them. When choosing your general practitioner, remember to check if they have a contract with your health insurance company. Your general practitioner and specialists will provide basic care in their field. If any further care is needed, your doctors will refer you to the relevant clinics.

Ask your health insurance company for a list of the doctors they work with.

Ask your health insurance company for an English speaking doctor.

In case of Emergency or if you are not registered yet with a general practitioner, or a dentist or a gynaecologist, you can go to the Emergency Medical Services.

PUBLIC EMERGENCY MEDICAL SERVICES FOR ADULTS (GENERAL PRACTITIONER)

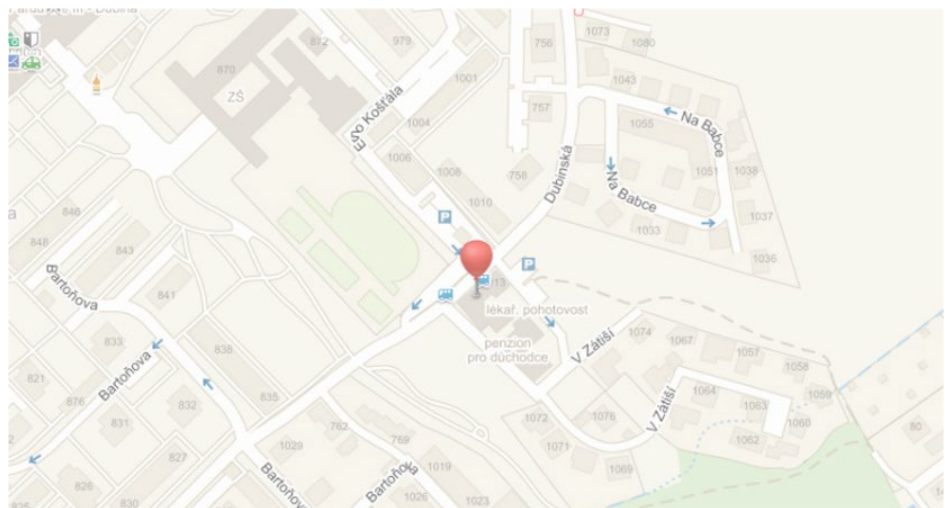
NOT LOCATED AT THE HOSPITAL OF PARDUBICE

Erno Košťála 1014
Pardubice – Dubina
Tel: +420 466 989 000, +420 775 063 309

Email:
info@novohradsky.eu
novohradsky@seznam.cz

Web:
www.pardubickalekarskapohotovost.cz

Facebook:
www.facebook.com/novohradsky
www.facebook.com/pohotovostpardubice



General practitioner for adults: MUDr. Vítězslav Novohradský, Ph.D.

How to get there by bus? Bus 8 – Bus stop „Dubina penzion“.

Hours of operation for the Emergency Medical Services:

Monday to Friday: 2:00 p.m-10:00 p.m.

Saturday: 10:00 a.m -10:00 p.m

Sunday: 10:00 a.m -10:00 p.m.

MUDr. Vítězslav Novohradský's hours:

Monday: 2:00 pm - 6:00 pm

Tuesday: 2:00 pm to - 6:00 pm

Wednesday: 8:00 am - 10:00 pm

Thursday: 2:00 pm - 6:00 pm (by appointment only)

Friday: 2:00 pm - 6:00 pm

Saturday: closed

Sunday: closed

PUBLIC EMERGENCY MEDICAL SERVICES FOR KIDS AND TEENAGERS**HOSPITAL OF PARDUBICE**

Nemocnice Pardubického kraje, a.s., Kyjevská 44, Pardubice, **Building 7** (see the map)

Tel: +420 466 015 405

Office hours:

Monday to Friday: 4:00 pm – 8:00 pm

Saturday, Sunday, bank holidays: 8:00 am - 7:00 pm

A charge of 90 CZK must be paid before the medical check at the automatic collection point in Building 15 (see the map). The receipt is presented to the staff at the appropriate medical ward.

**PUBLIC EMERGENCY MEDICAL SERVICES:
TREATMENT OF INJURIES FOR CHILDREN AND TEENAGERS****HOSPITAL OF PARDUBICE**

Nemocnice Pardubického kraje, a.s., Kyjevská 44, Pardubice, **building 27** (cf. map)

Tel: +420 466 012 888

Opening hours:

Monday to Friday: 3:30 pm – 7:00 pm

Saturday, Sunday, bank holidays: 24h/24h

A charge of 90 CZK must be paid before the medical check at the automatic collection point in Building 15 (see the map). The receipt is presented to the staff at the appropriate medical ward.

DENTAL EMERGENCY

HOSPITAL OF PARDUBICE

Nemocnice Pardubického kraje, a.s., Kyjevská 44, Pardubice **building 17** (cf. map)

Tel: +420 466 015 207

Opening hours:

Monday to Friday: 5:00 pm – 9:00 pm

Saturday, Sunday, bank holidays: 8:00 a.m - 6:00 p.m. (Lunch break: 12:00 am - 1:00 pm)

A charge of 90 CZK must be paid before the medical check at the automatic collection point in Building 15 (see the map). The receipt is presented to the staff at the appropriate medical ward.

PHARMACY (EMERGENCY)

HOSPITAL OF PARDUBICE

Nemocnice Pardubického kraje, a.s., Kyjevská 44, Pardubice, **Building 13** (cf. map)

Hours of operation:

Monday to Friday: 4:00 pm – 10:00 pm

Saturday, Sunday, bank holidays: 8:00 am - 1 0:00 pm (Lunch break: 12:00 am - 1:00 pm)

If you have a prescription and go to the pharmacy to collect your medicine during the emergency opening hours, there will be no extra fee.



MAP OF THE HOSPITAL AND OF THE EMERGENCY MEDICAL SERVICES

How to get to the hospital by bus from the University of Pardubice:

- **First option:**

At the bus station „Univerzita“ (next to the Faculty of Economics and Administration), take **bus 10 or 16**. Get off the bus at the „Masarykovo Náměstí“ bus stop. Transfer here to **bus 12 or 2** and get off the bus at „Nemocnice“ bus stop.

- **Second option:**

Walk to the bus station „Polabiny, Kosmonautů“ and take **bus 2**. Get off the bus at the „Nemocnice“ bus stop.

Note: This bus goes directly to the Hospital.



PSYCHOLOGY COUNSELLING AT THE UNIVERSITY OF PARDUBICE

PhDr. Mgr. Ilona Ďatko, Ph.D. – psychologist

contact: ilona.datko@upce.cz

Tel: +420 466 036 623

Mrs Ďatko provides individual psychological counselling in English, in the fields of family, relationships, and crisis for foreign students and employees of the University of Pardubice (and their family members).

In case you would like to get the contact information for other specialist apart from those mentioned in this handbook (i.e. GP, dentist etc.), feel free to contact the Office of International Affairs and Development of the University of Pardubice.

CZ LANGUAGE-LANGUAGE COURSES

The Office of International Affairs and Development created a section in this guidebook to give you few tips about speaking Czech. You will get information about the pronunciation, basic vocabulary, and sentences you can use in your everyday life (Chapter: Dictionary)

There are a lot of private schools or teachers in Pardubice offering courses in the Czech language. The following institutions offer group courses in Czech for a reasonable price or free of charge.

PEOPLE FROM EU COUNTRIES

Note: EU Citizen are Citizen of Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK. Citizens of Iceland, Liechtenstein, Norway and Switzerland have similar rights as EU citizens

PRO MOST

Director: Helena Grundmanová
helena.grundmanova@mostlp.eu
Address: Street: 17. listopadu 216
Tel: +420 467 771 170,
Mobile: +420 773 223 453
Website: info@mostlp.eu

This institution offers Czech language courses for beginners, intermediate and advanced students.

Price: 500 CZK for 50 hours

Sometimes there are language courses to prepare for the Czech language examination required for permanent residence in the Czech Republic. Speak with the director to find a class that will suit your needs.

NON-EU CITIZENS


PRO MOST

Director: Helena Grundmanová
E-mail: helena.grundmanova@mostlp.eu
Address: 17. listopadu 216, Pardubice
Tel: +420 467 771 170,
Mobile: +420 773 223 453
Website: info@mostlp.eu

This institution offers Czech language courses for beginners, intermediate, and advanced students.

Price: 500 CZK for 50 hours

Some of the language courses prepare for the Czech language examination required for permanent residence in the Czech Republic. Ask the director to help you find a class that will suit your needs.

 **“CENTRUM NA PODPORU INTEGRACE CIZINCŮ” (Centre for Support of Integration of Foreigners)**

Director: Lenka Janořková.

E-mail: ljanoskova@suz.cz

Address: Pernerova 444, Pardubice

Tel: +420 466 989 228

Mobile: +420 725 148 519

E-mail: icpardubice@suz.cz

Website: <http://www.integracnicentra.cz/pardubickykraj/pak.aspx>

This institution offers Czech language courses for beginners, intermediate and advanced students.

The classes are free of charge. Call, e-mail or visit for more information.

DICTIONARY

PRONUNCIATION

Most guidebooks will give you some basic Czech vocabulary along with an English phonetic pronunciation. This can be helpful if you've got the book in front of you while attempting to communicate - if you plan on learning any amount of Czech, however, the first thing you'll want to learn is the proper pronunciation

It's relatively simple - letters generally sound the same despite the words that contain them. There are some exceptions, but unlike English, they follow fairly strict rules, and there aren't many of them.

Czech alphabet: a, á, b, c, č, d, d', e, é, ě, f, g, h, ch, i, í, j, k, l, m, n, ň, o, ó, p, r, ř, s, š, t, ț, ú, ů, v, y, ý, z, ž.

The Letters q, w, and x typically exist only in foreign words.

Vowels are short (unaccented) and long (accented), and can be simplified thusly: pronounce the accented vowels the same as the unaccented, just hold them twice as long. Guide:

A: makes an 'ah' sound (as in 'bus')	u : makes an 'oo' sound (as in 'book')
e : makes an 'eh' sound (as in 'red')	y : is pronounced the same as i
i : makes an 'e' sound (as in 'bee')	ě : makes a 'ye' sound (as in the ye in 'yes')
o : makes an 'o' sound (as in 'hot')	

The following consonants sound the same in Czech as they do in the English examples:

b (as in 'bed')	m (as in 'meat')
d (as in 'dog')	n (as in 'not')
f (as in 'film')	s (as in 'sad')
g (as in 'game')	v (as in 'van')
h (as in 'hot')	z (as in 'zone')
l (as in 'lit')	

Consonants k, p, and t are pretty much the same as in English, just softer - never with the 'aspiration' that they may have in English.

The others:

c makes a 'ts' sound (as in the 'ts' in 'its')

č makes a 'ch' sound (as in 'cheese')

ch makes a 'huh' sound like in 'Loch' - with a bit more phlegm

j makes a 'y' sound (as in yes)

r is rolled, making a 'rrr' sound (same as the Spanish r)

ř is the rolled r combined with a ž to make a 'rzuh' sound

š makes a 'sh' sound (as in 'she')

ž makes a 'zhuh' sound (as in 'measure')

d', ț, and ň are pronounced slightly different than their counterparts d, t, and n. They're softer, and sound somewhat like 'dyuh', 'tyuh', and 'nyuh'. When these three letters are followed by an ě or an i, they lose the hook but are pronounced the same.

As I said before, all the letters will generally sound the same throughout the Czech language. A few exceptions:

When ě follows an m, a mňe ('mnye') sound is produced

Double vowels: 'au', 'eu', and 'ou' are pronounced fluidly; all other double vowels are pronounced with a very brief pause in-between them.

This is the toughest - paired consonants: occasionally, one consonant is written when another is pronounced. Sometimes b changes to a 'p' sound; g to k; v to f; d to t; z to s; h to ch; d' to ț, ž to š. It happens when one of the letters from the first group (b, g, v, d, z, h, d', or ž) ends a word (led is pronounced 'let') or starts a cluster of consonants that ends in one from the second (p, k, f, t, s, ch, ț, š) group (vstup is pronounced 'fstup'). It also happens vice-versa when the last consonant of a cluster is from the first group (kdo is pronounced 'gdo'). Only exception: if the cluster ends in v, there is no change.

Sorry to complicate things, but the pairs usually sound similar enough that people will still understand you if you don't switch them

BASIC VOCABULARY

Once you've got the pronunciation down, it's time to move on to vocabulary. Here are some basic words and phrases that you'll likely need to get around town:

English	Czech	Phonetic
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1/Social Interaction

Yes	Ano	Ah-no
No	Ne	Neh

2/Greetings

Good Morning	Dobré ráno	Do-breh rah-no
Good Day (formal hello)	Dobrý den	Do-bree Dehn
Hello (informal)	Ahoj	Ahoy
Good evening	Dobrý večer	Do-bree veh-chehr
Good-bye (formal)	Na shledanou	Nah skledah-noh
Good-bye (informal)	Čau	Chow
Good night	Dobrou noc	Do-brooh nots

2/Meeting People

Nice to meet you	Těší mě	Tye-shee Mye
How are you? (formal)	Jak se máte?	Yak seh mah-te
How are you? (informal)	Jak se máš?	Yak seh mahsh
I'm well	Mám se dobře	Mahm se do-breh
What is your name?	Jak se jmenujete?	Yak seh ymenooyete
My name is	Jmenuji se	Ymen-oo-ye seh

3/Communication

Do you speak English?	Mluvíte anglicky?	Mloo-veeteh ahngleetskee
I don't speak Czech	Nemluvím česky	Neh-mloo-veem cheskee
I don't understand	Nerozumím	Neh-rozoo-meem
Excuse me; forgive me	Promiňte	Promeenyuh teh
Thank you	Děkuji	Dyekooyee
Please; you're welcome	Prosím	Proseem
To your health (cheers)	Na zdraví	Nah zdrah-vee

BASIC VOCABULARY

4/ Restaurant

How much is it?	Kolik to stojí?	
Bill, please	Účet, prosím	Oocheht, proseem
Bon appetite	Dobrou chuť	Do-brooh khutye

Cheese	Sýr	Seer
Bread	Chléb	Khlehb
Beer	Pivo	Pee-vo
Wine	Víno	Vee-no
Water	Voda	Vo-dah

5/ Other

Where is the...?	Kde je...?	Gdeh ye
Restroom	Toaleta	Toh-ah-lehta
Restaurant	Restaurace	Rehs-tau-rahsteh
Shop	Obchod	Ob-khod
Street	Ulice	Oo-leetseh
Police	Policie	Poletsee-eh
Hospital	Nemocnice	Neh-mots-nitseh
Train Station	Nádraží	Nah-drazhyee
Airport	Letiště	Leh-teesh-tyeh

Help!	Pomoc!	Po-mots
Fire!	Hoří	Horzyuhee
Thief!	Zloděj	Zlo-dyeh

I want to speak Czech	Chci mluvit česky	Kh-tsee mloo-veet cheskee
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To go further...

Transportation

Where is the bus station / bus stop?	Kde je autobusové nádraží / autobusová zastávka?
Where is the train station?	Kde je vlakové nádraží?
Where is the subway station?	Kde je stanice metra?
Where do I buy tickets? (<i>for public transportation</i>)	Kde je stanice metra?
Next stop: Náměstí Republiky	Příští zastávka: Náměstí Republiky
What is the rate per kilometer?	Jaká je sazba za kilometr?
Please stop here.	Prosím zastavte tady.

Getting Directions

Excuse me, where is the theater?	Prosím vás, kde je divadlo?
Turn right / left.	Zahněte doprava / doleva.
How far is it?	Jak je to daleko?

To go further...

Accommodation

I would like a single room.	Prosil bych jednolůžkový pokoj.
I would like a double room.	Prosil bych dvoulůžkový pokoj.
I would like a room for one night.	Chtěl bych pokoj na jednu noc.
I would like a room for two nights.	Chtěl bych pokoj na dvě noci.
How much is a double room?	Kolik stojí dvoulůžkový pokoj?

Sightseeing

Where is the town square?	Kde je náměstí?
Do you have a map of the city?	Máte mapu města?
Do you have any brochures / guidebooks in English?	Máte nějaké brožury / průvodce v angličtině?

At the Bank

Where is a bank?	Kde je banka?
I need to exchange money.	Potřebuji si vyměnit peníze.
What is your commission?	Jakou účtujete provizi?
Where is a cash machine?	Kde je bankomat?

To go further...

Eating Out

What will you have?	Co si dáte?
I'll have	Dám si
I'll have a beer please.	Dám si jedno pivo prosím.
Check please!	Zaplatíme!

Emergencies

Help!	Pomoc!
Fire!	Hoří!
Thief!	Zloděj!
Call an ambulance / a doctor!	Zavolejte sanitku / doktora!
Call the police!	Zavolejte policii!
Where is the police station?	Kde je policejní stanice?
I have lost my passport / bag.	Ztratil jsem pas / tašku.

To go further...

At the Doctor's Office

I'm not feeling well.	Není mi dobře.
I have a headache.	Bolí mě hlava.
I have a stomach ache.	Bolí mě břicho.
I have a sore throat.	Bolí mě v krku.
I have a fever.	Mám horečku.
It hurts here.	Bolí mě tady.

<https://www.expats.cz/prague/article/czech-language/basic-czech/>

http://www.myczechrepublic.com/czech_language/czech_phrases.html

Great dictionary: <https://slovník.seznam.cz/>

VISAS - RESIDENCE PERMIT

To start off, we suggest that you consult the following website where you can find all of the crucial information concerning visas/residence permits etc.

<http://www.mvcr.cz/mvcren/article/immigration.aspx>

The full and correct name of “IMMIGRATION OFFICE” is “THE DEPARTMENT FOR ASYLUM AND MIGRATION POLICY (OAMP)”. On the following pages, we decided to use “Immigration Office” to make this easier and clearer.

Note: You will sometimes see the phrase „The Foreign Police“. **It has nothing to do with “IMMIGRATION OFFICE”.** „The Foreign Police“ is a separate department whose tasks and missions are different from those of the Immigration Office.

In the following section, we highlighted the permits and visas that the Office of International Affairs and Development deals with most frequently and which will be most relevant to you.



LONG-TERM RESIDENCE PERMIT FOR THE PURPOSE OF „SCIENTIFIC RESEARCH“ FOR CITIZENS FROM NON-EU COUNTRIES (= THIRD COUNTRY NATIONAL)

Target group: Postdoctoral researchers from non-EU countries

Postdoctoral researchers apply for this permit at the Czech Embassy in their country, before their arrival to the Czech Republic.

Documents needed:

1. **Hosting Agreement** (an agreement issued by the University of Pardubice to support research project)
- in Czech: Dohoda o hostování

2. **Written commitment by the University of Pardubice** (this is issued by the University of Pardubice along with the Hosting Agreement)
- in Czech: Písemný závazek

3. **Travel health insurance** (basic medical insurance) – you will need to submit this later on. When you go to the Embassy for the second time to pick up your “entry visa” you’ll need to buy the insurance online for a short period of time, which the Embassy specifies (around a month). You must also submit a document confirming that you have paid the insurance premium. The travel health insurance will cover your travel to the Czech Republic and your time spent in the Czech Republic before starting your employment.. After signing your employment agreement, you will be covered by the public health insurance. The recommended insurance companies are: VZP, Maxima, Slavia, Victoria - Volksbanken and Uniqua.

- as soon as you get a message from the Embassy that your visa has been approved (don’t forget to leave your phone number and email ID at the Embassy so that they can contact you), you can buy the Insurance.

4. A certificate of a clean **Police Register Record** from your country of origin and from the states in which you have had continuous residence of over 6 months in the last 3 years

5. Medical statement (if required by the Embassy)

6. **Travel document**

7. **2 passport pictures**

8. **GREEN application form***

* Filled in **GREEN application** form (to be printed out in colours). It is called the “Application form for a long-term residence permit”.

Download this form here: <http://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-application-forms.aspx>

Main instructions: In the upper part, mark O POVOLENÍ K DLOUHODOBÉMU POBYTU / FOR LONG TERM RESIDENCE PERMIT

15. ÚČEL POBYTU NA ÚZEMÍ / PURPOSE OF STAY IN THE CZECH REPUBLIC: VĚDECKÝ VÝZKUM

16. POSLEDNÍ BYDLIŠTĚ V CIZINĚ / LAST RESIDENCE ABROAD – meaning abroad from the Czech Republic, i.e. wherever you live now

28. DOPLŇUJÍCÍ INFORMACE / ADDITIONAL INFORMATION:

Caroline Novák-Jolly Univerzita Pardubice / tel: +420 466 036 133

When you arrive in Pardubice, you have to register at the Immigration Office (OAMP) within 3 days. The Pardubice OAMP usually asks you to bring your passport and usually a proof of accommodation.

If you are hosted at the dormitories of the University of Pardubice, you can ask the Office of International Affairs and Development to get this proof for you.

Note: You will be charged 100 CZK for this form.

If you have your own flat, you can submit:

- Rental agreement or
- A document called “Potvrzení o zajištění ubytování (fyzická osoba)”, (= proof of accommodation). Download this form here: : <http://www.mvcr.cz/mvcren/article/application-forms.aspx>

Note: The proof of accommodation has to be an original document, written in Czech, with a certified signature (for more information about a certified signature **go to the heading** “How to get a certified signature”).

DO NOT HESITATE TO CONTACT THE CZECH EMBASSY IN YOUR COUNTRY FOR MORE INFORMATION

- ✚ To obtain a permit for residence or an extension for long-term residence in the Czech Republic, you are generally required to submit an application 120 days before the end of an existing permit for long-term residence or long-term visa’s validity. At the latest, this application must be submitted on the last day of validity for the visa or residence permit.
- ✚ Documents must not be older than 180 days, except for travels documents and marriage certificates. Photographs must accurately represent your appearance.
- ✚ All the documents have to be submitted in the Czech language or to be translated into Czech by a certified translator.
- ✚ Some foreign public documents must be endorsed with higher verifications (Apostille, Superlegalisation – detailed information is available here: <http://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-verification-of-foreign-public-documents.aspx>)

When you start working at the University, the Human Resources Department will inform the Labor office about the start date and the end date of your job, according to the law code No. 435/2004 Sb

You have to leave Czech territory on the date you officially finish your job as postdoctoral researcher/scientist (i.e. the date on the hosting agreement) if you do not have any other legal purpose to stay (i.e. a job offer...),. If you have a legal purpose to stay, you need to apply for another long-term residence permit at the Immigration Office.

If you leave before the date mentioned on your hosting agreement, the HR department has the obligation to inform the Immigration Office as well.

Once you are back to your country, you must return your biometric card. You can send it to the **Office of International Affairs and Development of the University of Pardubice**; they will return it directly to the Immigration Office.

EXTENDING A LONG-TERM RESIDENCE PERMIT FOR THE PURPOSE OF „SCIENTIFIC RESEARCH“ FOR CITIZENS FROM NON-EU COUNTRIES (= THIRD COUNTRY NATIONAL)

Target group: Postdoctoral researchers from non-EU countries

Who are already in Pardubice and received an extension of their hosting agreement.

Apply at the **Immigration Office of Pardubice (Pernerova 168, 530 02 Pardubice)**.

Documents needed:

1. **Travel document**
 2. **Hosting agreement** (an agreement issued by the University of Pardubice to support research project) - in Czech: Dohoda o hostování
 3. **Written commitment by the University of Pardubice** (this is issued by the University of Pardubice along with the Hosting agreement)
- in Czech: Písemný závazek
1. Upon request, a document proving that you have satisfied conditions set out by the Ministry of Health of the Czech Republic for the prevention of the spread of infectious illnesses (a medical report),
 2. **GREEN application form***

* Filled in **GREEN application** form (to be printed out in colours). It is called the “Application form for a long-term residency permit”.

Download this form here: <http://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-application-forms.aspx>

Main Instructions: In the upper part, mark O PRODLOUŽENÍ DOBY PLASTNOSTI POVOLENÍ K DLOUHODOBÉMU POBYTU / FOR THE EXTENSION OF VALIDITY PERIOD OF FOR LONG TERM RESIDENCE PERMIT

15. ÚČEL POBYTU NA ÚZEMÍ / PURPOSE OF STAY IN THE CZECH REPUBLIC: VĚDECKÝ VÝZKUM –

16. POSLEDNÍ BYDLIŠTĚ V CIZINĚ / LAST RESIDENCE ABROAD – meaning abroad from the Czech Republic, i.e. wherever you live now

28. DOPLŇUJÍCÍ INFORMACE / ADDITIONAL INFORMATION:

Caroline Novák- Jolly, Univerzita Pardubice / tel: +420 466 036 133

Note: The Immigration Office (OAMP) of Pardubice may ask you to bring a proof of accommodation as well.

The Office of International Affairs and Development can assist you in filling out the form and collecting the documents mentioned above. The office can help you to go through all of these procedures.

- ✚ To obtain a residence permit or an extension of a long-term residence in the Czech Republic, you are generally required to submit an application 120 days before the end of the existing permit for long-term residence or long-term visa validity. At the latest, this application must be submitted on the last day of the validity of the visa or residence permit.
- ✚ Documents must not be older than 180 days, except for travels documents and marriage certificates. Photographs must accurately represent your appearance.
- ✚ All the documents have to be submitted in the Czech language or to be translated into Czech by a certified translator.
- ✚ Some foreign public documents must be endorsed with a higher verification (Apostille, Superlegalisation – detailed information is available here: <http://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-verification-of-foreign-public-documents.aspx>)

When you start working at the University, the Human Resources Department will inform the Labor office about the start date and the end date of your employment according to the Act No. 435/2004 Sb.

You have to leave the Czech territory on the date you officially finish your job as postdoctoral researcher/scientist (Cf. date on the hosting agreement). if you do not have any other legal purpose to stay (i.e. a job offer...). If you have a legal purpose to stay, you need to apply for another long-term residence permit at the Immigration Office.

If you leave before the date mentioned on your hosting agreement, the HR department has the obligation to inform the Immigration Office as well.

Once you are back to your country, you must return your biometric card. You can send it to **the Office of International Affairs and Development of the University of Pardubice**; they will return it directly to the Immigration Office.

LONG-TERM RESIDENCE PERMIT FOR STUDY PURPOSES OF FOR CITIZENS FROM NON-EU COUNTRIES (= THIRD COUNTRY NATIONAL)

Target group: PhD students from non-EU countries

PhD students need to apply for a study visa at the Czech Embassy in their country, before their arrival to the Czech Republic.

Documents needed:

1. Travel document
2. Document confirming the purpose of your stay in the Czech Republic (from the University of Pardubice)
3. Proof of accommodation

If you are hosted at the dormitories of the University of Pardubice, you can ask **the Office of International Affairs and Development to get this proof.**

Note: You will be charged 100 CZK for this form.

If you have your own flat, you submit:

- Rental agreement or
- The document called the "Potvrzení o zajištění ubytování (fyzická osoba)" (= proof of accommodation). Download this form here: <http://www.mvcr.cz/mvcren/article/application-forms.aspx>
- Note: The proof of accommodation must be the original document, written in Czech, with a certified signature (for more info about getting a certified signature **go to the heading** "How to get a certified signature").

4. Passport photograph
5. Document confirming the availability of funds for your stay in the Czech Republic*.

1 semester – for a stay from September 1st to November 28th you will need **55 000 CZK*

*1 year – for stay from September 1st to August 31st you will need **81 400 CZK***

3. GREEN application form*

* Filled in **GREEN application** form (to be printed out in colours). It is called the "Application form for a long-term residence permit".

Download this form here: <http://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-application-forms.aspx>

Main Instructions: In the upper part, mark O POVOLENÍ K DLOUHODOBÉMU POBYTU / FOR LONG TERM RESIDENCE PERMIT

15. ÚČEL POBYTU NA ÚZEMÍ / PURPOSE OF STAY IN THE CZECH REPUBLIC: STUDIUM

16. POSLEDNÍ BYDLIŠTĚ V CIZINĚ / LAST RESIDENCE ABROAD – meaning abroad from the Czech Republic, i.e. wherever you live now

28. DOPLŇUJÍCÍ INFORMACE / ADDITIONAL INFORMATION:

4. Upon request, a document similar to an extract from the Police Register Record and/or a document proving the fulfilment of the conditions set out in the Ministry of Health's prevention of the spread of infectious illnesses (a Medical report).

If your forms are successfully processed at the Embassy, you are then required to submit proof of your travel medical insurance for the period of your stay in the Czech Republic including the certificate of the insurance premium payment (This form must be signed and stamped by the insurance company and be in the Czech language.)

Once you arrive in Pardubice, you must registered at the Immigration Office (OAMP) within 3 days. Bring your

- ✚ To obtain a residence permit or an extension of a long-term residence in the Czech Republic, you are generally required to submit an application 120 days before the end of an existing permit for long-term residence or long-term visa's validity. At the latest, this application must be submitted on the last day of validity for the visa or residence permit.
- ✚ Documents must not be older than 180 days, except for travels documents and marriage certificates. Photographs must accurately represent your appearance.
- ✚ All the documents have to be submitted in the Czech language or to be translated into Czech by a certified translator.
- ✚ Some foreign public documents must be endorsed by a higher verification (Apostille, Superlegalisation – detailed information is available here:<http://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-verification-of-foreign-public-documents.aspx>

if you do not have any other legal purpose to stay (i.e. a job offer...), you must leave the Czech territory **on** the date you officially finish your studies. If you have a legal purpose to stay, you should apply at the Immigration office for another long-term residence permit.

Your Study Department is obliged to call the Immigration Office and inform them about the exact start date and end date of your studies.

Once you are back in your country of residence, you must return your biometric card. You can send it to the **Office of International Affairs and Development of the University of Pardubice**; they will return it directly to the Immigration Office.

passport to the appointment.

[DO NOT HESITATE TO CONTACT THE CZECH EMBASSY OF YOUR COUNTRY](#)

To get more info, click here:

<http://www.mvcr.cz/mvcren/article/third-country-nationals-long-term-residence.aspx?q=Y2hudW09Mg%3d%3d>

EXTENDING A LONG-TERM RESIDENCE PERMIT FOR STUDY PURPOSES FOR CITIZENS FROM NON-EU COUNTRIES (= THIRD COUNTRY NATIONAL)

Target group: PhD students from non-EU countries who are already in Pardubice and received an extension of their studies.

Apply for the extension **at the Immigration Office of Pardubice (Pernerova 168, 530 02 Pardubice)**

Documents needed:

1. **A travel document**
2. **A study confirmation form**
3. **Proof of your travel medical insurance** for the period of your stay in the Czech Republic and proof of medical insurance payment (this document must be signed and stamped by the insurance company and be in the Czech language)
4. **Proof of accommodation**
If you are hosted at the dormitories, you can ask **the Office of International Affairs and Development to get this form, or you can ask Ms Petra Machaňova directly.**

Note: You will be charged 100 CZK for this form.

If you have your own flat, you need:

- Rental agreement or
- The document "Potvrzení o zajištění ubytování (fyzická osoba)" (= proof of accommodation). Download this document here: <http://www.mvcr.cz/mvcren/article/application-forms.aspx>

Note: The proof of accommodation has to be the original document, written in Czech, with a certified signature (For more info about getting a certified signature **go to the heading "How to get a certified signature"**).

5. **A document confirming the availability of funds for your stay in the Czech Republic***. If you have an account in a Czech bank, the Immigration Office will ask you to provide a bank statement with the final balance indicated. This document must be an original document, written in Czech and signed and stamped by your Czech bank.

1 semester – for a stay from September 1st to November 28th you will need **55 000 CZK*

*1 year – for stay from September 1st to August 31st you will need **81 400 CZK***

6. **GREEN application form***

* Filled in **GREEN application** form (to be printed out in colours). It is called the "Application form for a long-term residency permit".






Download this form here: <http://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-application-forms.aspx>

Main Instructions: In the upper part, mark O PRODLUŽENÍ DOBY PLASTNOSTI POVOLEÍ K DLOUHODOBÉMU POBYTU / FOR THE EXTENSION OF VALIDITY PERIODE OF FOR LONG TERM RESIDENCE PERMIT

15. ÚČEL POBYTU NA ÚZEMÍ / PURPOSE OF STAY IN THE CZECH REPUBLIC:
-STUDIUM

16. POSLEDNÍ BYDLIŠTĚ V CIZINĚ / LAST RESIDENCE ABROAD – meaning abroad from the Czech Republic, i.e. wherever you live now

28. DOPLŇUJÍCÍ INFORMACE / ADDITIONAL INFORMATION:
Caroline Novák-Jolly, Univerzita Pardubice / tel: +420 466 036 133

-  To obtain a residence permit or an extension of a long-term residence in the Czech Republic, you are generally required to submit an application 120 days before the end of an existing permit for long-term residence or long-term visa's validity. At the latest, this application must be submitted on the last day of the document's validity.
 -  Documents must not be older than 180 days, except for travels documents and marriage certificates. Photographs must accurately represent your appearance.
 -  All the documents have to be submitted in the Czech language or to be translated into Czech by a certified translator.
 -  Some foreign public documents must be endorsed with a higher verification (Apostille, Superlegalisation – detailed information is available here: <http://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-verification-of-foreign-public-documents.aspx>)
-  if you do not have any other legal purpose to stay (i.e. a job offer...), you must leave the Czech territory on the date you officially finish your studies. If you have a legal purpose to stay, you should apply at the Immigration office for another long-term residence permit.
- Your Study Department is obliged to call the Immigration Office and tell them the exact start date and end date of your studies.
- Once you are back to your country of residence, you must return your biometric card. You can send it to the **Office of International Affairs and Development of the University of Pardubice**; they will return it directly to the Immigration Office.

The Office of International Affairs and Development can and assist you in filling out forms and collecting the documents mentioned above. This office can help you to go through all the application procedures.

For more info, click here:

<http://www.mvcr.cz/mvcren/article/third-country-nationals-long-term-residence.aspx?q=Y2hudW09Mg%3d%3d>

LONG-TERM RESIDENCE PERMIT FOR THE PURPOSE OF „FAMILY REUNIFICATION“ FOR NON-EU COUNTRIES CITIZENS (= THIRD COUNTRY NATIONAL)

Target group: Family members of PhD students or postdoctoral researchers from a non-EU country.

Family members of PhD students and researchers apply for this permit at the Czech Embassy before their arrival in the Czech Republic.

Your wife/husband or/and child will need:

1. Travel document (passport)

2. 2. Proof of accommodation

- all family members names need to be indicated,
- long-term contract (minimum 6 months)
- in the Czech language,

If you are hosted at the dormitories of the University of Pardubice, you can ask the Office of International Affairs and Development to get this form.

Note: You will be charged 100 CZK to get the form.

If you have your own flat, you submit:

- Rental agreement or
- Document “Potvrzení o zajištění ubytování (fyzická osoba)” (= proof of accommodation). Download this form here: <http://www.mvcr.cz/mvcren/article/application-forms.aspx>

Note: The proof of accommodation has to be the original document, written in Czech, with a certified signature (For more info about getting a certified signature **go to the Heading** “How to get a certified signature”).

3. 2 passport photographs

4. Evidence of the family relationship (marriage certificate etc.)

An official translation of these documents into the Czech language is needed

5. Proof of finances – 2 documents showing you (as a PhD student or researcher) can support your family members’ stay in the Czech Republic:

A confirmation from the University of Pardubice about your net salary, if you are an employee (it is key that this confirmation is of your NET SALARY, or a confirmation of scholarship (from the study department of your faculty) if you are a student, **and**

a document called a “Čestné prohlášení” stating that you will take care of your family members.

Note: You can choose to submit a bank statement as well.

6. An extract from the Police Register Record from the country of origin and from the states in which your husband/ wife/children have had continuous residence for over 6 months in the last 3 years,

- official translation of these documents into the Czech language is needed

7. Medical statement (if required by the Embassy)

8. GREEN application form*

* Filled in **GREEN application** form (to be printed out in colours). It is called the “Application form for a long-term residency permit”.

Download this form here: <http://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-application-forms.aspx>

Main Instructions: In the upper part, mark O POVOLENÍ K DLOUHODOBÉMU POBYTU / FOR LONG TERM RESIDENCE PERMIT

15. ÚČEL POBYTU NA ÚZEMÍ / PURPOSE OF STAY IN THE CZECH REPUBLIC: SLOUČENÍ S RODINOU

16. POSLEDNÍ BYDLIŠTĚ V CIZINĚ / LAST RESIDENCE ABROAD – meaning abroad from the Czech Republic, i.e. wherever you live now

28. DOPLŇUJÍCÍ INFORMACE / ADDITIONAL INFORMATION:

Caroline Novák-Jolly, Univerzita Pardubice / tel: +420 466 036 133

9. **Travel health insurance** (basic medical insurance) – your family member(s) will need to submit this proof later on, as soon as he/she goes to the Embassy for the second time to collect their entry visa. We recommend buying this insurance for the whole period of their stay online. You must also submit a document once you have paid the insurance premium. The recommended insurance companies are: VZP, Maxima, Slavia, Victoria - Volksbanken and Uniqua.

When they arrive in Pardubice, your family members must register at the Immigration Office (OAMP) within 3 days.

The Pardubice OAMP usually needs:

- Passport
- Proof of accommodation

DO NOT HESITATE TO CONTACT THE CZECH EMBASSY OF YOUR COUNTRY

- ✚ To obtain a residence permit or an extension of a long-term residence in the Czech Republic, you are generally required to submit an application 120 days before the end of an existing permit for long-term residence or long-term visa's validity. At the latest, this application must be submitted on the last day of validity for the visa or residence permit.
- ✚ Documents must not be older than 180 days, except for travels documents and marriage certificates. Photographs must accurately represent your appearance.
- ✚ All the documents have to be submitted in the Czech language or to be translated into Czech by a certified translator.
- ✚ Some foreign public documents must be endorsed with a higher verification (Apostille, Superlegalisation – detailed information is available here: <http://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-verification-of-foreign-public-documents.aspx>)

If you do not have any other legal purpose to stay (i.e. a job offer...), you and your family have to leave the Czech territory on the date **you officially finish your employment as postdoctoral researcher/scientist or your studies as PhD student**. If you have a legal purpose to stay, you must apply at the Immigration office for another long-term residence permit.

Since you will be an employee working as a postdoctoral researcher/scientist, the Human Resources Department of the University of Pardubice will inform the Labor Office about the end date of your contract according to the Act No. 435/2004 Sb.

If you leave before the date mentioned on your hosting agreement, the HR department is obliged to inform the Immigration Office about your departure.

As a postdoctoral researcher/scientist or a PhD student, you must return your biometric card when you return to your country of residence. You can send it to the **Office of International Affairs and Development of the University of Pardubice**; they will return it directly to the Immigration Office.

EXTENDING A LONG-TERM RESIDENCE PERMIT FOR THE PURPOSE OF „FAMILY REUNIFICATION“ FOR NON-EU COUNTRIES CITIZENS (= THIRD COUNTRY NATIONAL)

Target group: Family members of PhD students or postdoctoral researchers at UPa who received an extension of their studies or a Hosting agreement. This applies to non-EU citizens.

Each family member has to apply for the residence at **the Immigration Office of Pardubice (Pernerova 168, 530 02 Pardubice)**.

Documents needed:

1. Travel document (passport)

2. Proof of accommodation

- all family members must be indicated,
- long-term contract (minimum 6 months),
- in the Czech language,

If you are hosted at the dormitories of the University of Pardubice, you can ask **the Office of International Affairs and Development to get this form, or you can ask Ms Petra Machaňova directly**.

Note: You will be charged 100 CZK for this form.

If you have your own flat, you submit:

- Rental agreement or

- “Potvrzení o zajištění ubytování (fyzická osoba)” (= proof of accommodation). Download this form here: <http://www.mvcr.cz/mvcren/article/application-forms.aspx>

Note: The proof of accommodation has to be the original document, written in Czech, with a certified signature (For more info about a certified signature **go to the Heading** “How to get a certified signature”).

3. Proof of finances 2 documents showing you (as a PhD student or researcher) can support your family members’ stay in the Czech Republic:

A confirmation from the University of Pardubice about your net salary, if you are an employee (it is key that this confirmation is of your NET SALARY, or confirmation of scholarship (from the study department of your faculty) if you are a student, **and**

a document called a “Čestné prohlášení” stating that you will take care of your family members.

Note: You can choose to submit a bank statement as well.

4. Travel health insurance (basic medical insurance) – We recommend buying this insurance for the whole period of your family’s stay. You can buy it online. A proof of payment of the insurance premium is also required. The insurance companies we recommend are: VZP, Maxima, Slavia, Victoria - Volksbanken, Uniqa.

5. GREEN application form*

* Filled in **GREEN application** form (to be printed out in colours). It is called the “Application form for a long-term residency permit”.

Download this form here: <http://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-application-forms.aspx>

Main Instructions: In the upper part, cross O PRODLOUŽENÍ DOBY PLASTNOSTI POVOLENÍ K DLOUHODOBÉMU POBYTU / FOR THE EXTENSION OF VALIDITY PERIODE OF FOR LONG TERM RESIDENCE PERMIT

15. ÚČEL POBYTU NA ÚZEMÍ / PURPOSE OF STAY IN THE CZECH REPUBLIC:

-STUDIUM (for YOU)

-SLOUČENÍ S RODINOU (for your WIFE/HUSBAND/CHILD)

16. POSLEDNÍ BYDLIŠTĚ V CIZINĚ / LAST RESIDENCE ABROAD – meaning abroad from the Czech Republic, i.e. wherever you live now

28. DOPLŇUJÍCÍ INFORMACE / ADDITIONAL INFORMATION:

Caroline Novák-Jolly, Univerzita Pardubice / tel: +420 466 036 133

The Office of International Affairs and Development can assist you in filling out the forms and collecting the documents mentioned above. This office can help you to go through all the application procedures.

A VISA FOR A STAY OF OVER 90 DAYS FOR STUDY PURPOSES FOR NON-EU COUNTRIES CITIZENS (= THIRD COUNTRY NATIONAL)

This visa is also called a Long-term visa.

Target group: PhD students from non-EU countries

PhD students apply for this visa at the Czech Embassy of their country, before their arrival in the Czech Republic.

Note: Students apply for this visa or for the long-term residence permit mentioned previously. It is up to them and the Embassy. **This visa application is free of charge.**

Documents needed:

1. Travel document
2. Documentation of your enrollment at the University of Pardubice (from the University of Pardubice)

3. Proof of accommodation

If you want to be hosted at the dormitories of the University of Pardubice, you can ask the Office of International Affairs and Development to get this form.

Note: You will be charged 100 CZK to get this form.

If you have your own flat, you submit:

- Rental agreement OR
- A document called a "Potvrzení o zajištění ubytování (fyzická osoba) (= proof of accommodation). Download this form here: <http://www.mvcr.cz/mvcren/article/application-forms.aspx>

Note: The proof of accommodation has to be the original document, written in Czech, with a certified signature (for more info about a certified signature **go to the Heading "How to get a certified signature"**).

4. 2 passport photographs
5. A document confirming the availability of funds for your stay in the Czech Republic*.

1 semester – for a stay from September 1st to November 28th you will need **55 000 CZK*

*1 year – for stay from September 1st to August 31st you will need **81 400 CZK***

6. Application form. This form is called an "Application form for a visa for a stay for over 90 days or a long-term visa". Download it from here: <http://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-application-forms.aspx>
7. Upon request, a document similar to an extract from the Police Register Record and/or a document proving the fulfilment of conditions set out in the measure of Ministry of Health on prevention of the spread of infectious illnesses (Medical report).






If your application is approved, you will submit a proof of your medical travel insurance (not required if you subscribe to public health insurance, if the costs for health care are covered in an international agreement, or if the you can demonstrate that health care is covered in another manner), before the visa is obtained. You may also be asked to submit a document proving that you are covered by your medical travel insurance. The Act on the Residence of Foreign Nationals stipulates a standard deadline of 60 days from the date of submitting the application for processing an application.

When you arrive in Pardubice, you must register **at the Foreign Police within 3 days of your arrival**. If your accommodation provider is a hotel or student dormitories, your accommodation provider will complete this registration for you.

DO NOT HESITATE TO CONTACT THE CZECH EMBASSY OF YOUR COUNTRY

For more info, click here:

<http://www.mvcr.cz/mvcren/article/a-visa-for-a-stay-of-over-90-days-long-term.aspx?q=Y2hudW09Mg%3d%3d>

-  The documents required for the application must not be older than 180 days except for the travel document and the photographs required. Photographs must accurately represent your appearance.
-  A long-term study visa is issued for the period corresponding with your study stay as confirmed by the University. A long-term visa is issued for a maximum of 1 year.
-  All the documents have to be submitted in the Czech language or to be translated into Czech by a certified translator.
-  Some foreign public documents must be endorsed with a higher verification (Apostille, Superlegalisation – detailed information is available here: <http://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-verification-of-foreign-public-documents.aspx>)
-  You must leave the Czech territory on the date you officially finish your studies if you do not have any other legal purpose to stay. If you have a legal purpose to stay, you should apply at the Immigration Office to apply for another long-term residence permit.

EMPLOYEE CARD FOR THIRD COUNTRY NATIONALS

For more info go to: <http://www.mvcr.cz/mvcren/article/employee-card-682810.aspx>

Application for an employee card is filed personally at the Embassy of the Czech Republic. You are only able to file this application at the Embassy of the Czech Republic in your home country, in the country that issued your travel document or in the country where you have a long-term or permanent residence.

If you are already staying in the territory of the Czech Republic using a visa for an over-90-day stay, or have an other-purpose long-term residence permit, you can apply for the card at the Immigration Office in the Czech Republic. In this case, you may file an application for this employee card up until the end of the validity of such residence permit.

You apply for an employee card by submitting a special application form titled the "Application for an Employee Card".

The following documents are enclosed to the application:

1. **Valid travel document**
2. **A document confirming the availability of accommodation**
3. 2 passport **photographs** accurately representing your current appearance
4. **Employment / Work agreement** (or a Letter of Intent of a future employment). These documents must contain a stipulation, which provides that the agreed monthly salary will not be lower than the basic monthly minimum wage, and that the weekly working hours will be at least 15 hours.
5. **Documents proving your professional qualifications for the performance of your desired job.** Some examples of documentation for professional qualities are:
 - o documentation of education (such as a diploma); in some cases you will be required to prove and submit a document certifying that your foreign education has been recognised by the relevant authority in the Czech Republic,
 - o a document proving the required professional qualifications (e.g. an appropriate special driving license etc.),
 - o a document proving that you meet the requirements for performing an occupation referred to as a "regulated occupation." If your application concerns this kind of occupation and you do not already hold such a document, you must apply to the relevant recognition authority of the CR for recognition of your professional qualifications after filing the application for the employee card. Employee cards are issued contingently with your submission of these documents
6. **Upon request, a document similar to an extract from the Police Register Record,**
7. **Upon request, a document proving the fulfilment of conditions set out in the measure of Ministry of Health on prevention of the spread of infectious illnesses (Medical report).**

Attached documents must be originals or verified copies. All documents in a foreign language must be submitted in their original version accompanied by an official translation into the Czech language. Application documents must not be older than 180 days, except for the travel document and the photographs. Photographs must accurately represent your current appearance.

You will be required to present a proof of medical travel insurance and, upon request, a proof of payment of the insurance premium before a long term visa can be issued for the purpose of obtaining an employee card (D/VR). You must present this document to the Embassy of the Czech Republic. This insurance must be valid from the date of entry into the territory of the Czech Republic until the time when public health insurance coverage starts to apply, pursuant

to the Act on Public Health Insurance, i.e. from the visa issue date until the employment (as stated in the submitted documents).

If you have applied for an employee card in the territory of the Czech Republic or have arrived in the Czech Republic otherwise than with a D/VR, it is not necessary to present proof of travel medical insurance if you will be covered by public health insurance upon commencement of his or her employment.

When you start working at the University of Pardubice, the Human Resources Department will inform the Labor office of the commencement and termination of your employment - Act No. 435/2004 Sb.

EXTENSION OF AN EMPLOYEE CARD FOR THIRD COUNTRY NATIONALS

If you already hold an employee card under a University of Pardubice contract and you receive an extension of your contract, you will apply for its extension.

Fill out a special form entitled "Application for an Employee Card." You should attach the following documents:

1. **Travel document**
2. **A document confirming the availability of accommodation,**
3. **Employment / Work agreement**
4. **Resolution of the Labor office about work permit extension.** This applies only to non-dual work-permits (see Section Zvláštní případy / Neduální režim zaměstnanecké karty), or in the event that during the approved stay, the foreign person changed his/her work position to a position for which the work permit was issued.
5. **Documents proving the required professional qualifications**
6. **The obligation to submit this attachment only applies to an employee card of a dual nature, and specifically only if the document previously submitted to the OAMP ceased to be valid;** for example, if a certificate of professional qualifications, which was attached to an application for an employee card, was limited in time and has become invalid),
7. **Upon request, a document similar to an extract from the Police Register Record,**
8. **Upon request, a document proving the fulfilment of conditions set out in the measure of the Ministry of Health on prevention of the spread of infectious illnesses (Medical report),**
9. **A recent passport photograph (if your appearance has changed)**

Once the Immigration Office already has the documents from your previous application, you only attach:

1. **Travel**
2. **A document confirming the availability of accommodation,**
3. **Employment / Work agreement**

When you start working at the University of Pardubice, the Human Resources Department will inform the Labor Office of the commencement and termination of your employment pursuant to Act No. 435/2004 Sb.

TEMPORARY RESIDENCE/ TEMPORARY STAY PERMIT FOR EUROPEAN CITIZENS

As a European citizen, you do not have to apply for a temporary stay permit.

You are only obligated to register with **the Foreign Police (Husova, 860 Pardubice)**. However, for practical reasons we advise that you apply for a temporary stay permit in the following situations:

- A stay exceeding one year.
- when buying a property, having your car registered etc.

For more information about the application procedure, click here: <http://www.mvcr.cz/mvcren/article/temporary-residence.aspx>

Note: EU citizens are citizens of Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK. Citizens of Iceland, Liechtenstein, Norway and Switzerland have similar rights as EU citizens.

PERMANENT RESIDENCE

EU CITIZENS

Note: EU citizens are citizens of Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK. Citizens of Iceland, Liechtenstein, Norway and Switzerland have similar rights as EU citizens.

European Citizens are not obliged to apply for a permanent residence. However, for practical reasons we advise applying for a stay permit i.e. for stays exceeding one year. The permit is necessary i.e. when buying a property, having your car registered etc.

As an EU citizen, you can request permanent residence:

- a) after 5 years of continuous residence in the Czech Republic.
- b) after 2 years of continuous temporary residence in the Czech Republic – if you are a family member of another EU citizen, you can apply after 2 years of continuous residence in the Czech Republic if you have been a family member of an EU citizen for at least 1 year (in the case of a marriage).

Click here for more info:

http://europa.eu/youreurope/citizens/residence/residence-rights/workers/index_en.htm

<http://www.mvcr.cz/mvcren/article/eu-citizens-and-their-family-members.aspx>

NON-EU CITIZENS

A foreigner who has lived continuously in the Czech Republic for 5 years and has applied those last years **for a long-term residence permit** can apply for a “Povolení k trvalému pobytu”. Your continuity of residence is not affected by:

- Temporary absences (less than 6 months per year).
- Absence that do not exceed 310 days in total.
- One absence of 12 consecutive months, for important reasons such as pregnancy and childbirth, serious illness, work, vocational training, or a posting to another country.

How to apply

You will need:

1. **Travel document**
2. **2 passport photographs**
3. **Proof of accommodation**

If you are hosted at the dormitories of the University of Pardubice, you can ask **the Office of International Affairs and Development to get this form, or you can ask Mrs Machaňova Petra directly.**

Note: You will be charged 100 CZK for this form.

If you have your own flat, you submit:

- Rental agreement or
- "Potvrzení o zajištění ubytování (fyzická osoba) (= proof of accommodation, natural person). Click here to download it: <http://www.mvcr.cz/mvcren/article/application-forms.aspx>

Note: The proof of accommodation has to be the original document, written in Czech, with a certified signature (for more info about a certified signature **go to the heading** "How to get a certified signature").

4. **Proof of funds** – a document issued by Human Resources Department of your average net salary for last 6 or 3 months (in Czech: průměrný čistý měsíční příjem za posledních 3 - 6 měsíců)
5. **Czech language exam certificate**: ask the Immigration Office for a certificate voucher and register in one of the exams here: <http://www.mvcr.cz/mvcren/article/czech-language-exam.aspx> and <http://cestina-pro-cizince.cz/>.

If you would like to attend Czech courses to prepare for the "Examination of the Czech language for permanent residence", please go to the Heading "Czech language course".

6. **Employment / Work agreement**

7. **GREEN application form** (the same as for DLOUHODOBÝ POBYT= Long-term residence permit. **The form is available from the Office of International Affairs and Development, or go to:** <http://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-application-forms.aspx>

The Office of International Affairs and Development can assist you in filling out the forms and collecting the documents mentioned above. And help you with all the application procedures.

Click here for more info:

<http://www.mvcr.cz/mvcren/article/third-country-nationals-third-country-nationals.aspx>

GENERAL INFORMATION ABOUT THE APPLICATION PROCEDURES AND REGISTRATIONS

To obtain a residence permit or an extension of a long-term residence in the Czech Republic, you are generally required to submit an application 120 days before the end of an existing permit for long-term residence or long-term visa's validity. At the latest, this application must be submitted on the last day of the document's validity.

The documents submitted must not be older than 180 days, except for travels documents and marriage certificates. Photographs must accurately represent your appearance.

All the documents have to be submitted in the Czech language or to be translated into Czech by a certified translator.

As a student or employee of the University of Pardubice, when you and your family members apply for the **extension** of a long-term residence permit, for the extension of an Employee Card, or for the permanent residence, you apply at the Immigration Office of Pardubice.

IMMIGRATION OFFICE

(OAMP)

Pernerova 168, Pardubice, 4th floor.

It is only a 15 minute walk from the University, you will find the office across from the „ice-hockey stadium“.



FOREIGN POLICE

Husova 860, Pardubice

From the University, walk to Masarykovo náměstí and take bus 9. Get off the bus at the bus station “Na Bukovině” and then walk (500 m) to Husova 860.

Web: <http://www.policie.cz/clanek/pozor-zmena-sidla.aspx>



The third country nationals go here to:

- register after applying for a long-term residence permit
- apply for the extension of their visa, long-term residence permit, etc.
- inform the officials about any change (address, passport etc.)

European citizens go here to:

- Apply for the temporary/ permanent residence

Note: EU citizens are citizens of Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK. Citizens of Iceland, Liechtenstein, Norway and Switzerland have similar rights as EU citizens

The third country nationals go here to:

- register after applying for a short-stay visa or a long-stay visa.

European citizens go here to:

- register (when they arrive to the Czech Republic and wish to stay for over 30 days).
- inform the officials about any change (address, passport, etc.) if they are already registered.

Note: EU citizens are citizens of Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK. Citizens of Iceland, Liechtenstein, Norway and Switzerland have similar rights as EU citizens

HOW TO CHECK ON THE STATE OF PROCESSING YOUR APPLICATION AT THE IMMIGRATION OFFICE

When you submit your application at the Immigration Office, ask for your application number (číslo žádosti.)

Note: Most of the time someone from **the Office of International Affairs and Development of the University of Pardubice will accompany you to submit the application and ask for this application number.**

Once you have the application number, click on the following link. You can check the status of your application: <http://www.mvcr.cz/mvcren/article/status-of-your-application.aspx>

Note: Click on the list at the bottom of this webpage (Excel doc). If your application number appears, it means that **your application was approved**. After your application has been approved, the Immigration Office will call you to make the next appointment to take your biometric data (Fingerprints + photo).

If nothing is mentioned in the table or if you have not get a call yet, there is another way to find more information on the status of your application. **The Office of International Affairs and Development of the University of Pardubice can ask for more information. We will only need you to sign a „power of attorney“ to require information about you and your family.**

FEE STAMP= „kolek“

The Immigration Office requires payment with a „kolek“ when you apply for your long-term permit, and once again, when it is time to pick up your long-term residence permit (= biometric card).

The „kolek“ looks like a standard stamp.

You can buy „kolek“ at the Post Office (Česká Pošta, for more info about the Czech Post, go to the headline „Česká Pošta“). When buying the fee stamp at a post office, use the button „prodej známek, kolků, dálničních známek“. You will get a ticket (like at the Immigration Office). When your number is called and it is your turn to be helped, you can say „ prosím kolek za xxxxxx CZK“. If there is no machine, ask the teller.



If you have any problem, the Office of International Affairs and Development will assist you.

CHANGES TO YOUR PERRSONAL DATA

Changes mentioned in this section, i.e. change of address, change of passport etc., are the most common changes of personal information.

Click here to get more information regarding changing other data (change of name, surname, change in marital status etc.) or loss or theft of a travel document/ identity card: <http://www.mvcr.cz/mvcren/article/third-country-nationals-reporting-changes.aspx?q=Y2hudW09Mw%3d%3d>

1. CHANGE OF ADDRESS

- ✓ **Non-EU citizens holding a visa for a stay of over 90 days or a long-term residence permit** are required to **report any change to the place of residence in the Czech Republic within 30 days of its occurring**. The change must be reported if the change in the place of residence is expected to last longer than 30 days.
- ✓ **Non-EU citizens holding a permanent residence permit** are required to **report a change to the place of their residence in the Czech Republic within 30 days of its occurring**. This change needs to be reported if the change in the place of residence is expected to last longer than 180 days.
- ✓ **EU citizens or their family members** are required to **report a change in the place of residence within 30 working days of the change**. This change must be reported if the change in the place of residence is expected to last longer than 180 days.

Note: EU citizens are citizens of Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK. Citizens of Iceland, Liechtenstein, Norway and Switzerland have similar rights as EU citizens

✓ **How/where/when can you report the change?**

Changes in residence **are reported to the Immigration Office**. Report the change **by completing the “Form for reporting changes”**.

The Office of International Affairs and Development can provide you with this form and assist you in filling it out. We can even accompany you to the Immigration Office.

To report a change, you have to bring the form mentioned above, as well as:

- Proof of accommodation at the new address
- Travel document (containing the visa or residence sticker)
- Residence card, if that was issued as a separate document

If as a third country national you hold a residence permit in the form of a biometric card, the Immigration Office will issue a new one with your new address.

- Second appointment is needed to collect the biometric data
- Third appointment to verify your biometric data and for you to personally collect your card. At this appointment you will be charged an **administrative fee of 1000 CZK** –in the form of stamps (*kolek*).

Note: If a foreign national is prevented from reporting a change within the legally required period due to reasons outside of his/her control, he/she must report the change within 3 working days of these reasons ending. The foreign national must prove the reasons that prevented them from reporting their change in residence.

If the change is not reported within the legally required period and there is no obstacle that is outside of the foreign national’s control, the delay in reporting a change will be judged as a violation and a FINE can be imposed.

The Office of International Affairs and Development can assist you through all of these procedures.

2. CHANGE OF TRAVEL DOCUMENT/PASSPORT

- ✓ **Non-EU citizens** are **required to report a change of their travel document/passport within 3 working days of the new travel document issue.**
- ✓ **EU citizens or their family members** are **required to report a change of their travel document/identity card within 15 working days of the new document issue.**

Note: EU citizens are citizens of Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK. Citizens of Iceland, Liechtenstein, Norway and Switzerland have similar rights as EU citizens

- ✓ **How/where/when can you report this change?**

Changes are reported to the **Immigration Office**, by completing the **"Form for reporting changes"**.

The Office of International Affairs and Development can provide you with this form and assist you in filling it out. The office can assist you through all of these procedures.

To report this change, you will have to bring the filled form and

- The new travel document/passport
- A residence card, if it has been issued as a separate document
- 2 passport photographs for the EU citizens

If as a non-EU citizen (= third country national) you hold a residence permit in form of a biometric card, the Immigration will have to issue a new one with your new address.

Therefore, you will make:

- A second appointment to collect your biometric data.
- A third appointment to verify your biometric data and to collect your card. **No administration fee is required.**

Note: If a foreign national is prevented from reporting a change within the legally required period due to reasons outside of his/her control, he/she must report the change within 3 working days of these reasons ending. The foreign national must prove these reasons that prevented them from reporting the change.

If the change is not reported within the legally required period and there is no obstacle that is outside of the foreign national's control, the delay in reporting a change will be judged as a violation and a FINE can be imposed (i.e. 1000 CKZ).

The Office of International Affairs and Development can assist you through all of these procedures.

Rodné číslo/Birth registration number

GENERAL INFORMATION

„Rodné číslo“ is best translated as a „Birth Registration Number“.

It is given to all Czech citizens at birth; this number is recorded on their birth certificate. The number is valid for life and can only be changed under certain special circumstances.

The first part of the number is the date of birth of the holder in YYMMDD format. The second part consists of four digits. Both are separated by a slash. For women the number 50 is added to the month part of the number. For example, a birthday in April is shown as YY54DD/XXXX.

Note: Governments around the world have introduced national identification number systems, which are used to keep track of citizens for taxation, social security, and healthcare purposes. In the Czech Republic, this national identification number is the „Rodné číslo“.

BIRTH REGISTRATION NUMBER („RODNÉ ČÍSLO“) FOR EU AND NON-EU CITIZENS

If as an European citizen or non-EU citizen, you apply for:

- **Long-term visa,**
- **Long-term residence permit,**
- **Certificate of temporary residence for an EU citizen,**
- **Temporary residence permit for a family member of an EU citizen, or**
- **Permanent residence permit,**

you automatically receive a Rodné číslo (birth registration number in English)

For more information click here: <http://www.mvcr.cz/mvcren/article/third-country-nationals-identity-number.aspx>

This number is important - it is a proof of your legal presence in the Czech Republic - it is required for many applications in the Czech Republic.

As a European citizen or non-EU citizen, you will need this registration number to get a mortgage or to buy a car.

Once you have your „rodné číslo“, please inform:

- the Office of International Affairs and Development of the University of Pardubice
- Your study department
- the Human Resources Department if you are an employee of the University of Pardubice
- Your bank

INCOME TAX

The Czech tax system is a standard system similar to that of other European countries. Roughly, half of Czech taxation is in the form of **direct taxes**, based on individuals' income and pensions, and the other half is in the form of **indirect taxes**, charged in the price of goods and services.

INCOME TAX

a/ Income tax is automatically deducted from your salary every month (approx. 15% of your salary).

b/ **As such, you do not have to fill out your tax return.** It is mandatory only if you have more than 1 employer or if you run your own business.

C/ What you should know and do if you are an employee at the University of Pardubice?

1. **First option:** If you are single and do not support a partner or children and do not pay off a mortgage/pension and you work full-time only for the University of Pardubice during 12 months of a year (from the 1st of January to the 31st of December), the HR Department of the University of Pardubice will fill the tax return („ Daňové přiznání“) and take care of everything.
2. **Second option:** If you **do not work** for the University of Pardubice for the whole calendar year **or** you support a partner or children **or** have another job **or** pay a mortgage/pension, **you can but do not have to** fill out your tax return on your own.

You should fill out this tax return if you think that you are eligible for a tax refund. It is worth doing if:

- **you are single + you do not work for the University of Pardubice for all 12 months within one calendar year.**
- **Or the University of Pardubice is your only full time employer and you support a partner or children or you pay a mortgage/pension. You should hire a tax consultant**

If you decide to fill out a tax return:

1. **First option: The Office of International Affairs and Development of the University of Pardubice can help you collect the required documents and recommend a private accountant to you.**

2. **Second option: Ask a Czech friend and then follow these basic instructions:**

As an UPa employee, the HR department should issue „Potvrzení o zdanitelných příjmech ze závislé činnosti...“ at the end of the year. This is an official confirmation of how much money you earned from an employer (incl.all the taxes).

If you do not have this document by the end of February of the following year, ask the Office of International Affairs and Development of the University of Pardubice to get it for you.

This „Potvrzení o zdanitelných příjmech ze závislé činnosti...“ must be complemented with another document „ Daňové přiznání“, where you report all income earned in the calendar year.

You can download the „Daňové přiznání“ from the Internet: http://www.financnisprava.cz/cs/danove-tiskopisy/databaze-aktualnich-danovych-tiskopisu?rok=2017&tiskdruh=TDFU&dan=T_WEB01).

The usual deadline to send in this form or to return it in person to the Tax Office (Finanční úřad) is the 31st of March.

The Czech authorities will double check and compare these documents with what would have been deducted from your salary every month during the year. **If the Czech State might have taken more money that they should have in taxes, they will refund this money to you.**

Information about Income tax:

http://europa.eu/youreurope/citizens/work/taxes/income-taxes-abroad/czech-republic/index_en.htm

We are aware that Income tax can be a daunting topic. If you have any questions or concerns, feel free to contact the Office of International Affairs and Development of the University of Pardubice.



DRIVER'S LICENSE (DL)-CAR

DRIVER'S LICENCE (DL)

EU CITIZENS

Note: EU citizens are citizens of Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK. Citizens of Iceland, Liechtenstein, Norway and Switzerland have similar rights as EU citizens

European citizens who hold a DL issued by their country or by another European country are able to drive a car in the Czech Republic.

A Driving License issued by an EU Member State or Norway, Iceland, Switzerland or Liechtenstein entitles its holder to drive motor vehicles in the territory of the Czech Republic. There is no obligation to replace this license with a Czech license. However, you can request a replacement driver's license for the Czech Republic after 185 days of temporary stay in the Czech Republic.

For more information go to: <http://www.mvcr.cz/mvcren/article/is-my-license-valid-in-the-cr-may-i-do-i-have-to-replace-it-with-a-czech-driving-license.aspx>

THIRD COUNTRY NATIONALS

With some exceptions, a Driving License issued by a third country (a state outside EU) does not entitle its holder to drive motor vehicles in the territory of the Czech Republic.

If you want to drive in the Czech Republic, you have to either:

1. have a valid International driving license issued by another state with your country's driving license (see "International Driving License"), or
2. acquire a driver's license in the Czech Republic

How to apply for a driver's license in the Czech Republic:

- **A. You must apply as a beginner at a driving school**

You will need:

- **A medical certificate from a general practitioner: [The Office of International Affairs and Development of the University of Pardubice can recommend a general practitioner \(GP\) to you. You will be charged between 500 and 1000 CZK.](#)**
- **To fill out an application form (available from the driving school)**
- **Your long-term residence permit (biometric card)**
- **A proof that you will stay for a minimum of 6 months in the Czech Republic after you pass this exam.**

ENGLISH SPEAKING DRIVING SCHOOLS

[AUTOŠKOLA RADEK in Chrudim: Phone no. +420 605 472 909. The full training costs 9000 CZK.](#)

- **B. You have to pass the exam**

The final examination consists of three parts:

1. **A on-line test on the Highway Code and first aid (30 minutes)**

An official translator will be required. **The Office of International Affairs and Development of the University of Pardubice can recommend a translator to you.**

2. **A driving test (30 minutes)**

The instructor of „ AUTOŠKOLA RADEK“ will translate the instructions.

Note:

- Exam fee (Theoretical part + driving test): 700 CZK

- You cannot take the driving test without passing the written one: In the written test, there are 25 questions and you will need to get 18 questions correct out of 25 to succeed. If you fail this test, you will have to repeat it (after 5 working days) and pay extra fee: up to 200 CZK

- If you pass the written test, you can take the driving one. If you fail, you will have to repeat it (after 5 working days) and pay extra fee: up to 400 CZK

o **C. Once you pass all exams**

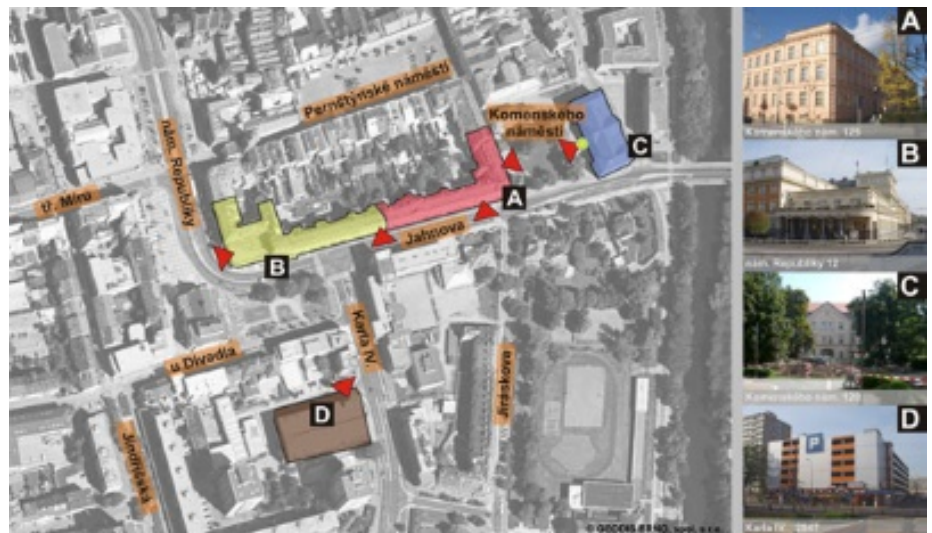
The Municipal Office („Městský úřad“) in Pardubice will issue a driver license upon an application (**Náměstí Republiky 12- Pardubice, Block B on the map**)

Website:

<https://www.pardubickykraj.cz/kontakty>

Documents needed:

- A document (from your Czech employer) which proves you have been working or studying in the Czech Republic for at least 6 months
- A copy of your rental agreement (this must prove that you have been living there for 6 months). You must also provide another document to prove you have been living in the Czech Republic for at least 6 months: e.g. an Internet bill, a document from your bank or from your health insurance company.
- A document from Department for Asylum and Migration Policy (OAMP)
- Affidavit



ALTERNATIVE SOLUTION

There are also driving schools in Prague, which offer full training in English

<http://www.ridicak.cz/en/>

The full **training costs 16000 CZK** and includes:

Driving instruction

- 5 lessons in vehicle operation regulations
- 1 lesson in vehicle driving and maintenance
- 3 lessons in driving theory and principles of safe driving
- 1 lesson in first-aid preparation
- 1 revision and test lesson

Practical training

- 28 lessons: training for driving a vehicle (each lesson is 45 min and you can take a maximum of 2 lessons in the row)
- 2 lessons: hands-on maintenance training
- 4 lessons: practical training in first-aid

Books (in English)

You will have to pay for the official translator who will be there during the theoretical exam + 700 CZK fee for the exam.

For more information regarding driving in the Czech Republic with a Non-EU driving license:

If you want to drive in the EU on a license from outside the EU, please contact the authorities of the country you are visiting (http://europa.eu/youreurope/citizens/national-contact-points/czech-republic/index_en.htm?topic=vehicles), or contact your embassy or consulate in that country.

BUYING A CAR- CAR INSURANCE

BUYING A CAR IN THE CZECH REPUBLIC

If you want to **buy a second hand car** in the Czech Republic, you can first take a look at the following web pages:

- SBAZAR.CZ: <https://www.sbazar.cz>
- BAZOŠ.CZ: <https://auto.bazos.cz/>
- TIPCARS: <http://www.tipcars.com/>
- AAA AUTO: <http://www.aaaauto.cz/en/>

You can also buy a car online, but AAA AUTO has a branch in Pardubice. You can visit AAA AUTO to see the vehicles they sell:

Jiřího Potůčka 290, Pardubice

Open Monday to Sunday from 9:00 am to 8:00 pm

Tel: +420 284 022 081

Once you find your car, the purchase contract will be written in Czech. If you want it translated into English, **the Office of International Affairs and Development of the University of Pardubice can recommend a translator to you.**
For one standard page of translation, you will be charged approx. 300 CZK

More information about requirements for buying a car in the Czech Republic:

http://europa.eu/youreurope/citizens/vehicles/cars/buying-a-car-abroad/czech-republic/index_en.htm

CAR INSURANCE COMPANIES

In the Czech Republic, once you buy a car you need to get a car insurance, to be covered in case of an accident. There are different options for car insurance companies.

We recommend UNIQA and SLAVIA insurance companies:

○ **UNIQA**

17. listopadu 504, Pardubice I

Tel: +420 466 513 828

Web: <https://www.uniqa.cz/home-en/>

○ **SLAVIA**

53002, Smilova 320, Pardubice

Tel: +420 469 311 108

Web: <http://www.slavia-pojistovna.cz/en/>

CAR REGISTRATION AND TAXES

EU CITIZENS

Note: EU citizens are citizens of Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK. Citizens of Iceland, Liechtenstein, Norway and Switzerland have similar rights as EU citizens.

Registration rules

As an EU national moving to the Czech Republic, you must register your car if you own it .

Time allowed for re-registering a vehicle

If you change your country of residence to the Czech Republic, you have 2 weeks to re-register a vehicle previously registered in another EU country.

To re-register a vehicle, go to municipal authority in the town where you are a resident.

Temporary registration plates

If you buy a car abroad, transit registration plates issued in another EU country will be recognized in the Czech Republic for the purposes of taking your car back to your place of residence.

You can get transit plates at the place where you buy the car.

Exemptions from the obligation to register a vehicle

As an EU national moving to the Czech Republic, you can use your vehicle here for 6 months while it is still registered in your home country.

Students

If you are a student in the Czech Republic residing in a different EU country you are obliged to:

- register your own car with the authorities in CZ for the duration of your studies.
- pay the car registration and/or road taxes on it in the CZ.
- buy additional car insurance for the duration of your studies here.

Pensioners, second home owners, cross-border commuters, self-employed cross-border commuters (company cars)

As an EU national with a temporary residence in the Czech Republic (providing that you use for no more than 6 months a year), you do not need to register your vehicle here.

Car tax

As an EU national, if you want to register and use your car in the Czech Republic, you must pay the following taxes:

- taxes: excise duty
- road tax: -----
- other taxes: dependent on the specific vehicle

The following categories of vehicles are exempt from road tax:

1. vehicles with less than four wheels registered as category L1
 2. vehicles connected with diplomatic missions and consular posts
 3. vehicles providing domestic public transport service
 4. vehicles operated by armed forces, police, healthcare providers etc.
 5. street sweepers and road marking machines
 6. vehicles providing public transport or transport of goods with weight under 12 tons, which are:
 - electric vehicles
 - hybrid vehicles combining combustion and electric engine
 - LPG or CNG based vehicles
 - E85 based
- If you do not register your vehicle in the Czech Republic, it is not subject to any of these taxes.

More information about registration and vehicle taxes:

http://europa.eu/youreurope/citizens/vehicles/registration/taxes/czech-republic/index_en.htm

WHERE /HOW TO GET A CERTIFIED SIGNATURE OR AN AUTHENTICATED COPY OF AN ORIGINAL DOCUMENT?

For some administration and legal procedures, it will be required to submit a document with your “certified signature” or an authenticated copy.

CERTIFIED SIGNATURE

Where can you get a certified signature?

To get your signature authorized, go to a notary public or visit any **Post Office**. (Česká Pošta, for more info about the Czech Post Office, go to the headline „Česká Pošta“)

What does it look like?

- ✓ At the post office select the option “Check Point” and ask for “ověření podpisů” (signature authentication).
If there is no automatic selection system,
Ask the teller for “ověření podpisu” and present your ID.
- ✓ You will sign the documents that need a certified signature in front of the person attending to you. The agent will then sign and stamp the required document.



The following pictures show a proof of accommodation with a „certified signature”. This document is for persons who stay at the dormitories of the University of Pardubice to present it along with their visa or long term residence permit application.

As UPa is the owner/ administrator of the dormitories, the document

- is filled by a person in charge of the dormitories
- has a certified signature of an UPa agent



How much does a certified signature cost?

Authentication and legalisation fees

- a. For every standard page of the authenticated document sized A4 or less CZK 30.-
- b. For every legalized signature on a document CZK 30.-

Copy services pricelist

- Single-sided copy, A4, black and white CZK 3.-
- Double-sided copy, A4, black and white CZK 4.-
- Single-sided copy, A4, colour CZK 23.-
- Double-sided copy, A4, colour CZK 44.-

For more information: <https://www.ceskaposta.cz/en/sluzby/egovernment/overovani-listin-a-podpisu/legalizace>

AUTHENTICATION OF DOCUMENTS

Where can you get a verified copy?

Documents are verified by notaries or at any **Post Office**. (Česká Pošta, for more info about the Czech Post Office, go to the headline „Česká Pošta“).

How to get a verified copy?

- ✓ At the post office select the option “Check Point” and ask for “ověření listin” (document authentication).
- ✓ If there is no automatic selection system ask the teller for “ověření listiny”.

How much is it?

For every standard page of the authenticated document sized A4 or less CZK 30.-

Copy services pricelist

Single-sided copy, A4, black and white	CZK 3.-
Double-sided copy, A4, black and white	CZK 4.-
Single-sided copy, A4, colour	CZK 23.-
Double-sided copy, A4, colour	CZK 44.-

For more information: <https://www.ceskaposta.cz/en/sluzby/egovernment/overovani-listin-a-podpisu/vidimace>

RESTAURANTS, BARS AND SHOPS IN PARDUBICE

RESTAURANTS

1. CZECH RESTAURANTS

○ **Plzeňka**

Smilova 386

Pardubice

Tel: +420 774 721 423

Email: info@plzenkapardubice.cz

Website: <https://www.plzenkapardubice.cz/>

2. ITALIAN RESTAURANTS

○ **Cartellone**

U Stadionu 2030, Pardubice

Tel: +420 466 51650

Email: info@cartellone.cz

Website: pardubice.cartellone.cz

○ **Hotel 100 and Ristorante da Pepa**

Kostelní ulice č.p. 100, Pardubice

Tel: +420 603 140 187 • 466 511 179 • 775 084 477

Email: hotel100@hotel100.cz

Website: <https://www.hotel100.cz/en/restaurace>

3. MEXICAN RESTAURANTS

○ **Hacienda Ranchero**

Za Pasáží 149, Pardubice

Tel.: + 420 469 313 320

Email: info@haciendaranchero.cz

Website: www.haciendaranchero.cz

Facebook: fb.me/hacienda.ranchero

○ **La Cabaña**

Smilova 312 -Pardubice

Tel: +420 466 655 403

Website: <http://www.lacabana.cz/cs/>

4. INDIAN RESTAURANTS

○ **Namaste**

Pernštýnské náměstí 48, Pardubice

Tel: +420 466 301 586

Website: <http://www.namasterestaurace.cz/>

Facebook: <https://cs-cz.facebook.com/namasterestaurace/>

5. CHINESE RESTAURANT

○ **U Bílého Konička**

Pernštýnské náměstí 60-Pardubice

Tel: +420 466 513 243/ +420 774 988 886

Website: <http://ubilehokonicka-pce.cz/>

Email: restauraceubilehokonicka@seznam.cz

6. ALTERNATIVE/VEGETARIAN RESTAURANTS

If you like or are interested in alternative restaurants, which offer vegetarian and/or local food options, we recommend the following restaurants:



NEAR THE CAMPUS

○ **Café Robinson**

Mladých 325, Pardubice

Tel: +420 734 253 876

Email: romana.ticha@pdz.cz

Website: www.pdz.cz/

Facebook: <https://www.facebook.com/Cafe.Robinson.Obchod.U.soba/>

They offer fair trade tea and coffee, raw and gluten free foods, homemade burgers and use local and bio-quality ingredients.

○ **Na Cibulce**

Jiřího Tomana 479, Pardubice

Tel: +420 730 511 151

Email: restaurace@nacibulce.cz

Website: <http://www.nacibulce.cz/>

Facebook: <https://www.facebook.com/Na-Cibulce-787025798021782/>

They use local, farmhouse, and bio ingredients. The restaurant collaborates with the shop „Náš Grunt“. (For more info about the shop go to headline „Náš Grunt“)

IN THE CITY CENTRE

○ **Špalda**

Třída Míru 64, Pardubice

Tel: +420 463 351 435

Email: info@spalda.cz

Website: <http://www.spalda.cz/obchodni-podminky-a5>

○ **Pohanka**

Třída Míru č.p. 2670, Pardubice

Tel: +420 730 891 324

Email: info@jidelnapohanka.cz

Website: <http://www.jidelnapohanka.cz/>

○ **Pierre Fresh Bistro (vegetarian options)**

Třída Míru 302, Pardubice

Tel: +420 774 037 061

Website: <http://pierrebistro.cz/>

Facebook: <https://www.facebook.com/fresh.bistro.pardubice>

1. SHOPS/SHOPPING MALL

 If you want to buy new clothes or furniture at an affordable price, you can go to:

CLOTHES	FURNITURE, KITCHEN UTENSILS, HOUSEHOLDS GOODS
<ul style="list-style-type: none"> ○ C&A: OC Pyramida Pardubice, OC Pyramida, tř. Míru 92, Pardubice ○ TERRANOVA: tř. Míru 113, Pardubice ○ PEPCO: <i>Address 1:</i> Bělehradská 677, Pardubice Rosice <i>Address 2:</i> Komerční Park, S.K. Neumanna 530 02 Pardubice ○ KIK: S. K. Neumanna 2488, Zelené Předměstí, Pardubice ○ 	<ul style="list-style-type: none"> ○ JYSK: S. K. Neumanna 2819, Pardubice ○ PEPCO: <i>Address 1:</i> Bělehradská 677, Pardubice Rosice <i>Address 2:</i> Komerční Park, S.K. Neumanna Pardubice ○ KIK: S. K. Neumanna 2488, Zelené Předměstí, Pardubice

 Shopping centers within walking distance of the Campus

○ **Globus**

Address: Poděbradská 293, Pardubice

Opening hours:

Monday to Sunday: 8:00 am to 9:00 pm

○ **Albert**

Address: Poděbradská 297, Pardubice

Opening hours:

Monday to Sunday: 7:00 am to 10:00 pm

○ **Kaufland**

Address: Bělehradská 628, Pardubice

Opening hours: Monday to Sunday: 6:00 am to 9:00 p.m

○ **Atrium Palác**

This is the biggest shopping mall and a multiplex movie theater in the city center .

Address: Masarykovo nám. 2799, Pardubice

Opening hours:

Monday to Saturday: 9:00 am to 10:00 pm

Sunday: 10:00 am to 10:00 pm

○ **Obchodní centrum GRAND**

Address: nám. Republiky 1400, Pardubice I
A shopping mall with a multiplex movie theatre.

Opening hours:

Monday to Saturday: 9:00 am to 7:00 pm
Sunday: 10:00 am to 7:00 pm

○ **Tesco City Pardubice**

Address: T. G. Masaryka 1950, Pardubice
(Next to the Atrium Palác)

Opening hours:

Monday to Saturday: 7:00 a.m to 9:00 p.m
Sunday: 8:00 am to 9:00 pm

○ **Billa**

Address: nám. Republiky 1400, Pardubice
(in the city centre)

Opening hours:

Monday to Saturday: 7:00 am to 8:00 pm
Sunday: 8:00 am to 8:00 pm

○ **Lidl**

Address: Bělehradská 548, Pardubice
Lidl is really close to the Campus (in front of dormitories - Block E)

Opening hours:

Monday to Saturday: 7:00 am to 9:00 pm
Sunday: 8:00 am to 8:00 pm

2. ALTERNATIVE/BIO SHOPS

○ **Náš Grunt**

Address: Smilova 547, Pardubice

Tel: +420 702 281 242

Email: pardubice@nasgrunt.cz

Website: <http://www.nasgrunt.cz/prodejna-135-6-pardubice.html?kamZpet=%2F6-nase-prodejny.html>

You can buy local, bio and farmhouse ingredients and products here.

○ **Lokálka**

Address: Pernštýnské náměstí 5,
Pardubice

Tel: +420 607 956 033

Email: info@potravinylokalka.cz

This is a family business. They offer a variety of traditional and good quality Czech food.

○ **Špalda**

Address: Špalda has 2 shops in the city centre of Pardubice:

Address 1

Třída Míru 64, Pardubice

Tel: +420 463 351 435

Email: info@spalda.cz

Website: <http://www.spalda.cz/kategorie-a6>

Address 2

Palackého 2417, Pardubice

Tel: +420 466 30 18 06

Email: info@spalda.cz

Website: <http://www.spalda.cz/kategorie-a6>

As a newcomer to Pardubice, you probably don't know how long you will stay here and what life is like in the Czech Republic (e.g. weather conditions, style of living...). This makes shopping for furniture and clothes difficult. However, Pardubice has many second hand shopping options.

3. ALTERNATIVE/SECOND HAND CLOTHES SHOPS

○ **Textil House**

Address: 17 Listopadu, Pardubice

Website: <http://www.textilehouse.net/o-nas/?lang=en>

○ **Profi second hand**

Address: Palackého tř. 1931 (In front of Atrium Palác)-530 02 Pardubice

Tel: +420 733 381 209

Website: <http://www.profi-sh.cz/pardubice/>

○ **La Róba**

Address: 17 Listopadu, Pardubice

Tel: +420 608 652 002

Facebook: <https://www.facebook.com/secondhandpardubice/>

○ **Bezvahadry**

Address: Gorkého, Pardubice

Tel: +420 605 376 903

Email: studiobezva@studiobezva.cz

Website: <http://www.studiobezva.cz/index.php>

Facebook: <https://www.facebook.com/studiobezva.cz>

Click here to discover other secondhand shops in Pardubice:

<http://www.pardubickeobchody.cz/Pardubice-seznam-obchodu-ve-meste-Secondhand-12-10-8>

AUKRO is a famous Czech web page. You can buy and sell secondhand and new clothes and furnitures: <http://aukro.cz/>

4. ALTERNATIVE/SECOND HAND FURNITURE SHOPS

○ **Bazar u Buldoka**

Address: Na Staré poště 2794, Pardubice, Zelené Předměstí

Tel: +420 604 508 398

Email: bazarubuldoka@seznam.cz

Website: <https://www.firmy.cz/detail/2349668-bazar-u-buldoka-pardubice-zelene-predmesti.html>

SPECIFIC SHOPS AND SERVICES

HAIDRESSER

○ **Matrix Angel**

Mr. Jiří Veselý

Address: Chemiků 129, Pardubice

Tel: +420 777 767 816

Website: <http://www.matrixangel.cz/>

BEAUTICIAN

○ **Salon Slunečnice**

Ms. Zdeňka Herbstová

Address: Bratranců Veverkových 566, Pardubice

Tel: +420 731 458 341

Website: <http://salon-slunecnice.cz/>

TAILOR'SHOP

○ **Krejčovství Pája**

Address: Za Pasáží 1341, Pardubice

Tel: +420 774 679 164

Email: nov.palina@seznam.cz

Website: <http://www.krejcovstvipaja.cz>

MOBIL PHONE REPAIRS

○ **Mobil pohotovost**

Address: Masarykovo nám. 2799, Pardubice (the shopping mall Atrium Palác in the city centre)

Website: <https://www.mp.cz/>

BARS/PUBS

NEAR THE CAMPUS

○ **Žlutý pes**

Address: Ke koupališti 62, Pardubice — Cihelna

Tel: +420 774 836 016

Email: info@zlutak.cz

Website: <http://www.zlutak.cz/>

○ **Disko Klec**

Address: Ohrazenická 310, Pardubice

Email: info@diskoklec.eu

Website: <https://www.diskoklec.eu/>

○ **Hudební Klub Doli**

Address: Ohrazenická 281, Pardubice

Tel: +420 466 401 850; +420 602 107 850

Website: www.doli.wz.cz/

Facebook: www.doli.wz.cz/

There are a lot of nice bars and pubs in the city centre as well.

TOURISM, HOBBIES, SPORTS

SPORTS

✚ AT THE UNIVERSITY

Practice a sport and enjoy the facilities and equipment provided by the University. Contact the Department of Physical Education and Sports for more information:

Contact person Petra Lorencová

Tel: +420 466 036 279

Email: Petra.Lorencova@upce.cz

<http://www.upce.cz/english/dpes/index.html>

✚ IN PARDUBICE

○ **Aquacentrum Pardubice**

Address: Jiráskova 2664, Pardubice

Tel: +420 461 101 200

Email: info@aquapce.cz

Website: <http://www.aquapce.cz/>

The Aquacentrum includes different areas and fitness equipment:

- Indoor swimming pool (50m),
- Aqua zone
- Wellness (sauna, physiotherapy etc.)
- Fitness center
- Outdoor swimming pool

TOURISM- CULTURAL EVENTS

For more information about Pardubice's cultural events and information about trips to surrounding areas, click here:

<http://www.visitpardubice.com/>

<http://en.pardubice-region.com/>

Tourist Information Center:

Address: nám. Republiky 1, Pardubice



European House in the old town in Pernštýnské square hosts the headquarters of:

- The British Centre
- Alliance Francaise
- Goethe-Zentrum

These institutions organize a number of cultural and business presentations plus language education.

Address: Pernštýnské náměstí 55, Pardubice

Tel: +420 466 512 094

Email: alena.wegerova@mmp.cz

Website: <http://www.spolkovy-dum.cz/index-en.html>

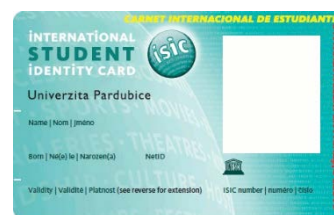


ISIC UPa CARD / ALIVE UPa CARD / ITIC UPa CARD

ISIC STUDENT CARD

The “ISIC card” allows **full-time students** around the world to prove their official student status and use over 150,000 student discounts and offers. <https://www.isic.org/cards/>

The University ISIC student card is used in place of your student card in the dining hall (menza), the library, the copy centre, etc.



EXAMPLES OF BENEFITS:

- It is accepted in 130 countries
- Offers more than 125 000 discounts/offers worldwide
- Discounts at more than 2000 places in the CR
- Recognized by the Pardubice transportation authority
- Discounted travel and study insurance for 200 CZK
- Discounts on admission to festivals, events, and clubs
- Discounts on passes in ski resorts
- Discounted travel costs - flights, bus and train tickets
- Discounts to cultural and historical buildings/attractions
- Discounted accommodation in hotels and hostels



Click here to find out about all the offers and discounts in the Czech Republic: <http://www.isic.cz/en/>

HOW TO ORDER/EXTEND YOUR ISIC CARD

To order or extend your „ISIC UPa card“, go to:

„ Student Intranet“: <https://studenti.upce.cz/english/index.html> and click Order/Extend ISIC CARD and follow the instructions.

When you complete the payment, you will receive an email informing you that ISIC card is ready.

TO GET YOUR ISIC UPA CARD

- You have an active student NetID at the University of Pardubice
- You are a full-time student
- You need 1 passport size photograph in digital form
- Pay 250 CZK with a credit card or by a bank transfer

PICK UP YOUR CARD

every Tuesday and Thursday from 12:00 to 2:00 p.m, floor 4 of the Rectorate Building.

Follow this poster when your are in the Rectorat Building.



Note: The basic validity of all types of cards is 16 months – from September 1st to December 31st of the following year. The validity remains the same regardless of the date of issue.

ALIVE CARD

The „Alive Card“ is designed primarily **for part-time students** who are not eligible for international ISIC card but can be used by a **non-teaching staff** who are not eligible for ITIC card.

<https://www.isic.org/cards/>

The „Alive Card“ is linked to a network of benefits and is valid **throughout the Czech Republic**.

EXAMPLES OF BENEFITS:

- You can get discounts in more than 1,500 locations in the Czech Republic.
- Insurance discounts, sports facilities, restaurants, cafes, access to cultural events, passes at ski resorts, and many more.

Click here to find out all the offers and discounts in the CR: <http://www.alive.cz>



HOW TO ORDER/EXTEND an "ALIVE UPa CARD"...

If you are a part-time student

✚ **To order** your „Alive UPa Card“, go to the „Studentský Intranet“ (the Czech version of „Student Intranet“) or click: <http://studenti.upce.cz>. Then click „Objednat ALIVE“ and follow the instructions.

✚ **To extend** your „Alive UPa Card“, go to the „Studentský Intranet“ (the Czech version of „Student Intranet“) or click: <http://studenti.upce.cz> and select „Prodloužit ALIVE“

Note: The validity of the ALIVE card if issued by a school is the same as that of the ISIC card, i.e. 16 months – from September 1st to December 31st of the following year. The validity remains the same regardless of the date of issue.

If you are a non-teaching staff member

✚ **To order** your „Alive UPa Card“, go to „Zaměstnanecký Intranet“ (the Czech version of „Employee Intranet“) or click: <https://zamestnanci.upce.cz/index.html>. Then select „Objednat ALIVE“ and follow the instructions.

✚ **To extend** your „Alive UPa Card“, go to „Zaměstnanecký Intranet“ (the Czech version of „Employee Intranet“) or click: <https://zamestnanci.upce.cz/index.html>. Then select „Prodloužit ALIVE“ and follow the instructions.

Note: The validity of the ALIVE card if issued by a school is the same as the ISIC, i.e. 16 months – from September 1st to December 31st of the following year. The validity remains the same regardless of the date of issue.

ITIC CARD

The ITIC card is designed for full-time teachers.

If you work as a full-time teacher, you can enjoy discounts with the International Teacher Identity Card (ITIC). The teacher card (ITIC) is an internationally recognised ID card that offers numerous discounts and savings at home and abroad. (<https://www.isic.org/cards/>)



EXAMPLES OF BENEFITS:

- It is accepted in 130 countries
- Offers more than 125 000 discounts/offers worldwide
- Discounts at more than 2000 places in the Czech Republic
- Recognized by the Pardubice transportation authority
- Discounted travel and study insurance for 200 CZK
- Discounts on admission to festivals, events, and clubs
- Discounts on passes at ski resorts
- Discounted travel costs - flights, bus and train tickets
- Discounts to cultural and historical monuments
- Discounted accommodation in hotels and hostels

Click here to find out all the offers and discounts in the CR: <http://www.isic.cz/en/>

HOW TO ORDER/EXTEND YOUR “ ITIC UPa CARD”

- ✚ **To order** your „ ITIC UPa Card“, go to „Zaměstnanecký Intranet“ (the Czech version of „Employee Intranet“) or click: <https://zamestnanci.upce.cz/index.html> and . Then select „Objednat ITIC“ and follow the instructions.
- ✚ **To extend** your „ITIC UPa Card“, go to „Zaměstnanecký Intranet“ (the Czech version of Employee Intranet) or click: <https://zamestnanci.upce.cz/index.html> and click . Then select „Prodloužit ITIC“ and follow the instructions.

OTHER USEFUL INFORMATION

EMERGENCY SERVICES

In the Czech Republic exists one set of emergency numbers to be used in case of fire, health emergency or crime.

- Fire emergency – 150
- Ambulance service – 155
- City police - 156
- National police - 158
- Emergency call (general number) – 112

POST OFFICE- (Česka Pošta)

- The closest Post Office to the University is located in: Jiřího Tomana 275

Opening hours

Monday to Friday: 8:00 a.m- 6:00 pm

Saturday: 8:00 am to 12:00 am/ Sunday: closed

- In the city centre: Na Hrádku 105

Opening hours

Monday to Friday: 8:00 am - 6:00 pm

Saturday: 8:00 am to 12:00 am/ Sunday: closed

- The following post office is **open whole week**:

Palackého třída 1233, Pardubice (shopping center GLOBUS)

Opening hours

Monday to Sunday: 9:00 am to 7:30 pm

Click [Here](#) to get the full list of all Post Offices in Pardubice.

PUBLIC HOLIDAYS

- January 1st - New Year's Day
- Good Friday – Easter
- Easter Monday
- May 1st - Labor Day
- May 8th - Liberation Day (marking the end of World War II)
- July 5th - The Feast day of the Apostles of the Slavs, Sts. Cyril and Methodius
- July 6th - The Jan Hus anniversary (1415)
- September 28th - The Day of Czech statehood (the feast day of St Wenceslas)
- October 28th - Commemoration of the founding of the Czechoslovak State (1918)
- November 17th - Commemoration of fight for freedom and democracy
- December, 24th -26th - Christmas holidays

Living costs

The cost of living in the Czech Republic is affordable. For basic expenses such as food, accommodation and transportation students will need approx. 8000 CZK (300 EUR) per month.

Prices of some foods and goods (approximate) in Czech Crowns (CZK) and Euros (EUR)

A loaf of bread : 25–30 CZK (1–1,2 EUR)

milk (1 l): 15 CZK (0,5 EUR)

yogurt: 13 CZK (0,5 EUR)

beer (0, 5l): 25–30 CZK (1 –1,2 EUR)

Lunch in MENZA incl. drink: 50 CZK (2 EUR)

Cinema ticket: 100 -150 CZK (4 - 6 EUR)

One way ticket – public transport: 15 CZK (0,6 EUR)

USEFUL ADDRESSES, PHONE NUMBERS AND WEB PAGES

UNIVERSITY OF PARDUBICE AND FACULTIES

UNIVERSITY OF PARDUBICE

Studentská 95
532 10 Pardubice, Czech Republic
E-mail: webmaster@upce.cz , promotion@upce.cz

The Office of International Affairs and Development of the University of Pardubice.

Univerzita Pardubice
Studentská 95
532 10 Pardubice

Caroline Jolly
E-mail: caroline.jolly@upce.cz
International@upce.cz
Tel: +420 466 036 133

Libuše Cermanová
E-mail: libuse.cermanova@upce.cz
International@upce.cz
Tel: +420 466 036 508

Faculty of Arts and Philosophy

Univerzita Pardubice
Faculty of Arts and Philosophy
Studentská 84
532 10 Pardubice

phone +420 466 036 226
+420 466 036 111 (switchboard operator)
+420 466 036 228

fax

e-mail dekanat.ff@upce.cz, studijni.ff@upce.cz
internationalFF@upce.cz

Faculty of Chemical Technology

University Pardubice
Faculty of Chemical Technology
Studentská 573
532 10 Pardubice

phone +420 466 037 294
+420 466 036 111 (switchboard operator)

fax +420 466 037 068

e-mail jana.markova@upce.cz

Faculty of Economics and Administration

University of
Pardubice

Faculty of Economics
and Administration

Studentská 84

532 10 Pardubice

Phone: +420 466 036 058

Fax: +420 466 036 010

E-mail: dekanat.fes@upce.cz

Contact:
person Jana Pekařová:
[jana.pekarova@upce](mailto:jana.pekarova@upce.cz)
.cz

Faculty of Health Studies

University of Pardubice
Faculty of Health Studies
Průmyslová 395
530 03 Pardubice

phone +420 466 670 507

fax +420 466 670 550

e-mail dekanat.fzs@upce.cz

Faculty of Electrical Engineering and Informatics

náměstí Čs. legií 565

530 02 Pardubice

Czech Republic

e-mail olga.Mitchell@upce.cz

Faculty of Transport Engineering

University of Pardubice

Address **Faculty of Transport Engineering**

Studentská 95

532 10 Pardubice

Phone +420 466 036 509

+420 466 036 111 (switchboard operator)

Fax +420 466 036 094

E-mail dekanat.dfjp@upce.cz
zuzana.Gojna@upce.cz
hana.Coufalova@upce.cz

address University Pardubice

Faculty of Restoration

Jiráskova 3

570 01 Litomyšl

phone +420 466 036 594

+420 466 036 590 (switchboard
operator)

fax +420 461 612 565

e-mail dekanat.fr@upce.cz

Faculty of Restoration

IMPORTANT WEBSITES:

Visas, residence permit...

Ministry of the Interior of the Czech Republic: <http://www.mvcr.cz/mvcren/article/immigration.aspx>

SHENGEN ZONE: <http://www.schengenvisainfo.com/student-schengen-visa/>

Information and assistance for researchers

EURAXESS <https://www.euraxess.cz/>

Help and advice for EU citizens and their family

http://europa.eu/youreurope/citizens/index_en.htm

General Information for foreign citizens: <https://www.expats.cz>

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