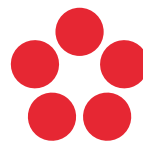




# **WELCOME GUIDE FOR INTERNATIONAL STAFF**

University of South Bohemia in České Budějovice



## Content

Welcome .....	5
Contacts.....	6
1. Preparing for your arrival.....	8
Entry formalities and work regulations.....	8
Health insurance.....	12
Short-term accommodation .....	14
Transport in the Czech Republic.....	17
2. First steps after arrival.....	21
Registration at Foreign police or Ministry of Interior – Department for Asylum and Migration Policy (OAMP) .....	21
Human Resources department .....	24
3. About USB.....	26
A. Campus in České Budějovice.....	26
Dining.....	27
Academic Library .....	30
Culture and student organisations.....	31
Lifelong learning opportunities.....	31
University Psychological Consulting Centre – Faculty of Education .....	32
B. Campus in Vodňany .....	32
C. Campus in Nové Hradý .....	34

4. Settling in the Czech Republic.....	36
Climate and weather.....	36
Czech language.....	37
Currency and costs of living.....	38
Bank services .....	39
Finding long-term accommodation .....	41
Services for families, schools.....	43
Internet and mobile phones network .....	44
Transport in České Budějovice .....	45
Health services .....	46
Shopping and services.....	49
Leisure time .....	50
5. Useful resources and websites.....	53
Organisations providing support to foreigners.....	53
Useful websites .....	54
Important emergency telephone numbers.....	55

## Welcome!

Dear colleagues,

the University of South Bohemia in České Budějovice (USB), founded in 1991, is the biggest higher education institution in the region. USB has more than 10 000 students across eight faculties. It offers a wide range of study and research opportunities. We believe that working at our university will be an enriching experience.

Because we know that setting up in a new city and a new environment may be challenging, we have listed in this guide the main information on a wide range of topics to support you before and during your stay at USB.

Don't hesitate to contact us!

*Rectorate International Relations Office – University of South Bohemia  
in České Budějovice*

## Contacts

### Rectorate International Relations Office

University of South Bohemia in České Budějovice  
Branišovská 1645/31a  
370 05 České Budějovice  
Czech Republic

[www.jcu.cz/international-relations](http://www.jcu.cz/international-relations)  
[international@jcu.cz](mailto:international@jcu.cz)  
[www.facebook.com/InternationalOfficeUSB/](https://www.facebook.com/InternationalOfficeUSB/)

Rectorate International Relations Office Contact Centre in the Academic  
Library, ground floor

### Faculties

#### Faculty of Economics

Studentská 13, 370 05 České Budějovice  
[www.ef.jcu.cz](http://www.ef.jcu.cz)

#### Faculty of Arts

Branišovská 1645/31a, 370 05 České Budějovice  
[www.ff.jcu.cz](http://www.ff.jcu.cz)

#### Faculty of Education

Jeronýmova 10, 371 15 České Budějovice  
[www.pf.jcu.cz](http://www.pf.jcu.cz)

#### Faculty of Science

Branišovská 1760, 370 05 České Budějovice  
[www.prf.jcu.cz](http://www.prf.jcu.cz)

#### Faculty of Fisheries and Protection of Waters

Zátiší 728/II, 389 25 Vodňany  
[www.frov.jcu.cz](http://www.frov.jcu.cz)

#### Faculty of Theology

Kněžská 8, 370 01 České Budějovice  
[www.tf.jcu.cz](http://www.tf.jcu.cz)

#### Faculty of Health and Social Sciences

J. Boreckého 27, 370 11 České Budějovice  
[www.zsf.jcu.cz](http://www.zsf.jcu.cz)

#### Faculty of Agriculture

Studentská 1668, 370 05 České Budějovice  
[www.zf.jcu.cz](http://www.zf.jcu.cz)

## 1. Preparing for your arrival

### Entry formalities and work regulations

Entry conditions for a stay in the Czech Republic depend upon your nationality, the purpose of your stay and the duration of your stay. All entry formalities are detailed on the webpages of the Ministry of the Interior of the Czech Republic: [www.mvcr.cz/mvcren/article/immigration.aspx](http://www.mvcr.cz/mvcren/article/immigration.aspx)

#### European Union (EU), European Economic Area (EEA) and Switzerland citizens

You do not need any visa or special permit to travel, live, and work in the Czech Republic. You only need a valid passport or national ID card.

#### Citizens of other countries

Obtaining a visa or residence permit is one of the most important steps of the preparation of your stay in the Czech Republic. You will have to go to the local Czech embassy or consulate abroad and submit your visa/residence permit application. These applications cannot be submitted being inside the Czech Republic.

#### Short-term stay – Up to 90 days:

You will require a short-term “Schengen visa” for a stay of up to 90 days. This visa authorises you to stay in the Czech Republic (and all other Schengen States) for the period of time specified in the visa, however not for more than three months.

#### Long-term stay – Longer than 90 days:

##### Researchers

If you are employed at USB to carry out scientific or academic research, you have to apply for a **long-term residence permit for the purpose of scientific research** (also called “scientific permit”). This special residence permit for researchers has several advantages: The application is processed faster than other visas, within 60 days. Also, as a holder of a scientific permit, you will not need any extra work permit.

During the application, you will need to submit several documents. USB, as an employer, can provide you with the “hosting agreement” and the “written commitment”.

Another advantage of this specific scientific permit, is that you do not need to provide a proof of accommodation during the application. Anyway, it is highly recommended to arrange your accommodation and get the accommodation contract well in advance. The proof of accommodation will be requested during the collection of the residence permit after your arrival. USB can also provide you with an accommodation contract at USB dormitories.

Once your application has been approved, you will receive a **visa for the purpose of collecting a residence permit** (D/VR visa). This visa allows you to enter the Czech Republic, it is issued for a maximum of 60 days. After entering the Czech Republic, it is necessary to report to an office of the Ministry of the Interior within 3 days. See section “First steps after arrival” page 21.

Submission of the application for long-term residence permit or its prolongation is charged with administrative fees. The fee is divided into two parts: 1500 CZK during the submission of the application and 1000 CZK for issuing the permit. See also here: [www.mvcr.cz/mvcren/article/third-country-nationals-fees.aspx](http://www.mvcr.cz/mvcren/article/third-country-nationals-fees.aspx)

#### Other purposes

If you are not employed as a researcher, you will need to apply for an “**employee card**”, which is a permit to stay for the purpose of employment on a long-term basis and to perform work for which the card was issued. More information: [www.mvcr.cz/mvcren/article/employee-card-682810](http://www.mvcr.cz/mvcren/article/employee-card-682810)

#### Family members

Once you are issued with a residence permit, your family members (husband, spouse, partner, children...) can apply for a long-term residence permit for the purpose of “family reunification”.

#### General recommendations

If you are a holder of a residence permit or a long-term visa issued by another Schengen state, you may stay in the territory of the Czech Republic without a visa only for a short-term stay not exceeding 90 days. It is necessary to think about the length of your stay before entering the Czech Republic.

Citizens of some countries are exempt from visa obligation for entering the Czech Republic. Attention: this visa free regime applies only to short-term stays up to 90 days of **non-profit nature**.

The regulations for obtaining visas can change from time to time. In addition, embassies in individual countries are given a certain leeway in applying them. This means that the regulations listed here should be considered as guidelines only. Always you have to consult the local Czech embassy/consulate for the latest information regarding visa requirements, and the particular local requirements that are in force.

## Health insurance

### Public health insurance

As an employee, you will be automatically covered by the public health insurance for the duration of your employment. USB as the employer informs the health insurance company about the commencement (and termination) of your employment and pays regular insurance premiums. The health insurance company will issue you a health insurance card.

There are two types of cards:

- Blue card for EU citizens – valid in all EU countries
- Green card for non EU citizens – valid only in the Czech Republic

Public health insurance in the Czech Republic is provided by several insurance companies, which are identified by the name and a numerical identification code. The most common and the largest is 111 Všeobecná zdravotní pojišťovna ČR (VZP ČR).

As an EU citizen, or if you were previously employed in another EU country, you may be requested to submit the form E104/S041 – Certificate of insurance period. Make sure to check at the health insurance organisation in your home country before departure.

### Commercial health insurance

When you first arrive to the Czech Republic, until you are registered for public health insurance, or employed, you must have an alternative travel health insurance:

- EU citizens can provide their European Health Insurance Card EHIC  
Information about the European Health Insurance Card:  
<https://ec.europa.eu/social/main.jsp?catId=559>
- Other citizens must get commercial health insurance

You will have to submit proof of commercial health insurance to the Embassy before getting your visa.

Also, anyone who does not have the right to public health insurance in the Czech Republic **must have commercial health insurance** while staying in this country (i.e. family members).

### Short-term stays – Basic medical insurance

It covers essential treatment and hospitalization which cannot be postponed, at any public health care facility in the Czech Republic.

### Long-term stays – Comprehensive medical insurance

It is suitable for foreigners who intend to stay in the Czech Republic for 90 days or longer and are not covered by the public health insurance system. This health insurance for foreigners is similar to public health insurance. It provides preventive and dispensary health care, including care in connection with pregnancy and childbirth.

There are several Czech insurance companies that provide the right type of insurance specifically designed for the needs of foreigners: SLAVIA, MAXIMA, UNIQA, VZP, ERGO, SWISSCARE.

Use the Health insurance calculator to compare the different offers:  
<http://infocizinci.cz/en/health-insurance-calculator/>

## Short-term accommodation

It may be very difficult to find a long-term accommodation while being abroad. Anyway, it is strongly recommended that you arrange short-term accommodation in advance at least for the first 1–2 months of your stay at USB. You can then use the time to find a longer term rental. See section “Finding long-term accommodation” page 41.

Also you will need to submit to the Embassy **proof of accommodation** during the visa application, or to get your residence permit. This document can be provided by USB dormitories only for future employees (not for family members).

### Accommodation at university dormitories (*univerzitní koleje*)

More information: [www.kam.jcu.cz](http://www.kam.jcu.cz)

As an employee, you can get accommodated at the university dormitories. This is usually the easiest possibility, especially for those who need proof of accommodation for the visa application.

Attention! Proof of accommodation can be furnished only for a student or an employee of USB. It cannot be furnished for a family member!

There are 5 dormitory buildings (*koleje*): K1–K5



Four dormitories (K1–K4) are located directly in the main university campus. Dormitory K5 is located about 15 minutes’ walk away from the main campus, just next to the building of the Faculty of Health and Social Sciences.

Dormitories provide single, double or triple rooms. Kitchenette and bathrooms may be shared for the whole floor or just for several rooms, depending on the dormitory.

### Services at dormitories

- laundry room
- elevator
- possibility to borrow small appliances and household equipment
- internet connection available by network cable (you will need your own cable!)
- reception 24/7 during the academic year



### Price and payment

- The price varies from 2500 to 4200 CZK per month, depending on the dormitory and type of room you stay in.
- You can pay in cash (Czech crowns) or by card on arrival.

### **Accommodation at USB faculties**

Some faculties have also their own rooms or apartments that they can provide to their visitors or employees, especially for the beginning of their stays. In that case, the faculty may be able to provide you the proof of accommodation.

### **Private accommodation**

In case you do not need the proof of accommodation for the visa/residence permit, you can also find various alternative accommodation providers in České Budějovice. There are for example some private dormitories that you can find by searching on the internet the key words „*kolej*“ (=dormitory) or „*ubytovna*“ (=hostel).

## Transport in the Czech Republic

### **Travelling by car**

Travelling by car in the Czech Republic is very convenient. To get to the South Bohemian Region from Prague, you can drive via Tábor, or via Písek, which is more convenient if you want to go to Vodňany.

### Driving licence regulations:

- If your driving license is issued by an EU country or Norway, Iceland, Switzerland or Liechtenstein: you can drive in the Czech Republic, there is no obligation to replace your driving licence.
- If your driving license is issued by another country, you may need to acquire an International driving licence to be allowed to drive in the Czech Republic. Check your specific situation here: [www.mvcr.cz/mvc/en/article/is-my-license-valid-in-the-cr-may-i-do-i-have-to-replace-it-with-a-czech-driving-license.aspx](http://www.mvcr.cz/mvc/en/article/is-my-license-valid-in-the-cr-may-i-do-i-have-to-replace-it-with-a-czech-driving-license.aspx)

To use the motorway in the Czech Republic, remember that you need to buy a permit (*dalniční známka*) which you can get for 10 days, one month or one year.

Be aware that there is **no tolerance of alcohol** while driving: you must have a zero blood alcohol level when driving!

## Public transport in the Czech Republic

Czech Republic has a dense network of public transport (trains, buses, city buses). To check the timetable and connections of all public transport in the Czech Republic, you can use the website [www.idos.cz](http://www.idos.cz). There is an English and German version of the website (click on the flag on the bottom right of the page). You can find the timetable of any public transport by selecting bus/train/city public transport.

There is also a very useful application for smartphones called "Pubtran", which you can download for free.

When travelling around the country, be sure to have **enough cash** (Czech crowns) with you, because it is not always possible to pay by card, and it is not possible to use euros or other foreign currency.

### Transport from Václav Havel airport Prague to České Budějovice

Prague public transport company: [www.dpp.cz/en/](http://www.dpp.cz/en/)

#### From Václav Havel airport Prague

- To the main train station (*Hlavní nádraží*) – easiest way  
The easiest way is to use the bus "Airport Express" (AE) from Terminal 1. You can buy the ticket directly from the bus driver (60 CZK). The AE bus line operates daily at 30-minute intervals. From the airport the bus operates from 5:30 until 20:00.

- To the bus station "Na Knížecí"  
You can use the bus line n°100 to "Zličín", then change to metro line B direction "Černý most" and stop at metro station "Anděl".
- To the bus station "Florenc"  
You can use the bus line n°119 to "Nádraží Veleslavín", then change to metro line A direction "Depo Hostivař", change at "Můstek" to line B direction "Černý most" and stop at metro station "Florenc".

The price of the public transport ticket in Prague is 32 CZK. If you have luggage with dimensions of 25 × 45 × 70 cm, you should also buy an extra ticket of 16 CZK. Complete information about the fares: <http://www.dpp.cz/en/fares-in-prague/>

In Prague be careful using taxis. Taxi drivers have a bad reputation in Prague. One of the reliable taxi companies is AAA Radiotaxi – tel. +420 222 333 222, [www.aaa-taxi.cz](http://www.aaa-taxi.cz)  
You can also use Uber in Prague.

#### From Prague to České Budějovice

The price of a train or bus ticket is around 150–200 CZK.

#### ● By train

The train connection to České Budějovice is quite frequent, about every hour. From the main train station the journey to České Budějovice takes about 2 hours 30 min.  
Buy your train ticket at the ticket office before getting on the train. It is also possible to buy your ticket online: [www.cd.cz/en/](http://www.cd.cz/en/)

- **By bus**

There are many companies providing bus transport from Prague to České Budějovice. The most common and convenient are Student Agency (yellow buses) and Flixbus.

Buses to České Budějovice usually depart from the bus stations “Na Knížecí” or “Florenc”.

Buy the tickets online.

Student Agency: [www.studentagency.eu/en/](http://www.studentagency.eu/en/)

Flixbus: [www.flixbus.com](http://www.flixbus.com)

### Transport from České Budějovice stations to the university campus

The train station and the bus station in České Budějovice are situated very close to each other.

The bus station is situated on the top floor of the commercial centre called “Mercury”.

The name of the bus stop is “Nádraží” and it is on the side of the building of Mercury.

To get to the university, take the bus n° 3 and get off at “Jihočeská univerzita”. It takes about 10-15 minutes from the station. During the night, take the bus n°53.

You can also take a taxi from one of these companies:

Taxi Budejovice s.r.o +420 385 310 689

Taxi Vi3 +420 601 250 260

Taxi Kroupa +420 724 70 80 90

More information in the section “Transport in České Budějovice” page 45.

## 2. First steps after arrival

### Registration at Foreign police or Ministry of Interior – Department for Asylum and Migration Policy (OAMP)

#### EU citizens

- If you stay in university dormitories – you do not need to register; registration is done directly by the dormitories.
- If you stay in private accommodation, registration at foreign police is **compulsory** within **30 days** of your arrival.

#### Non-EU citizens

##### 1. You have a long-term visa (6 months)

- If you stay in university dormitories – you do not need to register; registration is done directly by the dormitories.
- If you stay in private accommodation, registration at foreign police is **compulsory** within **3 working days** after your arrival.

## 2. You have a long-term residence permit (up to 1 year), i.e.

### “Scientific permit”

The Czech embassy abroad provided you with an entry visa (“D/VR”) and you could travel to the Czech Republic. After your arrival, you will have to register at OAMP (Department for Asylum and Migration Policy) **within 3 working days** and provide your biometric data necessary for the issue of your residence permit card. To obtain your residence permit card, you will have to pay the collection fee (1000 CZK) providing a special stamp (*kolek*) of this value. This stamp can be purchased at any post office.

With this residence card and your passport, you can also travel to other Schengen countries, and can spend up to 3 months during any 6-month period in another Schengen state.

## **Contacts**

### If you stay in České Budějovice or Nové Hradý:

- **Foreign police (*Cizinecká policie*)**

Address: Pražská 1257/23, České Budějovice – 3rd floor

Telephone: +420 974 221 829

Office hours: Monday and Wednesday: 8:00 – 17:00

- **Ministry of the Interior, Department for Asylum and Migration Policy (OAMP) (*Ministerstvo vnitra, odbor azylové a migrační politiky*)**

Address: Pražská 1257/23, České Budějovice – 1st floor

Telephone: +420 974 226 851

Office hours:

Monday and Wednesday: 8:00 – 17:00

Tuesday and Thursday: 8:00 – 12:00

Friday: Only for clients with an appointment

### If you stay in Vodňany, you need to register in the city of Písek:

Foreign police and Ministry of the Interior (OAMP)

Na Výstavišti 377, Písek

Tel.: 974 235 851, 859

Office hours: Monday and Wednesday: 8:00 – 17:00

The officers of the Ministry of Interior or Foreign police do not always speak English. We highly recommend asking a Czech speaking person to accompany you.

Note: If you are staying in a faculty apartment or room, you must register at the Foreign police yourself!

## **Duties of foreigners in the Czech Republic**

During your stay, remember that as a non-EU citizen you are required to:

- Report any change in your personal situation (name, marital status, change of ID document, address...) **within 3 working days**.
- Report loss, damage or theft of your residence card **within 3 working days**.
- Give back your residence card 3 days before ending your residency in the Czech Republic at the latest.

For details, consult: [www.mvcr.cz/mvcren/article/the-duties-of-foreign-nationals.aspx](http://www.mvcr.cz/mvcren/article/the-duties-of-foreign-nationals.aspx)

## Human Resources department

In the first days after your arrival, you will have to visit the Human Resources Department of your Faculty (*personální oddělení*), and fix important matters linked with your work and stay at USB:

- Signature of your **work contract** and other necessary paper documents

- **Employee card**

You will receive a personal employee card. This card gives you access to the university buildings and also allows you to use services of the university (canteen, printing and copying, library). It is important to keep it safely and report any loss or damage to the IT helpdesk.



- **Taxes, registration to health insurance, social security**

It is very important to always inform the HR department about your personal situation that could influence your situation in terms of taxes, social security or health insurance. Also don't forget to report any change in your situation during your stay such as marital status, birth of a child, change of address and ID documents, additional work activity with another employer....

As an employer, USB has the obligation to register you with different authorities in the first days after your arrival. That is why it is essential that you provide on time all the information and documents requested by the Human Resources department.

- **Compulsory medical examination**

Czech law requires that any employee complete a medical examination prior to beginning a work. You will get all instructions about this examination from the Human Resources department (date, time, address). You will not have to pay for this examination. The doctor will basically check your suitability for the work, asking if you have any health problems, if you take some medication and will check your vaccinations.

- **Compulsory training**

You may have to follow some compulsory training before beginning your work, for example in health and safety at work.

## 3. About USB

The University of South Bohemia has eight faculties that are situated in the city of České Budějovice. Our Faculty of Fisheries and Protection of Waters has its main building in the town of Vodňany, about 30 km north of České Budějovice, and has also one research institute in the town of Nové Hradky, 35km south-east of České Budějovice.

### A. Campus in České Budějovice

In České Budějovice, most of the buildings of the University of South Bohemia are situated on the main campus, about 20-30 minutes' walk from historical centre of České Budějovice. On campus, you will find the Rectorate, the Academic Library, four dormitories, the main canteen, the student club "Kampa" and buildings of the Faculties of Agriculture, Arts, Economics, Science and Fisheries and Protection of Waters.

On campus you will also find the buildings of the Biology Centre of the Academy of Science of Czech Republic, which is not part of the university but closely cooperates with it.

Buildings of the Faculties of Education and Theology (including a small canteen) are situated in the historical centre of the city. The Faculty of Health and Social Sciences (including a canteen) and the dormitory K5 can be found about 15 minutes' walk from the campus.

## Dining

The university offers a wide range of possibilities to get food and drinks at subsidized prices.

### University canteen (*Menza*)

The canteen serves breakfast, lunch and dinner and offers diverse types of meals, including salads, soups, pizzas, but also for example vegetarian or gluten free meals.

The canteen has 3 buildings:

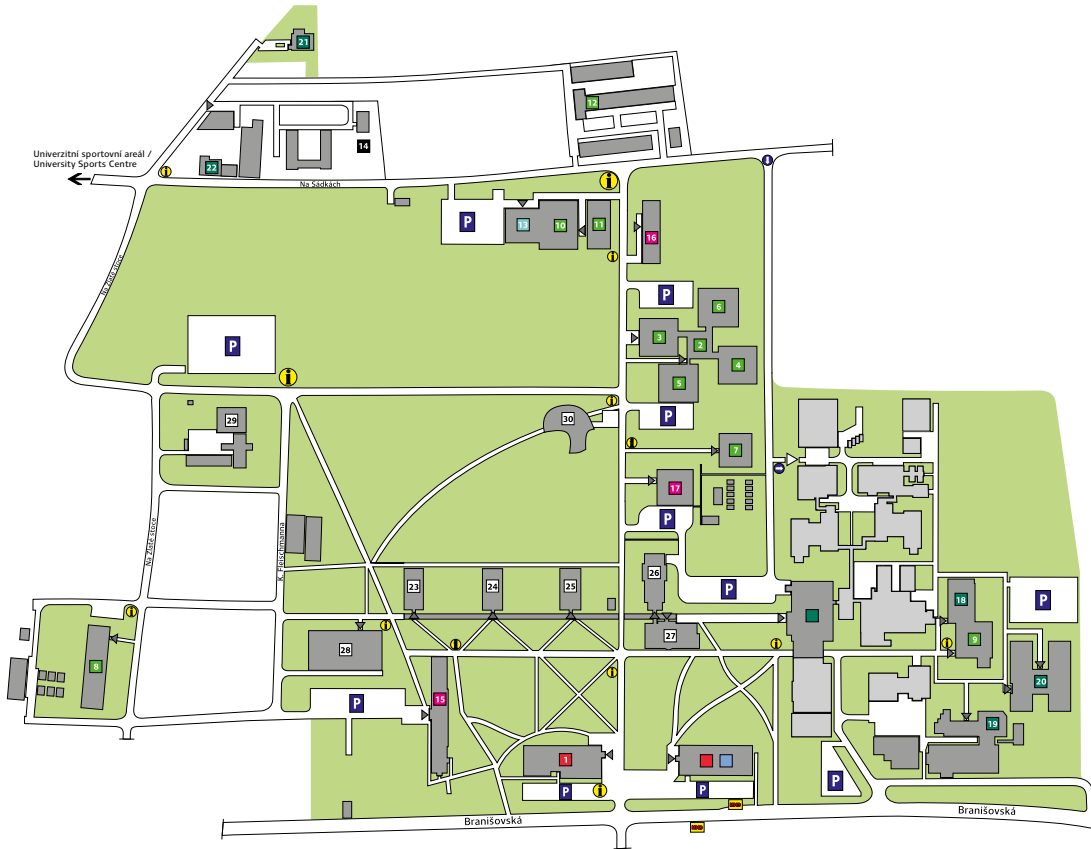
- Main canteen on the campus (next to the Faculty of Economics)
- Canteen in the Faculty of Health and Social Sciences
- Canteen in the Faculty of Theology (city centre)

To use the canteen services you have to deposit money on your employee ID card at the canteen cash desk (ground floor – main building), at the Academic Library café or at the reception of dormitory K4.

You can also order your meal in advance:

- Online: <https://menza.jcu.cz/> – You have to login by clicking on "*Přihlášení do WebKredit*", then choose English language.
- Terminal: located on the ground floor of the main canteen

## University campus in České Budějovice



- Rector's Office**
- 1 Academic Library
- Faculty of Arts**
- Faculty of Agriculture**
- 2 Building A, Student Affairs Office
- 3 Building B, Departments
- 4 Building C, Centre for Agroecology
- 5 Building D, Centre for Agricultural Product Processing
- 6 Building E, Quality Control Centre
- 7 Building M, BAT Centre, Classrooms
- 8 Building K 200, Classrooms
- 9 Biology Centre, Classrooms
- 10 Classrooms, Laboratories
- 11 Service Building
- 12 Stock Rooms
- Faculty of Fisheries and Protection of Waters**
- 13 Department of Aquaculture, Directorate, Classrooms
- 14 Agricultural School Farm
- Biology Centre AS CR
- Faculty of Economics**
- 15 Building A
- 16 Building C
- 17 Building F
- Faculty of Science**
- 18 Building A
- 19 Building B – Blazek Building
- 20 Building C
- 21 Department of Botany
- 22 Centre for Polar Ecology
- Dormitory K1
- Dormitory K2
- Dormitory K3
- Dormitory K4
- Auditorium, Hostel
- University Canteen
- Science and Technology Park
- Student Club

## Cafés

- Academic Library Café (ground floor of the Academic library): You can buy some snacks, drinks, sandwiches and salads here. You can pay by cash or with the credit on your employee ID card.
- JU Café (ground floor of the canteen): It serves breakfast, hot and cold drinks, desserts and other snacks.
- Student Club Kampa is situated in the middle of the campus. It serves various drinks, including the beer "Čtyrák" produced by our Faculty of Agriculture! Kampa organizes also many concerts, meetings, conferences... More information on their Facebook page: [www.facebook.com/KampaJU/](http://www.facebook.com/KampaJU/)
- Buffet in Biology Centre (ground floor): You can get some bakery products, sandwiches, soups, and drinks here.
- Coffee to go – Sweet City (ground floor – Rectorate building).

## **Academic Library**

The Academic Library provides library and informational services for students and staff of USB, for employees of the Biology Centre of the Academy of Science and for the general public. The main building is located on campus, in front of the Rectorate.

Inside the library, you can find, on two floors, more than 450 000 books and journals, tens of thousands of electronic journals and e-books, more than 500 study places in various study rooms, and 100 PCs with internet access. There is Wifi connection all around the building.

The library also offers self-service copying, scanning and printing. Copy and printing machines are located on both library floors. The service is payable; you will need to have a minimum credit of 10 CZK on your employee ID card. More information (opening hours, loan services, catalogue...) can be found at [www.lib.jcu.cz](http://www.lib.jcu.cz)

## **Culture and student organisations**

During the academic year, the cultural life of the campus is very rich. There are many events organised throughout the year: conferences, festivals, concerts, theatre ...

Here are some of the most active student organisations:

International Student Club (ISC): [www.esnusb.cz](http://www.esnusb.cz)

Student Union (SUJU): [www.facebook.com/StudentskaUnieJU](http://www.facebook.com/StudentskaUnieJU)

AISEC České Budějovice – local section: <https://aiesec.cz/cbudejovice/>

Students Radio K2: [www.radiok2.cz](http://www.radiok2.cz)

Students theatre: [www.facebook.com/SudStudentskeUniverzitetniDivadlo/](http://www.facebook.com/SudStudentskeUniverzitetniDivadlo/)

## **Lifelong learning opportunities**

As an employee you can join a various number of training and courses offered by the university. Courses are for free or for a small fee. Some courses are just for USB employees but a large number is also open to the public. There are also special courses for children in the frame of Children's university. More information: <https://czv.jcu.cz/en>



## University Psychological Consulting Centre – Faculty of Education

Working and living abroad is challenging and you may feel homesick, stressed or anxious. If you do not feel well and need some help, you can contact the university psychological consulting centre.

The Psychological Centre is situated in the building of the Faculty of Education (Jeronýmova 10 – Ground floor). The consultation is free of charge for employees, and the psychologists speak English, German or French. It is necessary to arrange a meeting in advance.  
[www.pf.jcu.cz/structure/poradna/](http://www.pf.jcu.cz/structure/poradna/)

## B. Campus in Vodňany

The main campus of the Faculty of Fisheries and Protection of Waters is situated in the town of Vodňany, about 30km north of České Budějovice, in the heart of the region of South Bohemia. Vodňany is surrounded with ponds and is well-known for its fish farming tradition and sport fishing opportunities.

The campus provides modern research facilities and laboratories as well as accommodation and dining services. There is a specialized library in the area of fisheries, aquaculture, hydrobiology, ichthyology and related sciences that provides over 20 000 items.

There is also a special International Environmental Educational, Advisory and Information Centre of Water Protection (MEVPIS) focused primarily on life-long learning, especially in environmental field.

## Living in Vodňany

The Faculty is situated about 20 minutes' walk from the historical centre. In the town, there are various shops, restaurants and other services. Some supermarkets are open 7/7.

There is also a health centre (*Poliklinika*) at the address Jiráskova 116, Vodňany.

More information about Vodňany: [www.infocentrumvodnany.cz/information-centre](http://www.infocentrumvodnany.cz/information-centre)

## Transport

### Public transport from Prague to Vodňany:

You can go by bus from the Prague bus station "Na Knížecí". The journey takes about 2 hours. In Vodňany, you will arrive at the bus station situated close to the historical centre.

### Public transport from/to České Budějovice:

You can travel by train or by bus and the journey takes about 40–50 minutes.

## C. Campus in Nové Hradý

One research institute of the Faculty of Fisheries and Protection of Waters, the Institute of complex systems, is located in the beautiful castle of the small town of Nové Hradý, about 35km south of České Budějovice. In these buildings there is also the Centre for nanobiology and structural biology of the Academy of Sciences of the Czech Republic, which makes this place very rich in terms of research activities.

Nové Hradý is in the heart of a very beautiful mountain region, well-known by nature and outdoor activities lovers. It is only 5km away from the Austrian border.

### Public transport from/to České Budějovice:

You can travel by bus and the journey takes about one hour.



## 4. Settling in the Czech Republic

The Czech Republic lies in Central Europe and shares its borders with Germany, Austria, Slovakia and Poland. It is well-known for its multitude of historical monuments but also its diverse natural sites.

The town of České Budějovice is the biggest of the South Bohemian region. It is a royal town founded in 1265 famous around the world especially for its Budweiser beer brewery. The historical centre is small, but the city is big enough! It is the commercial and political capital of the region. There are always many events, especially during the summer.

More at [www.c-budejovice.cz](http://www.c-budejovice.cz)

In this section, you will find practical information for your life in the Czech Republic and in České Budějovice.

### Climate and weather

The Czech Republic has a temperate climate with four seasons. Summer weather is relatively hot with average temperatures around 27°C in July and August. During the winter, the weather is cold and snowy with average temperature around -4°C. During Spring and Autumn, the weather can be very pleasant but also unpredictable.

## Czech language

The official language of the Czech Republic is Czech. Czech belongs to the western Slavonic family, along with Slovak or Polish. The Czechs and Slovaks understand each other without major problems. Czech has a difficult grammatical structure but reading and pronunciation are not so difficult. Attending Czech classes is highly recommended to try to learn at least some basics, it will really help you with integrating in the city and among local people.

### Basic phrases

#### Greetings and Social Interaction

Hello! ("Good day!")	<i>Dobrý den!</i>
Hi!	<i>Ahoj!</i>
Goodbye!	<i>Na shledanou!</i>
Thank you	<i>Děkuji</i>
Please	<i>Prosím</i>
You are welcome	<i>Není zač</i>

#### Meeting People – informal

What's your name?	<i>Jak se jmenuješ?</i>
My name is Peter	<i>Jmenuji se Petr</i>
Nice to meet you	<i>Těší mě</i>
How are you?	<i>Jak se máš?</i>
Do you speak English?	<i>Mluvíš anglicky?</i>

I don't speak Czech	<i>Nemluvím česky</i>
I don't understand	<i>Nerozumím</i>

### University life

Canteen	<i>Menza</i>
Dormitory	<i>Kolej</i>
Library	<i>Knihovna</i>
Dean's office	<i>Kancelář děkana</i>
Classroom	<i>Učebna / Posluchárna</i>
Cashdesk	<i>Pokladna</i>
HR Department	<i>Personální oddělení</i>
International office	<i>Zahraniční oddělení</i>

## Currency and costs of living

The official currency of the Czech Republic is Czech crown (*Česká koruna*) and its abbreviation is CZK or Kč. The conversion rate is about 1 EUR / 26 CZK. Available banknotes are 5000, 2000, 1000, 500, 200 and 100 CZK. Used coins are 50, 20, 10, 5, 2, and 1 CZK. The Czech crown is generally the only currency that can be used.

## Costs of living – Approximate prices

Student dormitory (per month)	2 900 CZK / 110 EUR
Small flat / studio (rent per month)	10 000 CZK / 385 EUR
Public transport in České Budějovice (per month)	380 CZK / 15 EUR
Public transport – one ticket	16 CZK / 0,60 EUR
Lunch at university canteen	40 CZK / 1,50 EUR
Pizza at a restaurant	120 CZK / 4,50 EUR
Beer at a pub	30 CZK / 1,20 EUR
Loaf of bread (500g)	20 CZK / 0,80 EUR
1 litre of milk	20 CZK / 0,80 EUR
1 kg of apples	26 CZK / 1 EUR
Cinema ticket	150 CZK / 5,50 EUR
Swimming pool (1 hour)	60 CZK / 2,50 EUR
Gym entry (1 hour)	130 CZK / 5 EUR

## Bank services

### Money exchange and ATMs

In the Czech Republic, you will not be able to pay with currency other than Czech crowns.

To exchange money, you have several possibilities:

- Banks charge 2-3% commission for cash exchange; sometimes, there is a minimum fee. Banks are generally open Mon-Fri. 8:00 – 17:00
- Private exchange offices are often in shopping centres and also on the main square Přemysla Otakara II. They are usually open also during the weekends. It is recommended to ask the exact sum you will receive for your money: the sign advertising 0% commission often relates to buying foreign currency! Also the currency rate may not be the best.

ATMs are situated all over the city and usually accept all major credit and debit cards (Visa, Mastercard, Maestro...). One ATM is situated on campus, on the outside of the Rectorate building. Besides, you can pay by card in most of the shops and restaurants without any minimum amount required. However, smaller town restaurants and shops prefer cash payments.

## Bank account

As an USB employee, you will need to open a Czech bank account in order to receive your salary. You can choose from several banks, which provide a wide range of services and facilities to their customers. In general, relating formalities are quite simple. To open a bank account, you will generally need a valid passport, another identity document (your driver's license, identity card, birth certificate, resident card) and a minimum deposit (between 200 CZK and 2 000 CZK, depending on the bank).

**Good to know:** the majority of services provided by the Czech banks are paid. Thus, anything from obtaining a debit card to ATM withdrawals will typically incur a fee.

## Finding long-term accommodation

### University dormitories

If you are satisfied with living at the university dormitories, you are entitled to stay there during the length of your employment at the university.

Anyway, usually, after some time employees search for their own place to live. There are different possibilities.

### Renting a room: Flat-sharing

There are several websites and Facebook groups with accommodation offers. Try for example to search on these ones:

- Espolubydlení.cz: [www.espolubydleni.cz/podnajem-spolubydlici/jihocesky-kraj](http://www.espolubydleni.cz/podnajem-spolubydlici/jihocesky-kraj)
- Facebook group Spolubydlení ČB: [www.facebook.com/groups/234631556716962](https://www.facebook.com/groups/234631556716962)
- Facebook group Bydlení České Budějovice: [www.facebook.com/groups/BydleniCeskeBudejovice](https://www.facebook.com/groups/BydleniCeskeBudejovice)

**Good to know:** You will find many offers of room-sharing, which is a common practice especially among students. If you want your own room, search in Czech "*samostatný pokoj*".

## Renting a flat

Flats in the Czech Republic have some specifics and it may be hard to understand the flats' description in the announcements. Here is a short overview:

### 1+1, 2+1, 3+1, 4+1 ...

The first number means how many rooms there are in the flat in total. It includes both the bedrooms and the living rooms. The second number after the plus, usually "+1" indicates the number of kitchens. It is common for Czech flats and houses to have only one kitchen, but you might come across big houses that have more.

### 1+kk, 2+kk, 3+kk, 4+kk...

In that description, "kk" stands for *kuchyňský kout* (kitchen corner). That means that the kitchen is not a separate room and the whole cooking area is placed in one of the rooms, usually the living room, sometimes in the corridor. Thus a 1+kk flat or also called "*garsoniéra*" is a studio.

When looking for a flat, be sure to always visit the place before renting, and ask about even small details. The description in the announcement may be disappointing. Also remember that most of the flats are rented unfurnished, even if in certain cases this is negotiable with the flat owner.

There are many real estate agents in České Budějovice that can speak English and help you, but be prepared, that they may charge a fee for their services. You can search some offers in English at: [www.sreality.cz/en](http://www.sreality.cz/en)

---

## Services for families, schools

---

In the Czech Republic, most of children stay at home with one of their parents until the age of three.

Anyway, there are also possibilities for working parents. In České Budějovice, there are 3 public kindergarden (*jesle*) for children from 6 months age till 3. After 3 years old, most children visit preschool (*mateřská škola*) that can be public or private.

USB employees can also benefit from the two children's groups run on campus:

### Children's group "Kvítek"

It can care of children from the age of one till 7 years old and functions from 7:00 till 17:00. More information: [www.jcu.cz/about-the-university/facilities-and-services/children-group-kvitek](http://www.jcu.cz/about-the-university/facilities-and-services/children-group-kvitek)

### Children's group "Butterfly" ("Motýl")

It is mainly intended for children whose parents are employed at the Biology Centre or at the Faculty of Science. It receives children from the age of one until the beginning of the school age (around 6). More information: [www.prf.jcu.cz/struktura-prf/detske-skupiny-na-ju.html](http://www.prf.jcu.cz/struktura-prf/detske-skupiny-na-ju.html). Rules of the nursery and application form are available at the bottom of the page.

## Compulsory school attendance

In the Czech Republic, school attendance is compulsory for nine years, usually beginning from the 6<sup>th</sup> birthday of the child. The last year of preschool education is also compulsory. This obligation applies also to foreigners who reside in the Czech Republic permanently for a period longer than 90 days. School year runs from 1<sup>st</sup> September till 30<sup>th</sup> June. Usually during March you can register your child for the next school year in one of the 17 public elementary schools in České Budějovice. The school have to take into account the specific needs of your child if he/she does not speak Czech and will try to integrate him/her in the best way.

For those who prefer education in English, there is an international private school situated in Hluboká nad Vltavou, just 10 km north of České Budějovice: [www.townshend.cz](http://www.townshend.cz)

## Internet and mobile phones network

Soon after your arrival, you will probably need to get a Czech phone number. You may choose between one of the three main operators: Vodafone, T-Mobile and O2. Since a few years many other mobile virtual network operators such as Coop mobile, Tesco mobile, OpenCall and Sazka mobile also sell some prepaid cards. You can get one of these prepaid cards with a credit which is the easiest way if you bring an unblocked cell phone. You can also decide to get a monthly tariff which is suitable for a longer stay in the Czech Republic. As an USB employee you can benefit from an advantageous tariff at the operator T-Mobile.

## Transport in České Budějovice

### Public transport – Buses and trolleybuses

Many buses and trolleybuses go through and around the city. To get to campus, take the trolleybus n°3 and stop at “Jihočeská univerzita”. You can check the timetables on [www.idos.cz](http://www.idos.cz) or using the application Pubtran. You can get a 60 minutes ticket for 16 CZK from the yellow machines at bus stops or in the small shops “Tabák”. You can also buy a ticket directly from the driver but the price is 25 CZK. Don’t forget to validate your ticket inside the bus.

It may be interesting to get a prepaid long-term ticket if you travel regularly. To buy your prepaid ticket, visit the ticket office in Mercury centre (next to train station) or next to the bus stop “Šumava” (5 minutes walk from the campus) with a passport size photo, and an extra 30 CZK for establishment of the card.

All information and tariffs are available on [www.dpmcb.cz/en/](http://www.dpmcb.cz/en/)

### Cycling

České Budějovice is an ideal city for cycling because it is very flat, and almost every place is reachable within a max. 30 minutes ride. You can get your own bike from one of the second hand shops (*bazar*). Don’t forget to get a good lock!

You can also enjoy bike sharing from the small company Rekola. All over the city, you will see their pink bikes that you can borrow for a small fee (for example 20 CZK / 60 minutes). See more at [www.rekola.cz](http://www.rekola.cz)



## Taxi

Taxis are not very expensive in České Budějovice, but you have to be careful and use some well-known companies. You may find some taxi of the company Taxi Budejovice s.r.o (Tel.: +420 385 310 689) in front of the train station.

Otherwise you can call for a taxi from these companies:

Taxi Vi3 +420 601 250 260

Taxi Kroupa +420 724 70 80 90

Some taxi companies offer a special price for travel inside České Budějovice (around 90 CZK).

## Health services

### General practitioner and doctor registration

With your health insurance you are entitled to visit a general practitioner. Anyway, it is important to first arrange an appointment by phone, to be sure that the doctor has the time to see you. Ask a Czech speaking person to help you.

In case you are in the Czech Republic for a long term, you should first **register with a general practitioner**, where you will first have a general check-up visit. Then you will be able to visit this doctor in case of need. To register, first contact the doctor by phone. Some doctors cannot register patient because they do not have capacity anymore. But in the end you will always find a doctor that you can register with. You should also register with a dentist, and if necessary with a gynaecologist and a children's doctor.

To visit other specialists, you need to visit first your general practitioner who will examine you and then send you to see a specialist.

On campus one general practitioner has an office on the back of the Biology centre building.

There are also several medical centres where many doctors have their offices:

- Poliklinika Sever: [www.poliklinikasever.cz](http://www.poliklinikasever.cz)
- Poliklinika Pražská: [www.zzprazska.cz](http://www.zzprazska.cz)
- Poliklinika Jih: [www.eucklinika.cz/ceskebudejovice](http://www.eucklinika.cz/ceskebudejovice)

### Emergency service – Hospital of České Budějovice

[www.nemcb.cz](http://www.nemcb.cz)

#### Medical first aid service for adults

Situated in the lower area of the hospital, Pavilion G, access from Gen. Svobody Street.

Contact: +420 387 878 001

Ordination time

Mo– Fri 6:00 – 22:00

Sat, Sun 9:00 – 21:00

#### Medical first aid service for children

Situated in the upper area of the hospital, Pavilion D - Children's Department, access from L. B. Schneidera Street.

Contact: +420 387 876 307



Ordination time  
Mo– Fri 17:00 – 22:00  
Sat, Sun 9:00 – 21:00

### Dental emergency

Situated in the lower area of the hospital, Pavilion E, access from Gen. Svobody Street.

Contact: +420 387 878 570

Ordination time  
Mo– Fri 16:30 – 21:30  
Sat, Sun 8:00 – 18:00

### **Pharmacies**

There are a large number of pharmacies in České Budějovice, and the most common opening hours are Mon-Fri: 7:30 - 17:00, also during the weekends in shopping centres.

There is also a 24/7 pharmacy, located in the entrance hall of the hospital of České Budějovice (Tel. +420 387 873 103)

---

## **Shopping and services**

---

### **Shopping centres**

Usually open also during the weekends.

Mercury Centrum – situated next to the train station. The bus station is situated on the top floor. There are many stores including clothes, sport, pharmacy, restaurants and a supermarket Albert. [www.mercurycentrum.cz](http://www.mercurycentrum.cz)

Čtyři Dvory – a smaller shopping centre situated near to the campus. There is a supermarket Albert, bowling, a cinema and other stores. [www.ctyridvory.cz](http://www.ctyridvory.cz)

IGY Centrum – the biggest shopping centre with many stores, restaurants, and also a cinema. [www.igycentrum.cz](http://www.igycentrum.cz)

GÉČKO Shopping Centre – situated outside the city centre. It includes the supermarket Globus, a restaurant and diverse stores. [www.geckocb.cz](http://www.geckocb.cz)

### **Supermarkets close to the campus**

Billa supermarket – the closest one to the campus, about 5 minutes walk  
Address: Jana Opletala 926/20 – Bus stop “Šumava”  
Open from 7:00 to 20:00 7/7

Supermarket Kaufland – about 20 minutes walk from the campus, next to Stromovka city park  
Address: Na Sádkách 1444  
Open from 7:00 to 22:00 7/7

**Supermarket Tesco** – close to the Faculty of Health and Social Sciences,  
15 minutes walk from the campus  
Address: J. Boreckého 1590  
Open from 6:00 to 22:00 7/7

**Opening hours:** outside shopping centres and main supermarkets which are open every day, most of the shops, banks and post offices are open from Monday to Friday from 9:00 to 17:00 and on Saturday mornings.

## Leisure time

České Budějovice is situated in the heart of the popular tourist region of South Bohemia.

You can get a lot of information about activities in the city and in the region by visiting the Tourist Information Centre situated on the main square (nám. Přemysla Otakara II. č. 2 - middle entrance to the Town Hall).

Here are just some tips on how you can spend your free time:

### Cinemas

- Cinestar in Čtyři Dvory and Igy shopping centres ([www.cinestar.cz](http://www.cinestar.cz))
- Kino Kotva ([www.kinokotva.cz](http://www.kinokotva.cz))

### South Bohemian Theatre

A professional four-ensemble theatre, consisting of opera, ballet, drama and puppet show. The theatre uses three stages: Main building on the river bank Malše (drama, small operas) – Dr. Stejskala St. 19, Cultural house Metropol (opera, ballet) – Senovážné nám. 2, Small Theatre (puppet show, studio-drama) – Hradební St. 18

The theatre is famous for its open air Revolving Theatre, based in the chateau gardens in the historical town of Český Krumlov. Book your ticket a long time in advance!

For more information: [www.jihoceskedivadlo.cz](http://www.jihoceskedivadlo.cz)

**Swimming pool area** contains a long swimming pool for swimmers (50 x 20 meters), a children's pool, a diving pool for jumpers, a water slide, steam room and whirlpool. Outdoor swimming pool is open during the summer.

Opening hours and tariffs: [www.cbsport.cz/plavecky-stadion-a-sauna/](http://www.cbsport.cz/plavecky-stadion-a-sauna/)

### City Park Stromovka

Situated 15 minutes' walk from the campus, it is an ideal place for sport or relaxing. In the middle of the park, there is a pond where you can ice-skate during the winter.

### Winter stadium

There you can go to see an ice hockey match or in the winter go ice-skating.

## Interesting sights around České Budějovice

You should not miss the second largest castle complex in Central Europe (UNESCO world heritage site) located in Český Krumlov! Also visit one of the most beautiful Czech gothic castles in Hluboká nad Vltavou, the historical town of Třeboň and its surrounding ponds, the Šumava and Novohradské mountains, medieval city Tábor, Klet hill and many more.

More tips for trips in the region of South Bohemia: [www.jiznicechy.cz/en/](http://www.jiznicechy.cz/en/)



## 5. Useful resources and websites

### Organisations providing support to foreigners

#### EURAXESS

A worldwide network providing information to researchers. In the Czech Republic, the Euraxess portal contains practical advice concerning professional and daily life, as well as information on job and funding opportunities. Euraxess helps researchers and their families to plan and organize their move to the Czech Republic. All services are free of charge.

[www.euraxess.cz](http://www.euraxess.cz)

#### Centre for Support of Integration of Foreigners – South Bohemian Region

Provides services free of charge to foreigners from non EU countries legally residing in the Czech Republic. They mainly support by providing information, consulting and legal counselling. They also organize Czech language courses and various sociocultural activities.

[www.integracnicentra.cz](http://www.integracnicentra.cz)

#### Diocesan charity in České Budějovice

Provides mainly social and legal support to foreigners from non EU countries. It organizes also language courses, translation services and cultural activities.

[www.dchcb.cz/en/counselling-centre-for-foreigners-and-migrants/](http://www.dchcb.cz/en/counselling-centre-for-foreigners-and-migrants/)

## Integration courses – Welcome to the Czech Republic!

About twice a year, Rectorate International Relations Office together with the organisation Slovo 21 plan an integration course for foreigners.  
[www.vitejtevcr.cz/en](http://www.vitejtevcr.cz/en)

---

## Useful websites

---

### Pre-arrival formalities

- Ministry of the Interior of the Czech Republic – Immigration policies: [www.mvcr.cz/mvcren/article/immigration.aspx](http://www.mvcr.cz/mvcren/article/immigration.aspx)
- Brochures of the Ministry of Interior: [www.mvcr.cz/mvcren/article/information-publications-for-foreigners.aspx](http://www.mvcr.cz/mvcren/article/information-publications-for-foreigners.aspx)
- Ministry of Foreign Affairs of the Czech Republic: [www.mzv.cz](http://www.mzv.cz)
- Health Insurance Bureau: [www.kancelarzp.cz/en/](http://www.kancelarzp.cz/en/)
- Portal of the Czech government: [www.portal.gov.cz/en](http://www.portal.gov.cz/en)

### Get to know more about the Czech Republic

- Youtube channel – Honest guide
- Hello Czech Republic [www.czech.cz](http://www.czech.cz)
- Official Tourism Portal [www.czechtourism.com](http://www.czechtourism.com)

## Practical

- Expats: A very complete website for foreigners living in the Czech Republic including news, practical information, useful addresses... [www.expats.cz](http://www.expats.cz)
- Václav Havel Airport in Prague [www.prg.aero/en/](http://www.prg.aero/en/)
- Trains and Buses – Timetables [www.idos.cz](http://www.idos.cz)
- Czech post [www.ceskaposta.cz/en](http://www.ceskaposta.cz/en)

---

## Important emergency telephone numbers

---

112	Single European Emergency Number
158	Police
150	Fire and Rescue Service
155	Emergency Medical Service

This brochure was created by the USB International Relations Office as part of the USB Development – ESF project, project registration number (CZ.02.2.69 / 0.0 / 0.0 / 16\_015 / 0002348)



EVROPSKÁ UNIE  
Evropské strukturální a investiční fondy  
Operační program Výzkum, vývoj a vzdělávání



MINISTERSTVO ŠKOLSTVÍ,  
MLÁDEŽE A TĚLOVÝCHOVY