

1st Online Pre-Arrival Meeting for Exchange Students FSV UK

Winter Semester 2023/2024
15/09/2023 at 2 pm

Online Enrollment

For the Intensive Czech Language Course, I already received a CAS account. Will this be renewed on the 19th/20th?

No, it does not need to be renewed. The login data that you have, will be valid for the whole exchange of yours.

When will we receive our email from Charles?

The automatic email with the login data for online enrollment will be sent Tuesday/Wednesday 19-20.09.2023

The online enrollment instructions will be sent to you on Monday 18.09. by your IO coordinator.

The password email has sent to me for the Czech course. But my computer hasn't working at that time. I didn't create an account and the password is valid for 5 days. Do I receive a new email?

You will be sent a new one.

CU Student Card, ISIC

When attending the appointment for the student cards, do we specify that we could like the CU card or the ISIC?

Yes, please tell them which card you prefer.

Do I need to indicate that I'm interested in obtaining the ISIC student card before picking up the regular one?

No, it is enough to tell the person issuing the cards on the spot.

Hey, do we have to pre-order our student cards and choose which student card we want in advance?

No, you do not pre-order the card. You can think it through in advance choose at card centre.

Courses

Are the courses of the coming year already public? So far I could only see the courses from last year

Yes, they are. In SIS you might need to change the academic year for 2023/24 - click on "Semester quick-select" in the top right corner.

Is the enrolment process the same for all faculties? If we want to enroll for a course outside of the faculty of social sciences, is there an extra step we need to do?

Every faculty can have a different registration period.

- FSV - Faculty of Social Sciences from 21.09. 10:00 am to 08.10. To 23:59
- FHS - Faculty of Humanities from 25.09. from noon to 15.10. to 23:59
- FF - Faculty of Arts from 25.09. 7:00 am to 13.10. 23:59
- PF - Faculty of Law from 22.9.2023 11:00 pm

How can we enroll in classes outside of the Faculty of Social Sciences?

It is the same process, course registration is done in SIS (student information system). Nevertheless every faculty can have a different registration period.

Sorry but I have an urgent question regarding the registration. I'm travelling on the 21st so I'm not going to be online at 10:00, will I be able to register all day?

Email your IO coordinator as soon as possible, she will tell you further steps.

Is registration on a first-come, first-served basis?

Yes, it is. Make sure to log 21/09 at 10:00.

About the available courses: If the SIS system says a certain course will be held next semester but there is no additional information about the course, is that for sure? Or is there a possibility that the availability in the System is shown wrong?

If available in SIS, then it will be taught. If anything should change, we would inform you.

I'm a student in the Faculty of Social Sciences, but I'm not sure which location we're taking classes at? Because on the map there are two Charles University Faculties of Social Sciences.

Yes, we have three institutes where the classes can be held.

Classes of economics - Opletalova Building

Classes of political studies, sociological studies and international relations - Jinonice Campus

Classes of journalism, media studies, marketing - Hollar Building

More information is available [here](#).

After we have enrolled for the courses, how long does it take before getting our planning/schedule for the courses?

You know your schedule as soon as you register yourself for the courses.

How long do we have to choose our modules?

The registration period at FSV UK is from 21/09 to 08/10

On the website it says that we can only choose 36 credits, if we have, like in my case 37, it's a problem?

You will need to talk to your IO coordinator.

Arrival information

Health Insurance

Do we also register our EHIC card even if we're not planning to get Czech insurance. And can we do this in any hospital that is partnered with VZP?

Yes, we recommend registering your EHIC at a Czech insurance provider in this case as well. The EHIC card proves that you are covered by European insurance during your mobility. Registering your EHIC card at a Czech insurance provide (e.g., VZP) registers your EHIC in the Czech system and makes it much easier both for you and your doctor once you are seeking medical care.

The registration of EHICs is not done at hospitals or medical centers, but at the offices of the Czech insurance providers - you can find the info about registration and some location of VZP offices [here](#).

Is it necessary to register with VZP if you are a non EU student (who has private insurance)?

Non-EU students do not have the EHIC card and so they do not register it either. You are covered by your private insurance.

Do we need to register the EHIC card if we have a private insurance too?

No, you do not need to register your EHIC if you have private insurance too. Remember to bring proof of your private insurance with you when visiting a doctor (either a card, printed document, or a confirmation in a mobile app). Some private insurance companies also provide their clients with a list of recommended doctors in the visiting country, so you can also give them a call before going to the doctor's.

If you are from the UK are the steps for the EHIC card also what you do for a GHIC card?

Yes, it is the same for GHIC. For UK citizens, the European Health Insurance Card (EHIC) was replaced by the UK Global Health Insurance Card (GHIC) after the UK left the EU.

What cover do you get with the EHIC card (UK)?

The EHIC covers only standard/emergency medical treatment (e.g., flu, sore throat, broken bone, toothache, etc.). It does not cover any private healthcare or costs such as a return flight to your home country or lost/stolen property. Other kinds of medical care, e.g. non-urgent treatment, annual examinations, or medically assisted transport home following serious illness or injury, are not covered by your EHIC, and for these eventualities, we recommend you to have extra commercial travel insurance.

If we register the EHIC with VZP we do we need to pay something or is it only for bureaucratic purposes?

No, you do not pay anything when registering your EHIC. Registering your EHIC card at a Czech insurance provide (e.g., VZP) registers your EHIC in the Czech system and makes it much easier both for you and your doctor once you are seeking medical care - and it will save you and your doctor time and a lot of unpleasant paperwork during your visit.

I recently lost my Italian health insurance card and I'm in the process of getting a new one but I am not sure that I'll get it before I arrive in Prague, in case I don't can I go to register for hisec with a copy of it printed?

It's up to you, you can try to register with a copy of your italian EHIC (but we are not sure, if it is enough), or you can wait until you receive a new one, and then register at the health insurance provider.

Registration at the Foreign Police

Good day, for VISA holders we need to register within 3 days. 3 Working days? Or Weekends count too?

If you are arriving on Friday, please, go to the Foreign police following Monday.

I haven't received my visa yet, do I need to wait for my visa before registering with the foreign police

No, go to register yourself at the office of Foreign Police within 3 days after your arrival. And once you obtain your visa, you will go there again.

My question from before was not only about the dormitory, if I arrive at the 01.10. due to my last exam of this Semester at the 29.09. I'll also miss the date for receiving my Arrival document and the date for receiving my ISIC CU Card. Can I get them later? Should I contact somewhere beforehand?

You do not need to contact anyone, just come to the international office to see your IO coordinator at your earliest convenience. She will issue you the confirmation of Arrival and tell you more about the next steps.

Just so I understand. I am a visa student in private accommodation. I have been here a week and not registered with the police. I am using the 90 day limit to stay here as I have not got my visa yet. Should I be registering with the police here, or will I run into more problems as I don't yet have a visa?

Please go to the Foreign Police office at your earliest convenience and apologize for coming a bit late.

I wasn't aware of the foreign police registration and I have arrived in Prague for 1 week already, will there be consequences?

Please, go to the foreign police office as soon as possible, they will advise.

Is a UK driving license an acceptable form of ID?

Yes, it is.

Transportation

Before handing over the CU student card, which public transport pass do you recommend?

Try PID Lítačka app

<https://pid.cz/en/travelling-around-prague/>

If you are planning more than two rides a day, then a 24 hours ticket is usually the best choice.

Do not forget to validate it before entering the metro or once you enter the tram or bus.

Is the transportation card a separate card we should get with our student card, or is the student card used directly for public transportation? And Should we bring a photo when getting the student card, or will it be taken there?

Yes, it is a separate piece of paper you will obtain in one of the selling points (see next question). No photo needed as you will have your CU student card or ISIC CU student card

How can I buy the transportation pass?

You will need to visit one of the mentioned selling points [here](#)

Are there different costs for students over 26?

As for the public transportation yes, you can check for the prices [here](#).

Accommodation

How do we know which of the 4 Charles university halls of residency we were assigned to?

The name of your dormitory is stated on your accommodation voucher/contract. Look for "Kolej" (i.e., dormitory) - for example, "Kolej Hvězda".

Can I check in a few days later to my dormitory?

Yes, but you must inform your dormitory via email, (email contacts [here](#)) in advance. Please cc. the accommodation office (accommodation@kam.cuni.cz). Please, do not expect a reply for such an email.

I'm trying to reach Hvezda dormitory at kolej.hvezda@kam.cuni.cz but they are not answering my emails, is there any other email that i can use?

The email address is correct, there isn't any other address. If you are just informing about your delayed arrival, please do not expect any reply to your email.

For accommodation, is a contract the same as a voucher?

The voucher is part of the accommodation documents that you received. (1 x contract in Czech, 1x contract in English, 1x voucher in Czech, 1x voucher in English)

Is the discount only in the dorms or every cafeteria?

The student discount is applicable in all CU cafeterias and canteens (menzas). You can find the list [here](#).

Can the medical certificate to live in other dormitory/room be from my home country or must it be made in the Czech Republic?

Our dormitories do not require any medical certificate from you.

I paid the first rent and deposit with the link send to my email. It said that the payment was completed and I see the payment in my online bank service. But I didn't get any receipt. I only have a screenshot for the payment. Is that enough to prove the payment?

Yes, it is enough. Please show the screenshot at the moment of your registration.

I paid via link but have no payment certificate. how can i get it? money is taken from the bank account.

Please, at the moment of your registration show the screenshot of your bank transfer.

Will the sheets be send to us?

No, you will collect them at the moment of your arrival.

Is the payment receipt the confirmation mail that we received from koleje.platby@kam.cuni.cz?

Yes, it is.

I paid the deposit but got neighter a confirmation nor a contract.

Please, during the registration show the screenshot of the bank transfer on your bank account. If you don't have a contract you can show the information that you received about the dormitory

you are assigned at (an email, etc.). You will receive a new copy of the contact at the moment of your registration.

I am staying in Kolej Hvezda... How do I get there from the airport?

You can find the information how to get from the airport to the Veleslavín metro station or Zličín metro station [here](#). There is also the information and tutorial videos on how to get to the metro from the main train station or the Florenc bus station.

Are you able to pay for all the accommodation upfront for the term?

Yes, you are. You can pay the amount stated in your voucher and make sure you provide the bank receipt at the accommodation office during the check in.

Also how do we find out in which dorm we are assigned?

You will be told that during the check in.

Is it possible for a friend planning to come to Prague for a short visit to be accommodated in the dormitory I will be living in for few days? Maybe a separate room can be provided for an additional fee?

As for the separate room, If there is a free capacity then it is possible. Always check with the accommodation office beforehand.

I'm staying at kolej na větrníku, and ive heard people talk about bed bugs. Can I get a new mattress if my bed is infested

Let us assure you that there are no bed bugs. The rooms are cleaned on regular basis and disinfected before the start of semesters.

I will be in prague in 23 september. On saturday . it's not working day dormitory what can I do?

You will be accommodated but the first work day, you need to go the accommodation office to sign the papers. If you do not do it, you can be moved out.

I have medical needs and need own room, I requested this but I am not sure if I have this as it was not confirmed in the accomadation voucher... how do I find out if im in single or shared room?

On your accommodation voucher you can see the following code:

na koleji: Kolej NA VETRNIKU, Na Větrníku 1932/18, 162 00 Praha 6
tel: +420220431217,

Termín	Typ pokoje	Počet osob	CZK/osoba/noc
22.09.2023 - 16.02.2024	VTR 2LB	1	114,00

1B - lůžko je bez spr. zařízení

2L means double room, 1L means single room.

Hello! I remitted the dormitory fee on time, but I didn't receive the accommodation contract or confirmation of the payment. How could I check these documents?

You can email rezervace@kam.cuni.cz. Nevertheless they are quite busy now, so make sure you have your bank receipt on you when checking in.

What's the policy regarding visitors? Can we have visitors for a night?

Yes, you can. Just make sure they are registered at the reception and pay the overnight fee.

miss hurdova can you write on the chat the email for contacting hvezda?

rezervace@kam.cuni.cz, kolej.hvezda@kam.cuni.cz

Is it possible to contact our roommates before an arrival to arrange some issues together?

Unfortunately not. You have been assigned your room mates and you can't change them at this moment.

I already paid my accommodation, but I paid too much. Will I receive the rest when I arrive ? P.S. I paid too much because of the exchange value of the coin

The overpayment will be deducted from the first installment of your monthly payments.

If we arrive with a friend can we get a room together? Or it's already assigned?

It has been already assigned.

registration on saturday 23 september is possible?

Please inform the dormitory in advance about it. You will be accommodated for the night, and then you have to go to the accommodation office of your dormitory as soon as possible to complete the registration process.

Where can i find the accommodation voucher?

If you are interfaculty/university student, then it was sent to you in the e-mail. Please contact your IO coordinator if you cannot find it.

If I arrive on the Monday 25th during office hours, do I need to tell it to the accommodation before or it's fine?

It will be good, if you inform the dormitory about it.

Is there any system for how roommates are allocated. Such as based on faculty, international/domestic student etc.

No, students are not allocated on the basis of a particular system.

Are the rooms arranged girls with girls and boys with boys ?

Shared rooms are always girls-girls, or boys-boys. However, in case that two double-rooms share a bathroom together, it is possible that one room will be shared by boys and the other by girls. If a boy and a girl wish to share a room together, it can be possible.

Erasmus+ Learning Agreements

I have had some problems with MobilityOnline which led me to not been able to get my digital learning agreement approved and the scholarship question for Erasmus yet. What does this mean for me? Can I still enroll? I am a bit worried now.

Do not worry, it is not a major issue and you can still enroll at the Faculty of Social Sciences. Charles University uses only the EWP Dashboard for signing OLAs/DLAs (Online/Digital Learning Agreements). If it is not possible to have your OLA/DLA signed due to the difference in used platforms, please send the document in a PDF form to incoming@fsv.cuni.cz and your IO coordinator will sign it this way. It is just as valid. Please remember that the document still needs to be signed both by you as the student and by the responsible person at your home institution.

Do I have to send the Learning Agreement before the registration to the courses? If we end up picking another course because one was full, do we have to update the LA and the study plan again and get it resigned by both unis?

If you are accepted for your Erasmus mobility, the LA which is part of the CU Online Application (page 3) is already signed by all parties.

If your home university LA need to be filled in only now, please copy the courses from your CU Online Application LA (page 3) in your home university LA and have it signed, then send it to your IO coordinator. This way you should prevent any inconsistencies and possible confusion alter.

Students then note the changes to their LA only once their course registration is complete so all changes can be noted and signed at once. (Changes are noted only in one of the LAs, usually the one from the home university or their OLA and that will be the valid document for their exchange.)

Hi, my home school asks me a Arrival Certificate for a student grant. Is this given by the university?

Our International Office will provide you with the CU Certificate of Arrival during the first days of the Welcome Week. It is not possible to sign this document sooner than the 25 September as this is the official start of the semester for Erasmus students.

It is possible that your home university has their own Mobility Certificate - in that case, please bring it with you so we can sign it for you as well.

(The CU Certificate of Arrival is also valid, but some home universities prefer to have their own signed by the host university which is not a problem.)

To which email can we send the Learning Agreement?

In the application period, the application documents (with the LA) are to be sent to documents.incoming@fsv.cuni.cz - you can put incoming@fsv.cuni.cz in the cc on the email as well.

If you are filling in your home university LA or your OLA only later, once you are accepted, you can send it to the email of your coordinator: incoming@fsv.cuni.cz

Is the Certificate of Arrival related to Registration? Or can I get my Certificate of Arrival before registering already?

The Certificate of Arrival is not related to the course registration.

Course registration takes place online before the beginning of the semester when most students are still in their home countries. On the other hand, Confirmation of Arrival can be signed only once the student is physically present in the Czech Republic, and not sooner than 25 September as that is the official start of the semester.

Please register for courses as soon as you can (the online course registration starts on 21 September at 10 AM CET).

I'm waiting on the coordinator from Charles University to sign my Learning Agreement, but she has said it can take up to 5 days. Is there any way I can get it signed sooner?

The 5-day period is a time in which we try to reply to all emails but usually we manage to reply sooner. However, due to the high volume of incoming emails at the moment it might take up the mentioned 5 working days. It cannot be signed sooner (e.g., by someone else) as it must be signed by your Erasmus coordinator. If your home uni needs it ASAP, you can resend the email once more, or reach your IO coordinator via telephone.

If I need to make changes in the Learning Agreement, do I need to have them done and signed before 8 October?

No, you can have them signed even after 8 October. Please note the changes to your LA/OLA only once your course registration is complete so all changes can be noted and signed at once. Of course, the sooner the better!

Other

I won't be able to attend The Meeting on the 20th because I am travelling That day. Is This a problem because it says The Meeting is mandatory

We will record it as well and there will be [the presentation in PDF](#) available. Nevertheless I suggest checking [the video tutorial](#) on how to search and register for courses before the course registration starts.

I have an exam in my home University from this summer Semester on the 29.09.23, so I would miss the date to receive my Student Card, because I would arrive in Prague at the 30.09. or the 01.10.23. Is that a Problem?

It is not a problem. You will just go there once you arrive.

What happens if I can't be present on the time slot sent by email to pick up the card.

It is not a problem, you will just need to go there some another time and wait in the queue

How can one join the WhatsApp Group?

Via [this link](#).

Hello! I have a question regarding Welcome Week events, I tried to book the ones planned in the calendar on the ESN app but sadly there are no events open for booking. When they will be available to book?

As ESN is an external organisation, you need to check [their website](#).

In what other cases do we need to register in the International Office apart from our arrival?

The Confirmation of Arrival is one of the most important documents you will need for your home university and your Erasmus grant. At the end of the mobility, you will also need the Confirmation of Departure. You will receive an email regarding this document in the last few weeks of the semester as a reminder to have the document signed at the International Office.

Is there a site to see activities for exchange students?

Some pages where you can find events:

- [instagram.com/fsv.uk.circle/](https://www.instagram.com/fsv.uk.circle/)
- https://www.instagram.com/fsv_charlesuni/
- <https://esncuprague.cz/events>
- <https://www.instagram.com/esncuprague/>