



BE IN

INTERNATIONAL PhD STUDENTS

CHECKLIST

FOR CITIZENS FROM
NON-EU COUNTRIES





YOUR RIGHTS & REQUIREMENTS

: AUTHORITIES

YOUR AUTHORITIES

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

CZECH AUTHORITIES

Be aware of your rights and duties in the Czech Republic: Contact the Czech Embassy of the country where you live, or check it out on the Internet.

(<http://www.mvcr.cz/mvcren/article/the-duties-of-foreign-nationals.aspx>)

: VISA / PERMIT

COLLECT ALL THE DOCUMENTS REQUIRED FOR VISA OR PERMIT APPLICATION

For more information about VISA or PERMIT application and required documents, please check our guidebook. Download it at: <https://www.upce.cz/en/sources>

or go to the website of the Czech Ministry of Interior: <http://www.mvcr.cz/mvcren/article/immigration.aspx>

CONTACT the EURAXESS local point at the University of Pardubice to get assistance with the procedure.

✉ be-in@upce.cz

☎ +420 466 036 508

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We would like to draw your attention to the fact that among the required documents, two of them will be issued by the **University of Pardubice**:

1. STUDY CONFIRMATION

2. PROOF OF ACCOMODATION – it applies only if you intend to stay at the dormitories.

Note: Please be aware that it can take some time to get the documents, so contact the following departments as soon as you receive the confirmation that you are accepted:

Study department of the relevant faculty for the study confirmation.

» If you have any problems, contact the EURAXESS local point at the University of Pardubice.

The dormitories – Accommodation Centre (accommodation@upce.cz):

» CERTIFIED PROOF OF ACCOMODATION – if you decide to stay at the dormitories.

The document required for Visa or Permit application is subject to payment of a deposit and provision of your personal data (Passport number, name, surname, date of birth).

You can pay the deposit by a bank transfer or by a credit card. If you wish to pay by a credit card, please get in touch with the EURAXESS local point.

For more information about the dormitories, go to: <https://www.upce.cz/en/accomodation>

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: UPCE – STUDIES

NOSTRIFICATIONS Contact

👤 Ms. Simona Tkadlecová

✉ simona.tkadlecova@upce.cz



BEFORE ARRIVAL

EVERYDAY LIFE IN PARDUBICE

: INFO AND TIPS

WEATHER AND CLOTHES

Bear in mind that the weather might be different from your country.

It is warm during summer time - around 25°C – 30°C (77°F – 86°F).

Winter temperatures can drop to around -10°C / -15°C (14°F -5°F). Winter clothes are easily available in the city if you need them. Ask the EURAXESS local point for more information.



ELECTRICITY

Make sure that your appliances match with the Czech socket format. Should you need an adaptor, contact the EURAXESS local point and we will help you.



CONNECT WITH CURRENT STUDENTS

For interesting tips from current students about Pardubice and the University of Pardubice, ask the EURAXESS contact point. We can put you in touch with them, and especially with people from the same country as you. For some nice insight, you can also read some interviews of international students & employees, here:

<https://www.upce.cz/en/interviews-international-researchers-employees-working-at-upa-and-living-in-pardubice>



FOOD

In Pardubice or in Prague there are shops that sell international food ingredients but if you think you may not find your favourite spices, save some space in your luggage.

MOBILE / SIM CARD

Do not forget to contact your mobile service provider before leaving for Pardubice and ask about your contract conditions.





UPON YOUR ARRIVAL & DURING YOUR STAY

VISA-PERMIT: YOUR RIGHTS & REQUIREMENTS

REGISTRATION

Long Term Residence Permit applicant:

You have 3 days to register at the Immigration Office (OAMP) Address & info below.

Long Term Stay Visa applicant:

If you stay at the dorms, the staff will register you at the foreign police, but if you have your own apartment, you have to report yourself here: Address & info below.



Note:

- » Once in the Czech Republic, always have your biometric card or visa with you.
- » Keep an eye on your visa or permits expiration date: Apply for the extension 3 months in advance.
- » Keep in mind that you must report any changes at the Immigration office-OAMP (Name/surname, marital status information in your travel document within 3 days, and new address within 30 working days). If you do not do it in time, you can be fined.
- » Report loss or theft of travel documents immediately to the police, the Immigration office (OAMP), and to the authority who issued the document.
- » If you get official documents, keep the Euraxess local point and HR department posted and always send them scanned copies of your VISA, Bridging Label and biometric card.

: 1 IMMIGRATION OFFICE (OAMP)



Pernerova 168
Pardubice
4th floor

Nearest bus stop is **Sukova**.
#4 and #11 Bus.

: 2 FOREIGN POLICE

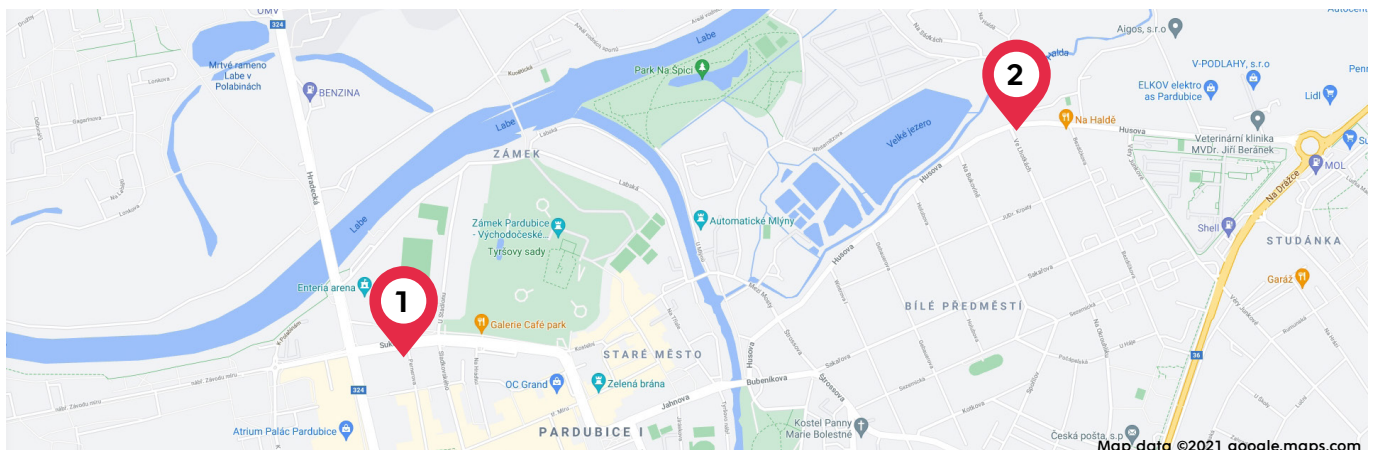


Husova 860
Pardubice

Nearest bus stops are **Na Bukovině** or **Na Haldě**.
#9 Bus.



MINISTERSTVO VNITRA
ČESKÉ REPUBLIKY





UPON YOUR ARRIVAL & DURING YOUR STAY

EVERYDAY LIFE IN PARDUBICE

: INFO AND TIPS

MOBILE PHONE / SIM CARD

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

BANKING

It is recommended that you open a Czech bank account.

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



LANGUAGE / COMMUNICATING

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



FURNITURE / HOUSING

Second hand shops can be a good alternative to equip your room/flat. You can find some in the Pardubice Guidebook (download it at <https://www.upce.cz/en/sources>).

You can find nice offers and opportunities on the University Facebook groups:

UPce Burza

(a closed group used as a marketplace)



Here, the first step: "Dobrý den".
This is the common way to greet people.



UPON YOUR ARRIVAL & DURING YOUR STAY

EVERYDAY LIFE IN PARDUBICE

: INFO AND TIPS

MEDICAL CARE

It is a good idea to register with relevant specialists as soon as you arrive in the Czech Republic.

If you need any assistance, contact the EURAXESS local point.

EMERGENCY SERVICES

Here are helpful emergency numbers to be used in case of fire, health emergency or crime.

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



PUBLIC TRANSPORTATION

To get the bus/tram line connections go to:

<http://www.dpmp.cz>

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

(<https://www.dpmp.cz/cestovani-mhd/nova-pardubicka-karta.html>)

The contact point to order and collect your card is: Zákaznické centrum Dopravní podnik města Pardubic (DPMP) Pernerova 442, Pardubice (in the city centre)

Note: Fill out a form (there is an English version), bring your photo and pay either CZK 130 to have it within a week or CZK 180 to collect it in 2 days.

The Pardubice Card is more economical if you use public transport on a daily basis, especially if you study at different parts of the University campus.

PUBLIC HOLIDAYS

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




WHEN YOU ARE ABOUT TO LEAVE

YOUR RIGHTS & REQUIREMENTS

: VISA / PERMIT

BIOMETRIC CARD HOLDERS

please keep in mind that you must return the card to the Immigration Office (OAMP). The easiest way is to sign a power of attorney, and once back in your home country, send it to the EURAXESS local point who returns it to the Immigration Office.

 **Note:** It is illegal to keep your biometric card.

- YOUR PERMIT ENDS THE DATE OF YOUR FINAL PAPER DEFENSE** (if you pass exam) even though the duration is longer. As soon as you know the date of the defense of your thesis, please inform the EURAXESS local point. We will contact your study department and ask them to issue a letter confirming your student status for the following 2 weeks. Indeed, you will need time to get your diploma printed and apostilled and to buy a flight ticket. This letter should cover your stay.

: AUTHORITIES

YOUR AUTHORITIES / INSTITUTIONS

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

: EVERYDAY LIFE TIP

BANKING: Close your Czech bank account.

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Content: Caroline Novák-Jolly

FOR DETAILED INFORMATION AND A TROUBLE-FREE TRANSPORT TO THE UNIVERSITY OF PARDUBICE,
VISIT SECTION "SERVICE FOR RESEARCHERS" ON OUR WEBSITE
<https://www.upce.cz/en/international-support-services>

**IF YOU NEED ANY ASSISTANCE,
CONTACT THE EURAXESS LOCAL POINT AT THE UNIVERSITY OF PARDUBICE**



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