

# International Student Guide

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# Welcome to Prague City University!

Dear International Students,

We wish you a warm welcome to PCU! We hope that coming to study at our university will be an exciting experience with opportunities to broaden your academic, social, and cultural horizons.

This guide was created to provide general information on your arrival to Prague. It will help you settle in and prepare for classes.

We would strongly encourage you to take some time to review this document as it will help answer many of the questions you might have. If, however, you are uncertain about something, or you have a question that is not covered here, please feel free to contact us, we would be happy to help you.

Veronika and Šárka

Your Student Support Services Team

[student.services@pcu.cz](mailto:student.services@pcu.cz)

# 1. Legal Conditions for International Students

## Registration at the Foreign Police

Registration at the foreign police office is compulsory for all foreigners, including EU citizens, staying in the Czech Republic for more than 3 months.

You are obliged to report your presence within 30 days. If you are staying at a student dormitory/residence, the dormitory administration should register you automatically.

### What do you need to bring?

- Travel document
- Registration form (available at the Police Department)
- Proof of travel medical insurance

### How to get to the foreign police office?

The address is Olšanská 2 (in front of the tram stop *Olšanská*), Prague 3

Working hours:

Monday:	08:00 — 18:00
Tuesday:	Closed
Wednesday:	08:00 — 18:00
Thursday:	08:00 — 15:00
Friday:	Closed

## Czech Visa Extension

Before your first visa expires, you must extend it. That means that you should collect the documents required for the visa extension application, and submit them at the Czech Ministry of the Interior office in Prague.

To be able to extend your visa, you need to make an appointment (ideally a few months before your expiration date) at the online system FRS (<https://frs.gov.cz/en>). The earliest time you can apply is 120 days before your current visa expires.

The list of the documents required for visa extension:

- Completed Application Form for the purpose of “other” (“ostatní”)
- Confirmation of Studies
- Proof of Accommodation (with a notarised signature) — request at your dormitory/landlord
- Proof of Funds — approx. 120.000 CZK / 5.000 EUR per year
  - Proved by bank account statement in your name, it’s certified translation into Czech and a copy of your internationally recognised payment card
- Comprehensive Health Insurance from PVZP or any other complex commercial insurance with the min. insurance limit of 10.000.000 CZK / 400.000 EUR
- Passport
- One passport-size photo
- Application fee of 2.500 CZK — paid in “kolky” (stamps) which can be purchased at any Czech Post office
- Some applicants must also enclose a Certificate of Passing an adaptation course

For more detailed information attend our regular visa seminars or contact Student Support Services.

## Reporting Changes

As a third country national on the visa type “other”, you have the obligation to report important changes to the Ministry of Interior. Among the most important ones are: change of address, change of passport or change of name. Student Support Services can give you more guidance on how to report these changes correctly.

## Access to Labour Market

EU students do not need a work permit to work in the Czech Republic. Non-EU students on the “other” visa type have limited access to the Czech labour market (including paid and unpaid internships). Among the options of legally accessing the Czech labour market is obtaining a work permit, arranging a trade licence or completely changing the visa type to an employment card.

If you plan to work in the Czech Republic, we recommend reaching out to Integration Centre Prague — the non-profit organisation offering free social and legal counselling to foreigners living in Prague. They can explain the individual options and help you successfully navigate the Czech labour market without getting in trouble with the Ministry of Interior or the Foreign Police.

For access to a recording from the recent PCU work-visa seminar contact Student Support Services.

# 2. Confirmation of Studies

Throughout your studies, you will repeatedly need to request a Confirmation of Studies from us. This document is required by various types of institutions (banks, health insurance companies, Ministry of Interior, etc.). In order to get the Confirmation, you need to request it by filling out a simple Google form. Where can you find it? You have 3 options:

## A. Current Students Section on PCU Website

- Go to the Current Students section on the PCU Website
- Scroll down to the Resources and Libraries section
- Click on the Confirmation of Studies Request form icon

## B. Moodle

- Go to Moodle Login Page
- Enter your Username and Password and press Login button
- Click on Confirmation of Study Request Form (under documents on the left)

## C. You can also request the Confirmation of Studies directly via this link.

We will do our best to process your request within 3 working days. You will be notified by e-mail when it's ready.

# 3. Health Insurance and Health Services

## Health Insurance

### EU Students

Students from EU countries are entitled to the provision of necessary and acute health care free of charge, based on their European Health Insurance Card. More information can be found on the website of the [Czech Health Insurance Office](#). We strongly recommend obtaining any commercial travel insurance on top of the EU one in order to be able to cover any additional treatment / services the students might need during your first months in Prague.

After 3 months in the Czech Republic, EU students can gain full access to the Czech public health insurance system. Contact Student Support Services for more information.

### Non-EU Students

Students from non-EU countries must contract with an insurance company. The insurance must cover the entire period of stay in the Czech Republic and be comprehensive.

## General Practitioner (GP)

If you are staying in the Czech Republic long-term, we recommend you register with a general practitioner in Prague. Always make sure the doctor you find has a contract with your health insurance company. If you are a non-EU student and need help getting one, you can set up an appointment with a social worker at [Integration Centre Prague](#) (the consultation is free). In case you have PVZP as your insurance company, you can use the following website to search for a doctor — <https://www.pvzp.cz/en/contract-health-facilities-finder/>.



# Medical Facilities

In case of an emergency, you can check out one of the following medical facilities:

## Public hospital

Motol Hospital with [Department for Foreign Patients](#) (info in English, emergency room - contact 00420 224 438 590).

## Private medical centres (be aware of the prices and contracted insurance companies)

- [Unicare](#) (info in English)
- [Poliklinika Národní](#) (info in English)
- [Canadian Medical](#) (info in English)
- [FortMedia](#) (info in English) - ENT clinic

## Dental emergency

[Městská poliklinika Praha 1](#)

# Emergency Contacts

**Ambulance: 155**

**Police: 158**

**Fire Brigade: 150**

**General Emergency (for foreigners): 112**

# 4. Prague Public Transport

Prague has one of the best and safest public transportation systems in the world. It consists of the metro, trams, and buses.

## Metro, Trams and Buses

**The metro** (subway) is efficient and fast. The Prague metro system consists of **3 lines** (green line A, yellow line B, red line C) with interchange metro stations *Muzeum* (A ↔ C), *Můstek* (A ↔ B), and *Florenc* (B ↔ C). The metro operates daily between 5:00 and 24:00. Trains leave stations every 2–4 minutes during rush hours on working days, otherwise every 4–10 minutes.

**Trams** offer a comfortable and reliable surface transportation in Prague. **Daily tram lines 1 — 26** operate approx. between 5:00 and 24:00. Intervals are 8 minutes at peak times and 10–20 minutes at other times. The busiest lines **9, 17** and **22** operate more frequently (every 4 minutes at peaks, 5–10 minutes otherwise).

**Night tram lines 91 — 99** operate approx. between 0:00 and 5:00 in 30 minute intervals. On nights on Friday / Saturday and Sunday the interval is shortened to 20 minutes. The station *Lazarská* is a central transfer stop where all the lines meet.

**Buses** in Prague complement the metro and tram network. Urban buses operate within the city of Prague, while suburban buses connect surrounding municipalities. Urban buses operate approx. between 4:45 and 0:15. They are numbered 100 — 299. Intervals are typically between 6 and 15 minutes at peak times, 10 to 30 minutes at other times. Passengers on these lines can board the bus using any of its doors. At night, approx. between midnight and 4:45, night bus lines 901 — 916 complement the night tram network. There are also suburban night lines 951 — 960.

For more information on how to travel around Prague, visit [the following website](#).

## Fares and Ticketing

### Single tickets

**Basic** (90 min) → **40 CZK**

**Short-term** (30 min) → **30 CZK**

**1 day** (24 hours) → **120 CZK**

**Short-term single tickets** for Prague can be purchased in following ways:

- In information centres and selling points at most of the metro stations
- In yellow ticket vending machines at metro stations and some surface transit stops
- In newspaper shops in the whole area of Prague
- In the mobile application *PID Lítačka* (paid by credit/debit card, Masterpass or Apple Pay, ticket needs to be activated before your travel)
- Inside every tram (only by contactless credit/debit card)

**Season tickets** (with student discounts) — for receiving the student discount, please ask the receptionist of Prague City University (at Hybernská Campus) for the simplified Confirmation of Study for public transport (pink card).

**Monthly pass** (30 days) → **130 CZK** (5 EUR)

**Quarterly pass** (90 days) → **360 CZK** (15 EUR)

**Yearly pass** (24 hours) → **1280 CZK** (56 EUR)

The ticket allows you to travel around Prague in a zone P O B — which includes metro, bus, tram as well as intercity trains. You can travel to other zones with your ticket as well, just keep in mind you will have to pay a few extra coins, depending on the location of the place you want to go to.

Make sure to always carry your travel pass with you at all times so you are not fined by one of many inspectors circling around in public transport. You could be fined up to 1 500 CZK (approx. 55 GBP / 64 EUR) when not presenting a valid ticket.

## Travel Card / App — “Lítačka”

Before buying the season tickets, get the [Lítačka card](#) or [app](#) on which you purchase the tickets. Passes are valid for unlimited travel on any bus, tram, or metro line throughout the Prague city area. Further information on Prague transport is available on the website — <https://pid.cz/en/>.

# Maps and Connections

To find your way around Prague, use [Google Maps](#), [the PID Lítačka app](#), or [the IDOS website](#) — they also have an app in the App Store and Google Play.

If you would like to travel somewhere else in the Czech Republic you can buy your tickets through [IDOS](#) — for train and some buses, [StudentAgency](#) (RegioJet) — more bus options than trains, [FlixBus](#) — for buses only. We highly recommend creating reservations for your trips in advance so you are guaranteed a seat.

## 5. Post Office and Mobile Operators

### Post Office

To send letters, please use any of the many orange post-boxes scattered throughout the city. Stamps can be purchased at Czech Post offices. The main post office is situated in Jindřišská 14 in Prague 1, just a few steps from Wenceslas Square. This office is open from 2:00 to 24:00. For more information in English you can visit [their website](#).



Make sure you always put your name on the mailbox at your place of residence so that you can be reached by the Ministry of Interior or other Czech national institutions.

### Mobile Operators

Since 2017, students from EU, Norway, Iceland and Liechtenstein can use their mobile phones in the Czech Republic without any necessary adjustments and for no extra charges.

Students from non-EU countries can purchase a Czech SIM card. Currently, three main mobile telephone network operators function in the Czech Republic: [O2](#), [Vodafone](#) and [T-Mobile](#) that offer a variety of programs with data as well as prepaid SIM cards.

The country code for calling the Czech Republic is +420 (00420).

# 6. Money, Banking and Cost of Living

## Currency

The Czech currency is the Czech crown (Kč/CZK).

The following denominations are in circulation: notes — 100; 200; 500; 1 000; 2 000 and 5 000 CZK and coins — 1; 2; 5; 10; 20 and 50 CZK.

In most places, you should be able to pay by card, however, sometimes you still come across places where they don't accept credit/debit cards. Generally, we recommend always having some cash on you for emergencies (max. 2 000 CZK).

## ATMs and Money Exchange

When you want to withdraw money in the Czech Republic, use an ATM belonging to a bank (Česká spořitelna, ČSOB, KB etc.) rather than a stand alone machine that usually imposes extra charges (be aware of those simply labelled ATMs).

When exchanging foreign cash for Czech crowns, be extremely careful which exchange places you use. If you want to get tips on exchanging money safely, please check out [this video](#) which is a part of the famous [Honest Guide video series](#). One place located in the city centre we can recommend is the currency [eXchange](#) place at Kaprova 1 (near Old Town Square).

## Banks

Should you wish to open a bank account in Prague, please ask for the study confirmation for proving that you are a student in the Czech Republic. With this confirmation you would usually get better deals. Please be aware that some banks open bank accounts only to citizens from a limited list of countries. For more information, please reach out to the individual institutions. Here is a list of the most popular and widely used banks in the Czech Republic:

[ČSOB](#)

[Komerční banka](#)

[Česká spořitelna](#)

Other banks you can consider include [Moneta Money Bank](#), [Raiffeisenbank](#), etc.

You will generally need your ID, Visa document, Confirmation of Studies and sometimes a Czech phone number to open a Czech bank account.

## Cost of Living

Prague is considered an affordable city. The cost of living in the Czech Republic is on average comparable to that of other Central and East European countries. We advise our students to have at least 15 000 CZK (app. 600 EUR) per month to cover living expenses (without rent). The final cost of living, of course, depends on your personal spending habits — while some manage to “survive” on 10 000 CZK per month, others manage to monthly spend around 20 000 CZK (again, without rent). To get an idea about the current cost of living in the Czech Republic and Prague, check out the following [website](#). You can also try and compare your cost of living [here](#).

# 7. Food — Shopping & Restaurants

## Shopping

It is generally cheaper to buy food in supermarkets than in smaller shops around Prague (be especially careful when shopping in the Prague city centre). Among the most popular bigger supermarkets you can visit are Albert, Billa, Penny market, Lidl or Tesco. Supermarkets are generally open every day of the week. Prague is also full of so-called “večerka/y” which are small shops that are known for being open till late at night.

Some stores close or limit their opening hours on public holidays. For an overview of the Czech public holidays and more information on this topic check out [this website](#).

## Restaurants

It is quite usual to eat out at restaurants, especially during lunch time. Many places offer special lunch menu deals you can take advantage of.

Here is a couple of restaurants and cafés you can find around the PCU City Centre Campus:

- [Masaryčka](#) (Czech cuisine)
- [Potrefená Husa](#) (Czech cuisine)
- [Green Factory](#) (salads)

- [Dhaba Beas](#) (vegetarian/vegan buffet)
- [Bageterie Boulevard](#) (baguettes)
- [Ekant](#) (Indian buffet)
- [Prokop](#) (croissants and coffee)
- [EMA espresso bar](#)
- [Café Hybernská](#) (coffee and snacks)

## 8. Weather in the Czech Republic

In the Czech Republic, the weather is seasonal and moderate, and with a landscape of mountains and forests you can enjoy skiing in the winter as well as camping and biking in the summer. You can experience all four seasons in the Czech Republic so it is advised to be prepared for it accordingly.

spring — average temperatures between 10° C (50° F) to 18° C (64° F) — warm, frequent rain

summer — average temperatures between 20° C (68° F) to 28° C (82° F), sometimes up to 37° C (99° F) — hot, humid, occasional thunderstorms, nights are pleasant

autumn — average temperatures between 10°C (50° F) to 20° C (68° F) — mix of sunny and rainy days

winter — average temperatures between 0° C (32° F) and 10° C (50° F), during coldest months below zero — dry, cold, snow (unfortunately not that much in Prague)

## 9. Accommodation

The housing market in Prague is very competitive, with many Czechs coming to Prague to study and work as well as international people. Students, as well as young professionals, are often opting for flat-shares to save money. When you need to find a place to live, make sure you start looking in good time and try to be patient (it always works out in the end!).

To help you with the accommodation search, we have prepared an overview of some of the Student Residencies available in Prague as well as other accommodation providers/platforms you can check out. A good place to ask around is also the new PCU Discord channel where you can connect with others searching for or offering accommodation.

Please watch out for scams and when signing any accommodation contract/agreement, read the conditions carefully as they tend to be quite strict, especially when it comes to the private student residencies. We encourage you to pay special attention to the rules for terminating the contract early and return of deposits.

## Private Student Residencies (generally nicer but more expensive)

Rooms5

Zeitraum

The Fizz

Student House Botič

## Student Residencies of Czech Public Universities

(generally not as modern, but more affordable)

ČVUT

ČZU

## Private Accommodation

<https://student-room-flat.com/> Prague City University has a cooperation with this agency and if you book your accommodation through them, you will receive a 10% discount off the booking fee — just use code PragueCoSRF when submitting your booking request

expats.cz

bezrealitky.cz

bro-coli

Youston

There are a number of Facebook groups where people/students offer and search for accommodation in shared flats.

# 10. Czech Language

Czech language is a fun (though challenging) language to learn and speak. As many Czech people (especially from older generations) don't speak English very well, knowing at least the basics of Czech might make your life in Prague much easier.



# Czech Language Courses

Each semester, PCU offers Czech language courses at beginner and intermediate level that you can join for a very symbolic fee — you will receive all the information about it at the beginning of the semester.

There are other firms and organisations in Prague offering Czech courses you can join. Some of the non-profit organisations (introduced in chapter 11) even offer them for free!

## Key Survival Phrases

Here is a few Czech survival phrases for you:

Hello	Ahoj / Dobrý den
Bye	Na shledanou
Please	Prosím
Thank you	Děkuji
You are welcome	Není zač / Prosím
My name is...	Jmenuji se...
I do not speak Czech.	Nemluvím česky.
Do you speak English?	Mluvíte anglicky?
How much does it cost?	Kolik to stojí?

# 11. Help and Events for Foreigners in Prague

In Prague there are a lot of organisations which focus on providing various services to foreigners. These services include social and legal counselling, Czech language courses, community activities/events and much more.

Most services are provided free of charge or only for a symbolic fee. In these organisations you can also use your mother tongue or English if you are not confident in Czech.

Here is a list of some of the most popular organisations you can check out:

[Integration Centre Prague](#)

[Centre for Integration of Foreigners \(CIC\)](#)

[InBaze](#)

[META](#)

[SIMI](#)

# Resources and Support

## 12. PCU ISIC Card

The PCU student ISIC card costs 400 CZK. This card provides you with such services as: access key to many university buildings or to the PCU printing system that will allow you to print, copy, and scan. Plus ISIC will provide you with a wide range of discounts and special offers in restaurants, shops, museums, and cultural attractions. You can find general information about the ISIC card on [this website](#). For more information about ISIC, please contact PCU Reception Team at [reception@pcu.cz](mailto:reception@pcu.cz).

## 13. PCU Wellbeing Resources

### PCU Wellbeing Support

Students' health and wellbeing is our priority and we are delighted to offer a programme of activities that enrich the body, mind and soul, along with individual support and advice. For up to date information and offer of activities, check out [our website](#).

# Student Support Advisors

PCU has a dedicated staff of Student Support Advisors for each School to make study conditions for students as stress free as possible. Every semester there is an opportunity to consult with your personal advisor to discuss progress and receive guidance on future academic paths to follow, to provide general information on programmes and policies at the university and life in the Czech Republic in general, as well as anything else you may wish to discuss.

Here is an overview of the current Student Support Advisors:

School of Art & Design — Veronika Spiegelová ([veronika.s@praguecityuniversity.cz](mailto:veronika.s@praguecityuniversity.cz))

School of Business — Šárka Smrčková ([sarka@praguecityuniversity.cz](mailto:sarka@praguecityuniversity.cz))

School of Media & IT — Anna Boguszak ([anna@praguecityuniversity.cz](mailto:anna@praguecityuniversity.cz))

School of Education — Lucie Sojková ([lucie.s@praguecityuniversity.cz](mailto:lucie.s@praguecityuniversity.cz))

## 14. PCU Student Council, International Student Association and Student Societies

Aside from studying, PCU students have become active in Student Council and other student organisations and societies, all of which are offered to make your experience more fun, exciting, rich and maybe even more educational. Here is a summary of the different organisations which are run by PCU students. If you are interested in any of these opportunities, simply contact the organiser or Student Support Services.

### Student Council

The Student Council is elected each year to represent the needs, concerns and ideas of all current PCU students. With members from all over the globe, the Council reflects the university's multicultural composition. The Council is also the umbrella group for student societies, working in collaboration with the university management team to enhance the experience of life at PCU. Each year it puts on events, organises social activities, and raises money for charity. Members of the council contribute to Welcome Activities as well as ongoing support for new students. To find out more, contact Student Support Services.

## International Student Association (ISA)

The International Student Association is a community of PCU Czech and international students who meet, share experiences, organise trips, events and much more! ISA's mission is to:

- Help students meet new people and make friends
- Provide a sense of community and international family
- Share different cultures and help others understand new cultures
- Support international students in their integration to PCU, Prague and Czech culture
- Organise events and trips within ISA and for the whole PCU community... and much more

ISA is open to any Czech and international student interested in participating in meetings and activities, and membership is free!

## Other Student Societies

To find out more about the current societies (such as Music Society, Ceramic Society, Photography Society, Film Society, etc.) check out [the PCU website](#). If you would like to establish a society of your own, please contact Student Support Services. We will give you insight on the requirements and materials you will need to get started.

# 15. Useful Resources and Websites

International Community Website (<https://www.expats.cz/>)

Official Tourist Website for Prague (<https://www.prague.eu/en>)

[Honest Guide](#) — Tips on what to do and NOT to do in Prague

[Praguer app](#)

[Integration Centre Prague](#) — free counselling and other services for foreigners

Prague Public Transport (<https://www.dpp.cz/en>)

Trains and buses (national connections) ([www.idos.cz](http://www.idos.cz))

Maps of the Czech Republic ([www.mapy.cz](http://www.mapy.cz) / [www.googlemaps.cz](http://www.googlemaps.cz))

Czech Ministry of Interior ([www.mvcr.cz](http://www.mvcr.cz))

# Prague City University

## City Centre Campus

Hybernská 1009/24, Praha 1

## Pragovka Campus

Kolbenova 923/34a, Praha 9

## Bishop's Court Studios

Biskupský dvůr 1147/6, Praha 1

info@praguecityuniversity.cz

(+420) 222 101 020

pcu.cz

## Join us on social media!



Facebook



Instagram



TikTok



YouTube



LinkedIn



X



Flickr

This handbook was prepared by the Student Services at Prague City University.

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