PRAGUE GUIDE
FOR INTERNATIONAL STUDENTS

UNIVERSITY OF FINANCE AND ADMINISTRATION
VYSOKÁ ŠKOLA FINANČNÍ A SPRÁVNÍ
The Czech Republic is a wonderful country in the very heart of Europe. Its predecessor Czechoslovakia was founded in 1918 after the collapse of the Austro-Hungarian Monarchy.

After World War II, Czechoslovakia fell within the Soviet sphere of influence. In 1968, an invasion by Warsaw Pact troops ended the efforts of the country’s leaders to liberalize communist party rule and create socialism with a human face. Anti-Soviet demonstrations the following year ushered in a period of harsh repression. With the collapse of Soviet authority in 1989, Czechoslovakia regained its freedom through the peaceful Velvet Revolution.

On 1st January 1993, the country underwent a “velvet divorce” into its two national components, the Czech Republic and Slovakia. Since 1999, as a member of NATO, the Czech Republic has moved towards integration in world markets, a development that brings both opportunities and risks.

On 1st May 2004, the Czech Republic became one of the new members of the EU together with other 9 countries from the former communist block.

Prague – The Heart of Europe

Prague, with over 1.2 million inhabitants, is the largest city in the Czech Republic, and the biggest single political, economic, and cultural centre of the country. The city was built over many centuries on a series of hills surrounding from both sides the River Vltava. It offers spectacular views, a fascinating historical heritage, and a unique selection of architectural styles, ranging from the very earliest Romanesque to post-modern jeux d’esprit, like the „Fred and Ginger“ dancing house on the river embankment of Nové Město (New Town).

It was spared the devastating impact of the two world wars and at least until 1989 became a living museum exhibit due to a regime that was neither interested in its welfare or its development. The positive result of this inactivity is that Prague is now a virtually unspoiled cultural masterpiece. Prague has presently the largest preserved city centre, enrolled in the UNESCO world cultural heritage list.

Guidebooks to the standard tourist sights are countless; it is almost impossible to list them here. For online information, you may wish to visit: 
http://www.czechsite.com. For online maps, see www.google.cz/maps

Guide books are not everything, though. Remember that you will be in Prague much longer than the average tourist, and that you are unlikely to get another chance to explore the city so thoroughly.
Guidebooks will not necessarily tell you that one of the largest Celtic hill forts in Central Europe, with spectacular earthworks and no less than two temples (one of them excavated), is just south of the city, within walking distance of the city bus stop in Zbraslav, or that fragments of the old golden road from the Middle East can still be found north of the city in Unetice (buses leave twice an hour from Dejvická metro station).

Remember, too, that much of the real life of the city is to be found, not on the street, but in the courtyards and cellars of the Old Town and Malá Strana. Often the most interesting discoveries can be made by simply setting off at random with a map and seeing where your feet take you.

Be adventurous...
University of Finance and Administration

University of Finance and Administration (VŠFS) was established by the Bank Academy and Czech Coal in 1999, when it gained accreditation of the Ministry of Education for bachelor study programs and state approval to act as a private institution of higher education. In March 2003, Master’s study programmes were accredited. In 2009, the University of Finance and Administration has received state approval for Doctoral study program and became the first private University of Economics in the Czech Republic. From 2010, the university offers also study programmes in English.

Over the years of its existence University of Finance and Administration has become one of the largest private institutes of higher education in the Czech Republic, both in the number of students and in the number of full-time teachers on its faculty. This brings further improvement to the pedagogical process, as well as a deepened and enhanced profile of individual fields of study.

VŠFS’s mission is to become a prominent, respected and sought-after education and research university that can give its graduates conditions for permanent career progress. VŠFS’s graduates gain a competitive advantage to be successful on the labour market throughout their productive lives.

Currently, VŠFS, provides instructions in Prague, Most and Karlovy Vary, altogether in four buildings. As integral part of the environment is the school’s reconstructed library with two branches in the regions. The library is equipped with the standard library system enabling a comfortable publications search and the publishing house has extended its offer to include electronic shopping.
International Office

Department of International office includes three teams. The Team of Erasmus+ and Programes, the MBA, MPA and BSBA Team and the International Relations Team.

The Erasmus+ and Programmes Team is responsible for various tasks such as organizing Exchange Programmes, Free Mover program, Global Practical Training Programme, coordinating student and teacher mobilities.

The MBA, MPA and BSBA Team is responsible for cooperation with City University of Seattle and The London South Bank University providing the postgraduate and undergraduate international education such as Master of Business Administration, Master of Public Administration and Bachelor of Science in Business Administration.

The International Relations Team is responsible for developing and implementing the University’s strategy for international partnerships and cooperation; provides information and guidance to the colleagues within the University; co-ordinates the student´s accommodation process and build the strategy for international expansion and cooperation.

The department is also participating in various different projects such as curriculum and course development, participating in organization of international conferences, seminars and international weeks.
# Erasmus Exchange Program

We started participating in the SOCRATES/Erasmus exchange program at the beginning of the academic year 2005/2006. At that time, we had partners at six universities in countries such as Austria, France and Germany.

**Our current Erasmus partners:**

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<tr>
<th>Country</th>
<th>City/Location</th>
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International Student Club (ISC)

International Student Club (ISC) is a voluntary group of young VŠFS students who assist in engaging the international students into common Czech life.

The club provides help with arrival, it sets up inter-university partnership program, organizes Orientation week and provides overall assistance during the semester. Various trips, excursions and parties are the main means through which the club introduces the Czech lifestyle and culture.

Each international student coming to our school gets his Czech „Buddy Student“. This is the person who is in regular contact with the international student even before the semester commences, helps with orientation at school, in Prague etc.

...to make your Erasmus studies in Prague better
Accommodation

**CAMPUS VŠFS**
University of Finance and Administration offers high quality accommodation to students called CAMPUS VŠFS:

- Offering High standard furnished double and triple rooms
- For free: 24/7 reception, wifi, safe, washing of bedlinen, laundry (once a week), iron and ironing board, lounge with TV, basic kitchen equipment, basic cleaning of the kitchen and shared areas (twice a week)

However, the number of places is limited and therefore we can assist in finding the suitable accommodation.
Public Holidays

1 January  New Years Day
movable feast  Good Friday
movable feast  Easter Monday
1 May  Labour Day
8 May  Liberation Day (1945)
5 July  Arrival of Constantine and Methodius (863)
6 July  Death of Jan Hus (1415)
28 September  St. Wenceslas Day
28 October  Independence Day (1918)
17 November  Democracy Day (1989)
24 December  Christmas Eve
25 – 26 December  Christmas Holiday

Local Currency and Exchange

The Czech Crown or „koruna“ (Kč) with the international abbreviation CZK is the local currency unit. Notes come in denominations of 100, 200, 500, 1 000, 2 000 or 5 000 Crowns. Coins come in denominations of 1, 2, 5, 10, 20 or 50 Crowns. Exchange rates vary, you can check them on: www.exchange.cz, www.cnb.cz or www.xe.com.

Banks and hotels accept convertible currencies, traveler´s checks and credit cards.
Embassies

AUSTRIA
address: Victora Huga 10, 151 15 Prague 5
phone: +420 257 090 511 | prag-ob@bmeia.gv.at

BELGIUM
address: Valdštejnská 6, 118 00 Prague 1 - Malá Strana
phone: +420 257 533 525 | prague@diplobec.fed.be
+420 257 533 283 (Ambassador’s Secretary)

BULGARIA
address: Krakovská 580/6, 110 00 Prague 1-Nové Město
phone: +420 222 210 229 | bulvelv@volny.cz

CYPRUS
address: Michalská 12, 811 01 Bratislava, SLOVAKIA
phone: 00421-232 788 111 | email: office@cyembassy.sk

FINLAND
address: Hellichova 1, 118 00 Prague 1
phone: +420 251 177 251 | sanomat.pra@formin.fi

FRANCE
address: Velkopřevorské nám. 2, 118 01 Prague 1
phone: +420 251 171 711 | ambspresse@france.cz

GEORGIA
address: Mlýnská 22/4, 160 00 Prague 6
phone: +420 233 311 749 | prague.emb@mfa.gov.ge

GERMANY
address: Vlasšká 19, 118 00 Prague 1
phone: +420 257 113 111 | zreg@prg.diplo.de

GREECE
address: Na Ořechovce 19, 162 00 Prague 6
phone: +420 222 250 943 | gremb.pra@mfa.gr

HUNGARY
address: Pod Hradbami 17, 160 00 Prague 6
phone: +420 220 317 200 | prague@mfa.gov.hu

ITALY
address: Nerudova 20, 118 00 Prague 1
phone: +420 233 080 111 | ambasiasi.praga@esteri.it

KAZAKHSTAN
address: Pod Hradbami 662/9, 160 00 Prague 6
phone: +420 233 375 643/kazconsulprague@gmail.com

KOREA
address: Slavíčkova 5, 160 00 Prague 6 – Bubeneč
phone: +420 234 090 411 | email: czech@mofa.go.kr

LITHUANIA
address: Pod Klikovkou 1916/2, 150 00 Prague 5
phone: +420 283 061 530 | embamexche@sre.gob.mx

NETHERLANDS
address: Gotthardská 6/27, 160 00 Prague 6
phone: +420 233 015 200 | pra@minbuza.nl

POLAND
address: Valdštejnská 8, 118 01 Prague 1
phone: +420 257 099 500 | praga.amb.sekretariat@msz.gov.pl

SLOVAKIA
address: Pelléova 87/12, 160 00 Prague 6
phone: +420 233 113 051 | email: emb.prague@mzv.sk

SLOVENIA
address: Pod Hradbami 15, 160 41 Prague 6
phone: +420 223 081 211 | sloembassy.prague@gov.si

SPAIN
address: Badeniho 401/4, 170 00 Prague 7
phone: +420 233 097 211 | emb.praga@maec.es

THAILAND
address: Romaina Rollanda 3, 160 00 Prague 6 – Bubeneč
phone: +420 220 571 435, +420 220 570 055 | email: info@thaiembassy.cz

TURKEY
address: Na Ořechovce 69, 162 00 Prague 6
phone: +420 224 311 402 | embassy.prague@mfa.gov.tr

UNITED KINGDOM
address: Thunovská 14, 118 00 Prague 1
phone: +420 257 402 111 | ukinczechrepublic@fco.gov.uk

USA
address: Tržiště 15, 118 01 Prague 1
phone: +420 257 022 000 | mailto:hroprague@state.gov
Entry and residency

for citizens of the European Union in the Czech Republic

Citizens of the European Union countries have the right to travel freely within the European Union and their stay in the Czech Republic is not conditioned by any residency permit. With the entrance of the Czech Republic into the European Union, all European Union citizens can enter and reside in the Czech Republic without any special restrictions. The only requirement is a valid travel document, which in this case is an Identification card. Regardless of the purpose and length of stay, European Union citizens do not need visas.

European Union citizens do not need a special residency permit when staying in the Czech Republic up to three months. If the European Union citizen stays in the Czech Republic longer than three months, for example if he/she is a student, employed, owns a business or is doing any other activity, he/she is entitled (not obligated) to apply for a “residency permit for European Union citizens”. Issuance of such a permit, however, is not a condition for staying in the Czech Republic, not even when he/she is a student, employed, owns a business or id doing any other activity. There are many other cases when a European Union citizen has to apply for a special residency permit, such as to enable a family member who is not a member of the EU to apply for such a permit, etc.

Special residency permit is understood to be a permit for a long-term or a short-term residency. The same procedure for entry and residency that is valid for EU citizens is also valid for the citizens of Switzerland, Norway, Iceland, and Lichtenstein. Fore more information please see http://www.mvcr.cz.

Obligations of students

Upon arrival, students from non-EU countries are obliged to register after arrival with the Foreign Police, if it has not been done by the accommodation provider. Students from EU countries have the same obligations.

Non-EU citizens are obliged to check visa procedure before departure with the Czech embassy.

For more information go to: http://www.mzv.cz
Medical Emergencies

In case of emergency or accident please use any hospital, health clinic or Nemocnice na Homolce Hospital (foreign pavilion). Address: Roentgenova 2/37, 150 30 Praha 5, phone: +420 257 271 111

MEDICAL EMERGENCIES

/ Prague 1
address: Palackého 5 | phone: +420 224 949 181

/ Prague 3
address: Koněvova 205 | phone: +420 284 862 149

/ Prague 4
address: Pacovská 31 | phone: +420 241 733 917

/ Prague 5
address: FN Motol, V Úvalu 84 | phone: +420 224 438 590

/ Prague 6
address: Vítězné nám. 13 | phone: +420 233 340 912

/ Prague 7
Dukelských hrdinů 1 | phone: +420 233 370 391

/ Prague 8
address: Budínova 2 | phone: +420 283 842 222

/ Prague 9
address: Lovosická 440/40 | phone: +420 286 881 518

/ Prague 10
address: Plaňanská 573/1 | phone: +420 281 019 213

/ Prague 12
address: Soukalova 3355 | phone: +420 241 047 111

/ Prague 4
address: Pacovská 31 | phone: +420 241 733 918

DENTAL EMERGENCIES

/ Prague 1
address: Palackého 5 | phone: +420 234 321 130
FOREIGN CLINICS

Prague 1
/ GHC Clinic Prague | address: Krakovská 8 | phone: +420 222 211 206 | www.ghc.cz
/ Millenium Dental Care | address: V Celnici 10 | phone: +420 221 033 405 | www.mdc.cz
/ Policlinic at Národní | address: Národní 9 | phone: +420 222 075 120 | www.poliklinikanarodni.cz

Prague 2
/ Poliklinika AGEL (MUDr. Rybka - GP) | address: Italská 37 | phone: +420 221 087 267

Prague 4
/ Canadian Medical Care | address: V Parku 2308/8 | phone: +420 235 360 133 | www.cmcpraha.cz

/ Medicover s.r.o. | address: Lomnického 1705/5 | phone: +420 234 630 111 | www.medicover.com
/ American Dental Associates | address: Hvězdova 33 | phone: +420 241 410 001 | www.americandental.cz

Prague 5
/ Na Homolce Hospital – Foreign Pavilion | address: Roentgenova 2 | phone: +420 257 271 111 | www.homolka.cz

Prague 6
/ Unicare | address: Na Dlouhé lánu 11 | phone: +420 235 356 553 | www.unicare.cz
/ Canadian Medical Care | address: Veleslavínská 1 | phone: +420 235 360 133 | www.cmcpraha.cz

Prague 11

Emergency Calls

Ambulance / 155
Police / 158
City Police / 156
Fire Brigade / 150
Emergency (for foreigners) / 112
Public Transport

Prague offers an excellent public transport system, which makes getting round the city relatively quick and painless. Students could be issued with a form at registration, which they can use to obtain cut-price travel on public transport.

Passes are valid for unlimited travel on any bus, tram or metro line throughout the Prague city area. They are also valid on some suburban train routes up to the city boundary.

**TICKET TYPES AND PRICES**

**Single tickets:**
- Basic transfer ticket (90 min.) – 32 CZK
- With limited transfer options (30 min.) – 24 CZK

**Short-term transfer season tickets:**
- Ticket for **24 hours** – 110 CZK | Ticket for **3 days** – 310 CZK

**Season tickets issued based on provision of personal data of the holder:**
- Type: 5 monthly – civil ticket: 550 CZK – students: 260 CZK
- Type: quarterly – civil ticket: 1 480 CZK – students: 720 CZK
- Type: annual – civil ticket: 3 650 CZK

**Season tickets with optional commencement of validity period issued based on provision of personal data of the holder:**
- Type: 5-monthly/150-day – civil ticket: 2 400 CZK – student: 1 200 CZK
- Type: 10-monthly/300-day – student: 2 400 CZK
- Type: 1 year/365 day – civil ticket: 3 650 CZK

**Luggage transport:**
- Luggage: 16 CZK
- Dog (without a case): 16 CZK
- Bicycle, dog in a case, pram with a child: 0 CZK

**PRAGUE´S METRO AND TRAM ORIENTATION PLAN**

For more information please see: www.dpp.cz
LOST AND FOUD (ZTRÁTY A NÁLEZY) AND SEASON TICKET DUPLICATIONS

Address: Karolíny Světlé 5, Praha 1 - Staré Město, 110 00
phone: +420 224 235 085, counter nr. 8, 9 (please take with you a new photo and ID card or passport)

HOW TO GET HERE

/ From Václav Havel airport Prague to the centre:
take bus no. 119 to Nádraží Veleslavín metro station (15 minutes) | take metro “A line” from Nádraží Veleslavín to Můstek. The centre revolves around the Můstek – Muzeum – Národní Třída triangle, all accessible via the metro or tram. The old town is accessible on foot from Staroměstská or Malostranská metro stations.

/ From the centre to VŠFS Estonská:
take metro “A line” to Náměstí Míru or “C line” to I. P. Pavlova | take tram no. 4 or 22 to Ruská tram stop

/ From the centre to VŠFS Vltavská:
From the center to VŠFS Vltavská (Prague 5 - Smíchov) take metro „B line“ to Anděl/ take tram no 4 to Zborovská tram stop


/ Czech Airlines – www.czech-airlines.com
For a city of its size, Prague is relatively well supplied with cultural activities. Exhibitions of many different kinds are always on show, there are many fine museums, cinemas are cheap by Western standards (and these days almost all foreign films are subtitled, so you do not have to worry about dubbing), the music scene covers everything from organ recitals in beautifully restored Baroque churches, to late-night dance parties in cosy art nouveau basement clubs.

Although institutions like the National Theatre (Národní divadlo) and the Estates’ Theatre (Stavovské divadlo) are worth seeing, they are rather pricey, and are not the only show in town. Alternative music venues like the Roxy or the Akropolis (excellent world/roots/rock concerts) are just as much an essential part of the contemporary cultural scene. Jazz audiences are also well catered for.

To stay informed, pick up a copy of the free weekly listings magazine Houser (mostly in Czech), buy the Prague Post (Prague’s English-language weekly), or look out for the Fan listings guide (posted on hoardings and notice-boards around the city). You can also find information about Prague cultural events via Internet:
/ www.praguеwelcome.cz (English)
/ www.czechtourism.com/home (English, Chinese, French, German, Italian, Polish, Russian, Spanish)
/ www.myczechrepublic.com (English, German, Italian, Russian)
/ www.czech.cz (English, German, French, Spanish, Russian)
/ www.praha-mesto.cz (English)

**SITES ON UNESCO WORLD HERITAGE LIST IN THE CZECH REPUBLIC**

Prague, Kutná Hora, Český Krumlov, Telč, Lednice – Valtice area, Zelená Hora – Church of St. John Nepomuk, the castle and gardens of Kroměříž, Holašovice, Litomyšl castle, Holy Trinity Column in Olomouc, Tugendhat Villa in Brno, The Jewish Quarter and St. Procopius´ Basilica in Třebíč
WHERE TO GO FOR MUSIC
/ Palác Akropolis | address: Kubelíkova 27, Prague 3
www.palacakropolis.cz
/ Futurum | address: Zborovská 7, Prague 5
www.futurum.musicbar.cz
/ Lucerna Music Bar | address: Vodičkova 36, Prague 1
www.musicbar.cz
/ Rock Café | address: Národní 20, Prague 1
www.rockcafe.cz
/ Vagon – Music pub and club | address: Národní 25, Prague 1
www.vagon.cz
/ Retro music Hall | address: Francouzská 4, Prague 2
www.retropraha.cz
/ PopoCafePetl Music Club | address: Újezd 19, Prague 1
www.popocafepetl.cz

WHERE TO GO CLUBBING
/ Roxy | address: Dlouhá 33, Prague 1
www.roxy.cz
/ Karlovy Lázně | address: Smetanovo nábřeží 198, Prague 1
www.karlovy lazne.cz
/ Klub Lávka open air | address: Novotného Lávka 1, Prague 1
www.lavka.cz
/ Radost FX | address: Bělehradská 120, Prague 2
www.radostfx.cz
/ Mecca club | address: U Průhonu 3, Prague 7
www.mecca.cz
/ U Zlatého stromu | address: Karlova 6, Prague 1
www.zlatystrom.cz

WHERE TO EAT CZECH
/ Švejk restaurant | address: Široká 20, Prague 1
www.svejk.cz
/ U Pivrnce restaurant | address: Maislova 3, Prague 1
www.upivrnce.cz
/ U Fleků | address: Křemencova 11, Prague 1
www.ufleku.cz
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