



Univerzita  
Pardubice

International PhD Students

# CHECK LIST



For citizens from  
EU countries

# BEFORE ARRIVAL



## 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/entering-the-czech-republic.aspx>)

### UNIVERSITY OF PARDUBICE



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

Caroline Novák-Jolly

Email: [caroline.novak-jolly@upce.cz](mailto:caroline.novak-jolly@upce.cz)

Tel: +420 466 036 133



#### ACCOMMODATION

**1ST OPTION: Dormitories. Contact person is Ms Petra Macháňová** ([petra.machanova@upce.cz](mailto:petra.machanova@upce.cz)).

- In order to book a room/studio, you will be asked to pay a deposit and provide your personal data (Passport number, name, surname, date of birth).

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

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

#### 2ND OPTION: You want your own flat.

- The EURAXESS local point of the University of Pardubice can put you in touch with real estate agents who speak English. Do not hesitate to contact us.

- Here are some web pages which advertise new flats/houses (to rent or buy):

„Bezrealitky.cz“ <https://www.bezrealitky.cz/>

“sreality.cz”: <https://www.sreality.cz/en>

### UPA - STUDIES



**NOSTRIFICATIONS** Contact Ms. Simona Tkadlecová: [simona.tkadlecova@upce.cz](mailto:simona.tkadlecova@upce.cz)

For more information about the procedure, go to: <https://www.upce.cz/en/nostrification-process>

# 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.*

#### FOOD

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



#### MOBILE/SIM CARD

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

#### ELECTRICITY

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



#### CONNECT WITH CURRENT STUDENTS

For interesting tips from current students about Pardubice and the University of Pardubice, ask the EURAXESS contact point. Caroline Novák-Jolly 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>



## Stay: Your Rights & Requirements

### REGISTRATION

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 within 30 days after entering the Czech Republic, and if the intended stay in CR is longer than 30 days. Address & info below.



#### \* Note:

- Keep in mind that you must report any changes at the Foreign Police (i.e. a new address, within 30 working days, if the change in the place of residence is expected to last longer than 180 days). If you do not do it in time, you can be fined.
- If during your stay you decide to apply for the „Temporary Residence“ (at OAMP), report the changes at the Immigration Office (OAMP). Address & info below.
- 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 temporary permit, etc.



MINISTERSTVO VNITRA  
ČESKÉ REPUBLIKY

#### IMMIGRATION OFFICE (OAMP)

Located at Pernerova 168, Pardubice, 4th floor.  
Nearest bus stop is Sukova. #4 and #11 Bus.



#### FOREIGN POLICE

Located at Husova 860, Pardubice.  
Nearest bus stops are Na Bukovině or Na Haldě. #9 Bus.



## Everyday Life in Pardubice

### INFO & 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.

#### 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)



#### 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.



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



## Everyday Life in Pardubice

### INFO & 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.



#### HEALTH INSURANCE

- 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.

#### For more information:

[http://europa.eu/youreurope/citizens/health/unplanned-healthcare/temporary-stays/index\\_en.htm](http://europa.eu/youreurope/citizens/health/unplanned-healthcare/temporary-stays/index_en.htm)  
OR <http://www.kancelarzp.cz/en>

#### EMERGENCY SERVICES

Here are helpful 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

#### PUBLIC TRANSPORTATION

- To get the bus/tram line connections go to:  
<http://www.dpmp.cz/en/>
- If you don't want to buy single bus tickets, get the Pardubice Card.  
(<http://www.dpmp.cz/en/whatls.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.



# WHEN YOU ARE ABOUT TO LEAVE



## Your Rights & Requirements

### 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.)

#### CZECH AUTHORITIES

You must inform the Foreign Police in person that you are leaving. See below for address and info.

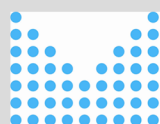


#### **FOREIGN POLICE**

Located at Husova 860, Pardubice.

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

If during your stay you applied for the temporary residence, you should, in this case, inform the Immigration office (OAMP) Before leaving.



MINISTERSTVO VNITRA  
ČESKÉ REPUBLIKY

#### **IMMIGRATION OFFICE (OAMP)**

Located at Pernerova 168, Pardubice, 4th floor.

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

### EVERYDAY LIFE TIP

**BANKING:** Close your Czech bank account.



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

<https://www.upce.cz/en/international-support-services>

**IF YOU NEED ANY ASSISTANCE, CONTACT THE EURAXESS LOCAL POINT**

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