

ESN CZU PRAGUE Buddy Guide



Erasmus Student Network
CZU Prague

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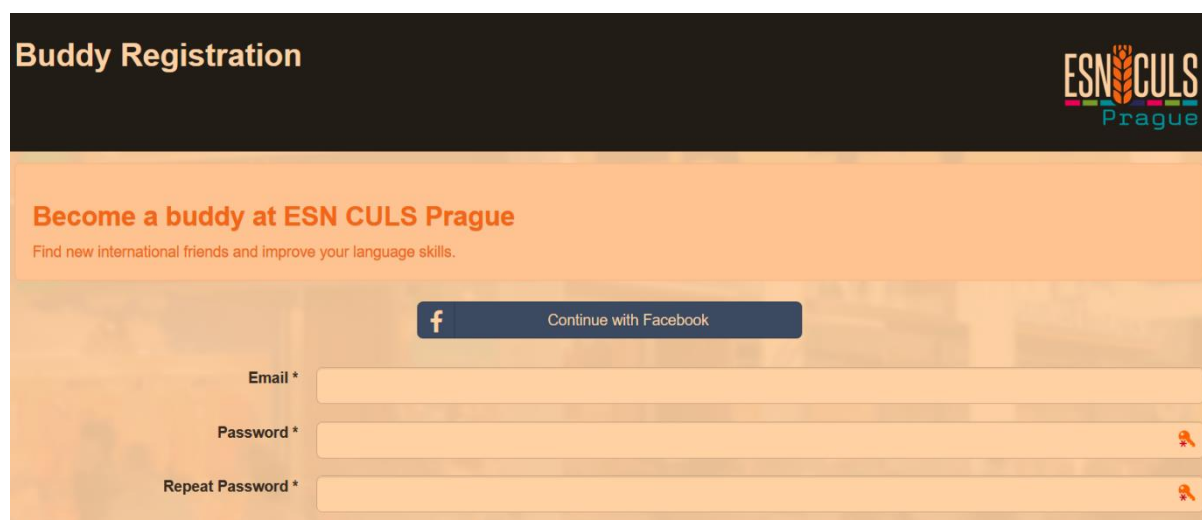
What does it mean to be a buddy

Buddy is a volunteer who takes care of international students in their first days in Prague. It means that you pick up your international students at the airport, help them to get to the dormitory, etc. You can show them around the Prague/university campus or just have a beer. 😊

Why should you become a buddy? You have a perfect possibility to meet new people and their cultures, get better in foreign languages and have fun. It doesn't take a lot of time to be a buddy, so you should definitely try it!

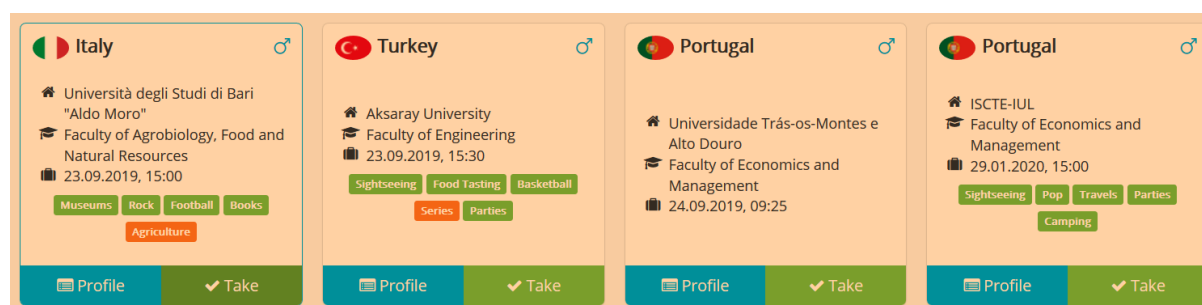
How to become a buddy

Easiest (and the only) way to become a buddy is to register on the [website](#):



The screenshot shows the 'Buddy Registration' page. At the top right is the ESN CULS Prague logo. Below the header is a section titled 'Become a buddy at ESN CULS Prague' with the subtitle 'Find new international friends and improve your language skills.' There is a 'Continue with Facebook' button. Below that are three input fields: 'Email *', 'Password *', and 'Repeat Password *'. Each field has a small red eye icon to toggle visibility.

Then wait for your confirmation email (if there is none, check your spam folder) and pick your international student 😊



The screenshot displays four student profiles in a grid. Each profile includes a flag, country, university name, faculty, and a date. Below the text are several interest tags in colored boxes. At the bottom of each profile are 'Profile' and 'Take' buttons.

Country	University	Faculty	Date	Interests
Italy	Università degli Studi di Bari "Aldo Moro"	Faculty of Agrobiology, Food and Natural Resources	23.09.2019, 15:00	Museums, Rock, Football, Books, Agriculture
Turkey	Aksaray University	Faculty of Engineering	23.09.2019, 15:30	Sightseeing, Food Tasting, Basketball, Series, Parties
Portugal	Universidade Trás-os-Montes e Alto Douro	Faculty of Economics and Management	24.09.2019, 09:25	
Portugal	ISCTE-IUL	Faculty of Economics and Management	29.01.2020, 15:00	Sightseeing, Pop, Travels, Parties, Camping

What to do next? Contact your students, pick them up from the airport/ bus station, show them our university campus and be willing to answer their questions 😊 More info below.

BEFORE ARRIVAL

After you choose your students in my.esnczu.cz app, you can see their contact details. Write them an email, ask if they have any questions, get to know each other a bit.

You can send them a link to our [ESN CZU website](#) where they can find a lot of useful information. Every semester there is a [new group](#) for Erasmus students and a [WhatsApp group](#).

AFTER ARRIVAL

Pick up

Even though there are some students who are arriving by car and they are not interested in picking up, most of the incoming students are very happy if they know that someone is going to wait for them at the airport.

If you are **not able to pick up your students**, ask in the [Facebook buddy group](#) and maybe some other member of our buddy community will have time to pick them up.

ISIC card

To get an ISIC card, students must go to Library (LIB) building to the office n. 236B. For the ISIC card student needs a passport size photo. The activation fee is 550 CZK. It is also good to explain how does the card work and how to load money on the card. More info about card centre [here](#).

Public transport

Since the activation proces of the ISIC card takes 24 hours, it is recommended to buy a one or three day ticket for the first couple of days of students stay.

When students receive their ISIC card, it is necessary to **wait 24 hours** until the card is fully activated. And finally, after this time, it is possible to buy 1 or 3-month ticket in ČZU shop in Menza (cash only!) or go to ticket offices that are located at selected metro stations (Dejvická, Můstek, Hradčanská, etc.).

You can also recommend your student to install **IDOS** app, where all the public transport connections can be found. The good thing is that the app has an English version so there should be no troubles while using the application.

More info about public transport and fares [here](#).

Accommodation

Erasmus students usually stay at the JIH or EFG dormitory. They should receive all the information in advance by e-mail from The International Relations Office. If your student **arrives early during the workday**, he can immediately sign his accommodation contract with dormitory manager (Mrs. Kůrková JIH / Mr. Řežábek EFG). In case your students arrive during the evening or weekend they have to sign their contract next workday. Once the contract is signed, they can go to SIC building to pay the monthly rent (payments in cash and by card are both accepted). The deposit is 5 000 CZK.

If your **student wasn't accepted to CZU dormitories**, you can recommend him some Facebook flat share groups. But be aware of the possibility of scams, never pay a deposit before seeing the apartment! Your student also can try to contact the dormitories of other universities in Prague (UK, ČVUT, VŠCHT...).

Foreign police office

THIS APPLIES ONLY TO THOSE STUDENTS WHO DON'T STAY IN THE DORMS. IF YOUR STUDENTS ARE STAYING AT THE DORMITORY THEY WILL BE REGISTERED BY THE DORMITORY MANAGEMENT AND DON'T NEED TO GO ANYWHERE!!)

In some cases, even private accommodation providers register their tenants, but it doesn't apply to all the cases, so better double check the situation and visit the police office if necessary.

EU citizens are required to register with the police within **30 days** since they entered the Czech Republic if the expected length of stay exceeds 30 days. **Non-EU** citizens are required to register within **3 work days** since they entered the Czech Republic.

You can find more info [here](#) (only in Czech unfortunately).

University campus

After the arrival of your students is also recommended to show them our university campus. The „must-see“ places are: your student's faculty, Rectorate building, Menza building (student canteen), Study and Information Center (SIC), restaurants and clubs in the campus and also the JIH dormitory as **ESN office** is located there (room n.151).

While doing the campus tour you can also show them how to load money on the ISIC card. Apart from the campus, you can also show the bus stops and the grocery shop. Last but not least, you can mention that the nearest big supermarket is Kaufland and students can get there by bus n. 107 or 147 to station „Nádraží Podbaba“.

OTHER USEFUL INFORMATION

Enrolment and registration

During the welcome Week there are two important things to do: Enrolment (during the whole WW) and Registration (in Official Welcome Session). In Official Welcome Session are the students meeting their faculty coordinator.

Bank account

International students can open bank account denominated in Czech crowns (at the Dejvická is for example Fio banka). I also recommend opening a [Revolut account](#).

Healthcare

If your students suffer from some health issues and want to see a doctor, tell them to get in touch with their health insurance provider to get a contact for doctors, who have contract with her insurance company. In need of immediate healthcare is recommended to visit hospitals such as “Nemocnice Motol” or “Ústřední vojenská nemocnice.”

Money exchange

Remind your students not to exchange their money on the street (beware of scams) or directly at the airport. There are some exchange offices that I could personally recommend, for example Exchange in Panská street, but I guess you know a few good exchange offices too. 😊

ESN Challenge

Inform your students about ESN Challenge. They can download this app and find more interesting places in the Czech Republic to explore. You can participate too of course.

More info [here](#).

USEFUL LINKS

Culture in Prague: <https://goout.net/en/prague/> (clubs, concerts, exhibitions,)

Public transport timetables: <https://jizdnirady.idnes.cz/vlakyautobusy/spojeni/>

Some information about Prague and the Czech Republic – HONEST GUIDE:
<https://www.youtube.com/channel/UCt7oj318jVQi7vRbc1bNjJA>

Any questions?

Something is not clear? Are your students facing some difficulties and you don't know how to help them? In this case, you can use [Buddy Facebook group](#) or contact Buddy Coordinator at: buddy@esnczu.cz

If you have feeling that some important information is missing in this guide or if you found some information that is already outdated, please contact **Buddy Coordinator** and she will update the guide.

If you need to know some information from the International relation office, feel free to contact Ondřej Votinský: +420 22438 2518, erasmus_incoming@rektorat.czu.cz.