

INTERNATIONAL STUDENT GUIDE



Kick off your uni life in Karvina!
Karvina



**SILESIA
UNIVERSITY**

SCHOOL OF BUSINESS
ADMINISTRATION IN KARVINA

Dear Students,

Thank you for choosing the Silesian University and Congratulations on admission! It is now time to start preparing for your travel and arrival in Karviná. Inside this guide, you will find pre-arrival instructions as well as other information that you might find useful during your first days at the university.

The guide is designed to answer most of the questions that you might have - whether you are a full-time degree, an exchange or a visiting student. If you have any other questions, feel free to reach out to us at international@opf.slu.cz.

We look forward to seeing you soon in Karviná!



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OBTAINING A VISA

Long-term visa and residence permits processing is solely under the authority of **Czech embassies abroad** and the **Czech Ministry of the Interior (MOI)**.

STUDENTS FROM EU/EEA AND SWITZERLAND

Students from EU/EEA countries and Switzerland are exempt from student visa requirements. To enter Czechia, EU students only need a valid **passport or national ID card**. Holders of a long-term residence permit or a long-term visa for the study purpose issued by a different EU member state may also stay in Czechia without a visa for up to 1 year. This visa-free stay only applies to participants of exchange programs (e.g. Erasmus) and their permit/visa must include the term "student" as well as the name of the exchange program.

NON-EU STUDENTS



Students from countries outside the EU are required to obtain a **visa or a residence permit**. A Czech visa is issued by the Czech embassy or consulate in your home country. Please note that the whole procedure can take up to 60 days or even more, so it is recommended to apply for the visa well in advance. Check the website of your local embassy (based on your residence address) and the Ministry of Interior of the Czech Republic for the latest information on visa/permit requirements.

OBTAINING A VISA

Non-EU citizens can apply for **short-term visas** (for stays up to 90 days), **long-term visas** (for stays over 90 days up to 1 year) or **long-term residence permits** for the purpose of studies (students arriving for more than 1 year).

APPLICATION DOCUMENTS

The following documents are usually required for receiving a student visa or a residence permit. Please note that all the documents must be presented in original or official certified copies and in Czech language or official certified translations into Czech and can not be older than 180 days (except for the photo and passport).

- application form
- a valid passport
- 2 passport photos
- proof of funds for the stay
- health insurance*
- confirmation of accommodation
- confirmation of acceptance
- abstract from the Register of Criminal Records



*As a result of International Treaty on Cooperation in the Area of Health and Social Security, medical travel insurance is not required from citizens of **Bosnia and Herzegovina, Croatia, Cuba, Japan, Macedonia, Montenegro, Turkey and Serbia**. The same exception applies to participants of the **Erasmus+ program, Fulbright scholarship program, European Voluntary Service of the EC Youth in Action program, as well as holders of EHIC or GHIC**.

OBTAINING A VISA

Immediately after your admission, our faculty staff will ask you to **confirm your current address** and send you the following documents needed for a visa/residence permit application:

- confirmation of acceptance,
- confirmation of accommodation (for those who apply for accommodation at the university dormitory).

STUDENT MODE

Silesian University (SU) participates in the project of the Czech Ministry of Education, Youth and Sport called "**Student Mode: a concept for facilitating the visa procedure for a specific group of students from third countries**". It's a concept of visa facilitation for students-foreigners from selected non-EU countries who are admitted to study at higher education institutions in Czechia and at the same time they are enrolled in the Student Mode. The students and successful applicants from eligible countries are contacted by our faculty staff regarding enrollment in the Student Mode.



NOSTRIFICATION

Full-time degree students admitted to our study programs are required to recognize their previous foreign education in Czechia. We recommend starting this process right after admission, as the whole procedure can take more than 1 month.

Application for recognition of previous foreign higher education can be sent to **any Czech public university that offers a similar study program**. Students are advised to contact our faculty (at international@opf.slu.cz) prior to sending their applications to make sure their diploma can be recognized at our university.

APPLICATION DOCUMENTS

For recognition of **foreign higher education** it is necessary to submit the following documents:

- application form
- receipt of fee payment
- legally attested copy of a Diploma or a similar document on graduation
- legally attested copy of a Diploma Supplement or list of completed exams

If the documents attached to the application are not in Czech or English, the applicant must enclose their certified translation into one of those two languages.



NOSTRIFICATION

Diplomas issued in **Hungary, Poland, Slovakia or Slovenia** are valid in Czechia; no certificate of recognition of foreign higher education is required.

DOCUMENT AUTHENTICATION

The type of legalization of your academic documents (Diploma and Diploma Supplement) to make it valid in the territory of Czechia depends on whether (or not) the country in which the document was issued has established an administrative cooperation with Czechia and, where appropriate, in what form is the cooperation. Generally, we distinguish between **3 types of cooperation**:

- signatory states of bilateral agreements
- signatory states of the Hague Convention (Apostille)
- no administrative cooperation agreement (superlegalization)



More information on nostrification in general can be found at msmt.gov.cz or on our [website](#).

LIST OF COURT INTERPRETERS AND NOTARIES



A list of court interpreters is available at the [Ministry of Justice](#) website. A list of notaries is available at the [Notarial Chamber of the Czech Republic](#) website.

HEALTH INSURANCE

It is each student's responsibility to have a sufficient medical, accident or personal liability and possessions insurance valid for Czechia, before they leave their home country. The Silesian University is not responsible for any costs stemming from missing or insufficient insurance.

EU STUDENTS



EU citizens (as well as citizens of Norway, Iceland, Liechtenstein and Switzerland) who have a **European Health Insurance Card (EHIC)** or UK citizens holding a **Global Health Insurance Card (GHIC)** are entitled to use it for urgent health care in Czechia free of charge.

It is also highly recommended to have a supplementary travel health insurance. The students shall contract such insurance in their home country before their arrival in Czechia.

HEALTH INSURANCE



Due to Int. Treaty on Cooperation in the Area of Health and Social Security, health insurance is not required from citizens of **Bosnia and Herzegovina, Croatia, Cuba, Japan, Macedonia, Montenegro, Turkey and Serbia**. The same exception applies to participants of the **Erasmus+ program, Fulbright program, European Voluntary Service of the EC Youth in Action program and EHIC or GHIC holders**.

The students shall register their EHIC/GHIC or special forms (in case of international agreements) within any insurance company operating in Czechia upon their arrival. Such registration is free of charge.

NON-EU STUDENTS

All non-EU nationals entering Czechia and **staying in its territory for more than 90 days** shall take out travel medical insurance covering **comprehensive health care** within 90 days of entering Czechia. This obligation does not apply to foreign nationals covered by the Czech public health insurance scheme, or whose health care is covered under an international agreement, or who hold a valid EHIC and GHIC health insurance card.



The comprehensive health insurance must be taken out exclusively with **Pojišťovna VZP, a.s.** company.



APPLY FOR HOUSING

All international students have guaranteed accommodation in our **University Dormitory "Na Vyhlídce"** for a reasonable rental fee. Besides accommodation, the campus Na Vyhlídce is home to our University Library, Professional Center for Tourism, Department of Tourism and Leisure Activities, International Relations Office, Gym and even some classrooms.

RECEPTION

Available 24/7
Tel.: +420 596 398 501

Accepting cash (CZK),
VISA, MasterCard,
American Express, JCB,
UnionPay

ADDRESS

VŠ Koleje
Slezská univerzita
Na Vyhlídce 1079/1
Karviná 735 06
Czechia



APPLY FOR HOUSING

Students can rent our **double rooms** that are fully-equipped with furniture, pillows, blankets, bed sheets and Eduroam Wi-Fi. Two neighboring double rooms share a bathroom and a fridge. The shared kitchen located on the same floor is equipped with a microwave oven and a cooker, dishes are not available. Check actual monthly rent [here](#). A refundable deposit has to be paid by each student before arrival (online by card) or during check in, at the latest.

FRIDGE, CLEANING AND LAUNDRY

The fridge shared by 2 double rooms is available for a fee monthly. The students are responsible for cleaning their own rooms and cleaning utensils are provided to them (mops, brooms). The common places such as the hallways and kitchens are maintained in order by the cleaning staff.

Laundry services (**washing and drying machine**) are available, but not included in the rent. Bed sheets can be regularly changed by the students twice a month for no extra charge.

DINING

Students can use shared **kitchens** located on each floor of the dormitory building or visit a faculty **bistro**. There is also a large selection of **restaurants** located within a few meters from the main faculty building. Vending machines are available in all faculty buildings. Refreshments and toiletries can also be purchased at the dormitory reception.

APPLY FOR HOUSING

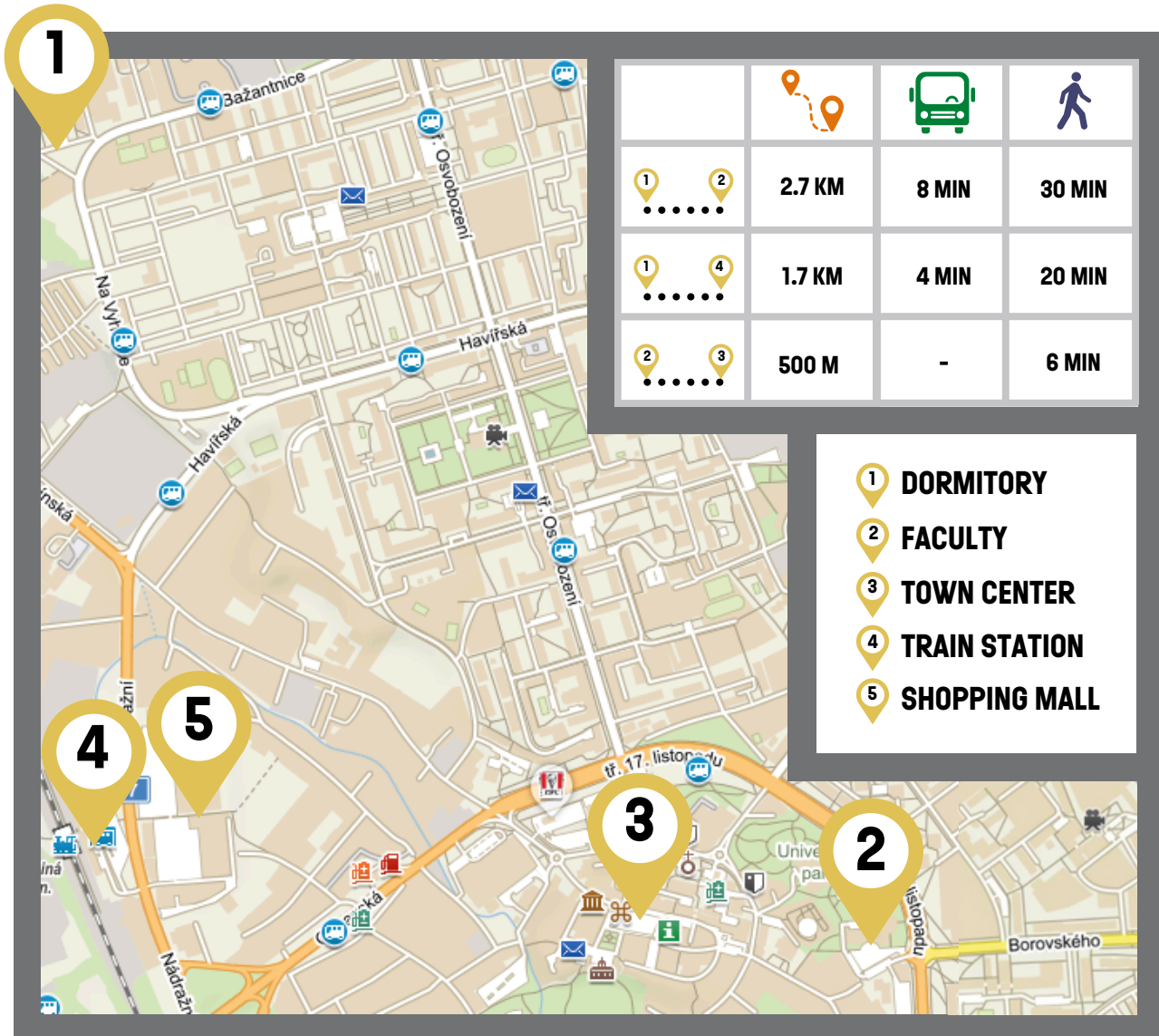
Students who wish to stay in the university dormitory have to complete their application for accommodation, instructions for which can be found on our **website**. Exchange and visiting students shall upload their applications directly inside their application at **mobility.slu.cz**.

ACCOMMODATION INSTRUCTIONS

- 1) The students are obliged to confirm their **accommodation period** and pay the **deposit** (online by card) before your arrival to the dormitory or as soon as the visa is issued, and flight details are known. In an appropriate case, the deposit can be paid during check-in.
- 2) The **accommodation contract** with pre-announced accommodation period will be prepared for each student at the dormitory reception and shall be signed during check in.



APPLY FOR HOUSING



WHAT TO BRING WITH

CLOTHING

We recommend that you bring most of the personal clothing that you will need, including at least one outfit of your **traditional clothing** for special events. Most students wear casual clothing (jeans, t-shirts, sweatshirts) to class. For the months of October through February, you will need **winter clothes** (jacket, sweaters, boots, hat and gloves). You can also buy these here for reasonable prices.

TRADITIONAL ITEMS

You may also find it helpful to bring traditional **spices** (well-sealed for Customs), special cooking or eating utensils. You can also bring a set of **small and inexpensive gifts** from your home country.

OTHER THINGS

As kitchens are not equipped with dishes, we recommend bringing some basic dishes that are easy to carry. Take at least 2 passport size (35 x 45 mm) **photos** with white background, you will need them for making student cards. Exchange and visiting students are also advised to bring some **information brochures** about their home universities. Are you taking a math or economics class? Don't forget your **calculator**!

CUSTOMS



Information about amounts which you can bring into the Czech Republic and which goods are exempt from customs duty, VAT and consumer tax can be found [here](#).

TRAVEL TO KARVINÁ

There are several options how to get to Karviná. The closest airports you can use for arrival in Czechia are: **Ostrava (OSR)**, **Brno (BRQ)**, **Pardubice (PED)** or **Prague (PRG)**. Prague Airport operates two terminals. Terminal 1 is designated for departures and arrivals to countries outside of the Schengen Area while Terminal 2 handles departures to the Schengen Area member states. Another option is to arrive in international airports of our neighboring countries, such as **Katowice (KTW)**, **Krakow (KRK)**, **Bratislava (BTS)** or **Wien (VIE)**.



TRAVEL TO KARVINÁ

AIRPORT EXPRESS FROM PRAGUE AIRPORT

Students arriving in Václav Havel Airport Prague can use the **Airport Express (AE)** bus operated by the Czech Railways (České dráhy - ČD). The AE bus line operates daily at regular **30-minute intervals** and the ride takes about 45 mins. In the direction of the **Prague main train station** (*Praha hlavní nádraží* or *Praha hl.n.*), this connection can be used from **5:30 a.m. until 8:53 p.m.** The line is served mostly by low-floor buses providing easy boarding and sufficient space for stowing luggage.

It is possible to purchase PID (Prague Integrated Transport) tickets intended for the AE line at ČD ticket counters at the airport, from the driver of an AE bus or at DPP (Prague Public Transit Company) sales points for **CZK 100**.



TRAVEL TO KARVINÁ

If your flight to Prague arrives later than 6:00 p.m., we recommend making a hotel reservation for the night in Prague and taking a train to Karviná on the next day. You can look for accommodation e.g. at www.booking.com.

SEARCHING FOR TRAINS AND BUSES

When searching for train and bus connections to Karviná, whether it is from Prague or one of our neighboring countries, use the **IDOS timetables**. We recommend downloading IDOS app to your phone, as you will use it on daily bases. In IDOS, you can search for long-distance trains, buses and even public city transport connections. It is also possible to buy train tickets inside the app. In case you are a holder of an ISIC card, you can get a student discount.

CONFIRMING ARRIVAL DATE AND TIME

Once your flight, train and/or bus transportation details have been arranged, you will need to **notify the International Relations Office and your buddy** (see Page 21) **of your arrival date and time**.



WHEN TO ARRIVE

The preferred arrival date for the winter semester (September - February) is **by September 15** and for the summer semester (February - June) **by February 15**. The recommended arrival date depends on the orientation dates and the exact start of classes each year. Please see below and check the specific dates prior arranging travel.

ACADEMIC CALENDAR



The **classes of the winter semester** usually start around September 20th and last till Christmas. The exam period begins right after New Year and ends around February 20th, when the **classes of the summer semester** start. Lectures of the summer semester last till around May 20th, followed by an examination period ending on June 30 each year. Check out the recent academic calendar [here](#) or see its brief version at www.slu.cz/opf/en/academiccalendarin.

WELCOME DAYS



Just one week before classes start (usually Wednesday - Friday), we organize **Welcome Days** for the newly arrived international students. In order to attend this orientation, we strongly recommend to arrive in Karviná by the preferred dates, as mentioned above. This will give you time to arrive at SU SBA and get settled.



Your attendance at Welcome Days is highly recommended, as it will allow you to complete tasks like: registering for classes, meeting your coordinators, ordering student cards, setting up a bank account, getting a SIM card, shopping for supplies, meeting your classmates, learning about life at SU SBA, in Karviná and Czechia. You can also attend group trips and excursions!

BUDDY PROGRAM

Ease your first steps at the University! The Buddy Program is about connecting our student-volunteers with incoming international students in order to provide you, the international students, a helping hand at the beginning of your stay and giving our local students an opportunity to practice a foreign language and to meet students from abroad.

HOW CAN A BUDDY HELP ME?

Your buddy should be there for you to **answer any questions** you might have regarding your studies or your stay in Karviná. On top of that, a buddy:

- picks you up at the train station in Karviná
- explains you how the public transportation works
- helps you to check in in the dormitory
- shows you the dormitory and faculty buildings
- gives you tips on where to go and what to see
- helps you with first shopping
- assists you when opening a bank account
- helps you to get a SIM card
- stays in touch during the whole semester



Buddies also organize **joint trips and social activities** for the international students throughout the semester.

The Buddy Program is a volunteer-based activity of our local students, managed by the International Relations Office and is free of charge for all of our international students.

BUDDY PROGRAM

HOW TO CONNECT WITH A BUDDY

Once your arrival date is confirmed, please inform the International Relations Office. We will then share your details with the Buddy Team, so they can match you with a local student.

A local student volunteer will be assigned to you as your Buddy. You will receive an email from them introducing themselves. It's important to **get in touch with your Buddy as soon as possible**. Sometimes, responses may take a little time, so the earlier you establish contact, the smoother your arrival experience will be.

Your Buddy can provide guidance even before you arrive – helping with questions about accommodation, transportation from the airport, or general student life. Once you are on campus, they can assist with practical matters, such as getting a student ID, finding lecture halls, or discovering the best places to eat and shop.



DISCOVER KARVINÁ

Karviná is a **university town** situated in the **Moravian-Silesian Region** on the northern periphery of the foothills of the **Beskydy Mountains** in the Olše river valley, just a few kilometers to **Poland or Slovakia**. Much different from major metropolitan cities, yet pretty close to them - half an hour to Ostrava, 2 hours to Katowice or 4 hours to Bratislava or Vienna. Many students called Karviná their second home, due to its **peacefulness, safety** and **friendly people**.

 Tripadvisor



 MSK



DISCOVER KARVINÁ



With about 50,000 inhabitants, it is not a busy town, yet offers bunch of leisure activities, sights and **greenery**. Karviná used to be an industrial town for many decades, famous for its **coal mining**. The town has been undergoing a progressive restructuring as a result of changing times. It is currently concentrating on other economic activities, such as **spa tourism**.



DISCOVER KARVINÁ

Karviná has a beautiful historic centre with a renovated town square, fountain and **Fryštát Chateau**. Just behind the Chateau, there is a **large castle park** with a lake and a small zoo with an enclosure for deer. Many people travel from far away to see our town's wonder - "**Karviná Pisa**" - the slanted church of St. Peter of Alcantara.



DISCOVER KARVINÁ

The most famous sports club in the city is undoubtedly **HCB Karviná**. This handball club, founded in 1955, has won the national championship several times and participated in the most prestigious European club competition - the Champions League. Another important club is **MFK Karviná**, which since the 2016/2017 season has played in the highest Czech football competition.



DISCOVER KARVINÁ

Since 2016, the Faculty, together with the Statutory City of Karviná, has been running a multifunctional centre to support entrepreneurship - **Business Gate**. BG provides **support for startups, workshops** for entrepreneurs and shared **co-working space** for the students as well as public. The Business Gate is not only a space, but also a **community** of people who are passionate for new trends in all areas of business.

BUSINESS GATE ACADEMY

One of the BG pillars is Business Gate Academy, which **links students with potential employers**. Student teams work on a specific assignment for the whole semester with a help of mentors and lecturers. At the end of the term, the final presentation for company representatives takes place. If companies are satisfied with the final result, they can decide to buy the solution from students. Participation in Business Gate Academy is worth **4 ECTS!**

CONTACT

Poštovní 615/19
Karviná - Fryštát
733 01

+420 596 387 368
info@businessgate.cz
www.businessgate.cz



HOURS

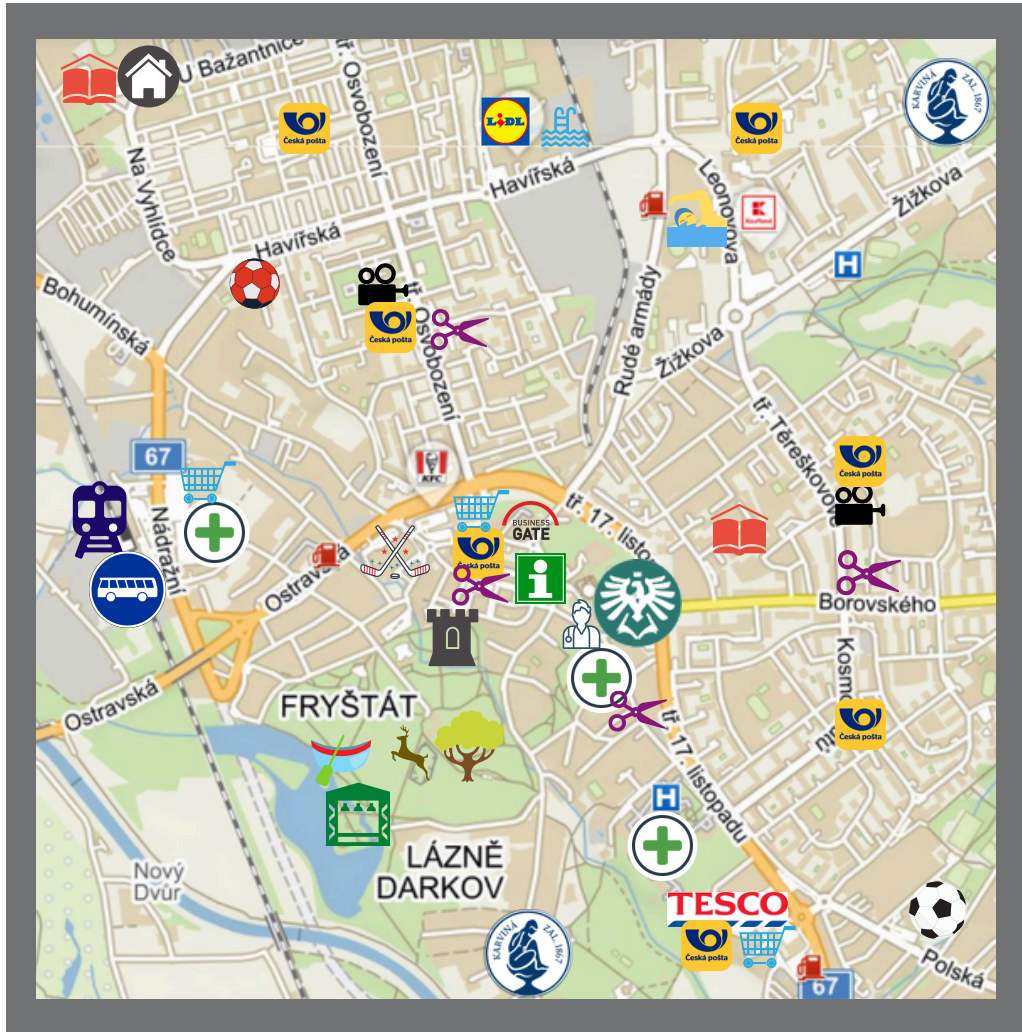
Mo: 8:00 – 17:30
Tu: 8:00 – 17:30
We: 8:00 – 17:30
Th: 8:00 – 17:30
Fri: 7:30 – 12:00
























FLYER FOR DOWNLOAD



DISCOVER KARVINÁ



-  tourist center
-  hospital
-  pharmacy
-  faculty doctor
-  chateau
-  concerts
-  boat rent
-  deer
-  Darkov Spa
-  hairdresser
-  cinema
-  shopping center
-  post office
-  SILESIA UNIVERSITY
SCHOOL OF BUSINESS
ADMINISTRATION IN KARVINÁ

-  train station
-  ice hockey
-  handball
-  dormitory
-  bus station
-  football
-  library








ABOUT CZECHIA

The Czech Republic, or Czechia, holds a strategic position in the **heart of Europe**. It became independent on 1 January 1993 as the successor state of **Czechoslovakia**, before which it existed as one of the two republics of the Czechoslovak Federation. According to its constitution, the Czech Republic is a parliamentary, **democratic state**. Czechia is a member of the European Union, the North Atlantic Alliance, the United Nations, the Organisation for Economic Co-operation and Development, the Visegrad Group and other international structures.

Czechia is a **landlocked country** sharing its borders with Germany to the west, Poland to the north, Slovakia to the east and Austria to the south. Administratively, it is divided into 14 autonomous regions. The capital is **Prague**, which is also one of the regions and a political, economic and culture centre of the country. For travelling tips, see www.visitczechrepublic.com.

COUNTRY FACTS

-  **Czech** language
-  **10.7 million** inhabitants
-  **Prague**, the charming capital
-  **Parliamentary Republic**
-  **EU member state** since 2004
-  **USD 53,079.9** GDP (PPP) p.c.¹
-  **12th safest** country²

-  **Czech Koruna (CZK)** currency
-  **4 seasons**
-  **-4 °C** (Jan) / **24 °C** (July) on avg.
-  **26 higher education institutions**³
-  **12th most sustainable** country⁴
-  **5th most affordable in Europe**⁵
-  **EUR 500-750** student living costs⁶

Source 1: *The World Bank*, 2023; Source 2: *The Global Peace Index*, 2024; Source 3: *The Ministry of Education, Youth and Sports*, 2023; Source 4: *The Sustainable Development Report 2024*, SDSN; Source 5: *Global Citizen Solutions 2025*; 6 - Covering accommodation, food, transportation and entertainment. Study in Czechia

ABOUT CZECHIA

PUBLIC HOLIDAYS



The following list contains a calendar of public holidays in Czechia. Please note that on the red-marked holidays, shops larger than 200 square meters are closed. More information about public holidays and its historical significance can be found [here](#).

1 January New Year's Day, Day of the Restoration of the Independent Czech State

Good Friday - tentative

Easter Monday - tentative

1 May May Day / Labour Day

8 May Liberation Day

5 July St Cyril and St Methodius Day

6 July Jan Hus Day

28 September Statehood Day (St. Wenceslas Day)

28 October Independence Day (Independent Czechoslovak State Day)

17 November Struggle for Freedom and Democracy Day

24 December Christmas Eve (selected shops can be open until 12:00)

25 December Christmas Day

26 December The 2nd Day of Christmas (St. Stephen's Day)

ABOUT CZECHIA

MEDICAL CARE

Health care is provided by state and private medical facilities. In case of a sickness (flu, mild pain and other common health problems), please **contact your buddy** who can accompany you to our faculty's general practitioner. You can also use **online medical counseling** offered to all PVZP insurance clients for free. In the event of a sudden illness or injury, you can visit the **emergency located in any hospital**. It is advised to contact your insurance company first, to receive guidelines and a list of contracted and recommended health care providers. You should also contact your buddy or International Coordinator. In cases of a sudden **serious illness or any other serious danger**, you can **call 112** all over the country. Misuse of this emergency line is punishable!

ORGANIZATIONS HELPING FOREIGNERS

In the Moravian-Silesian Region, there are 2 organizations that offer **free legal and social counselling**, Czech language courses, sociocultural courses, public activities and events for foreign nationals. Both of them are located in Ostrava.



**Center for Support of
Integration of Foreigners**

Českobratrská 2227/7
702 00 Ostrava
icostrava@suz.cz



Ostrava Expat Center

Českobratrská 1888/14
702 00 Ostrava
info@ostravaexpat.eu
www.ostravaexpat.eu

ABOUT CZECHIA



To learn more about living and studying in Czechia, please visit www.studyin.cz. Study in the Czech Republic is an initiative of the Czech National Agency for International Education and Research established by the Ministry of Education, Youth and Sports of the Czech Republic. It provides essential information about the higher education system, study opportunities and student life in the Czech Republic.



The agency also coordinates the **national Alumni programme** aimed at international alumni, who have studied at a Czech higher education institution, no matter how long, so degree, exchange as well as visiting students are all invited to join the programme.



ABOUT CZECHIA

USEFUL APPS



Erasmus+ App - Gives information on Erasmus+ mobility programmes and guides participants through their mobility process via a series of online tools.



IDOS Timetables - Timetables of all kinds of public transport in the Czech Republic, including city transport; you can also find the closest stop according to your location.



Mapy.cz - Czech version of Google maps offering much more local detail, you can also download offline maps.



Dáme jídlo - The easiest online food ordering app with the biggest selection of restaurants and delivery services in all regions of the Czech Republic. Payment by card / on delivery.



Duolingo - Learn Czech with the world's most-downloaded education app! Duolingo is the fun, free app for learning 35+ languages through quick, bite-sized lessons.

ABOUT CZECHIA

USEFUL SITES



expats.cz

The Czech Republic's #1 English-language resource and expatriate community website offering latest news, job listings, real estate listings and much more.



Free public information service and expat community center for Ostrava and the Moravian-Silesian region.



Radio Prague International is the official international broadcasting station of the Czech Republic available in several languages.



Numbeo is the world's largest crowd-sourced cost of living database. Compare cost of living in your country and in the Czech Republic!



The official website of the Moravian-Silesian Region including travelling tips, news or other practical information for foreigners.

CONTACT DETAILS

INTERNATIONAL RELATIONS OFFICE



The International Relations Office (IRO) will be your first contact point at the university. We are located in the main faculty building (Univerzitní nám. 1934/3, 733 40 Karviná) - rooms **A302**, **A110**, **A330** and also in the student dormitory (Na Vyhlídce 1079/1, 735 06 Karviná) - room **VA111**. It is advised that you visit the IRO during our office hours and arrange an appointment in advance, by email.

INTERNATIONAL COORDINATORS



**RADMILA
UNUCKOVÁ**

 **unuckova**
@opf.slu.cz

 **A302**



**RASTISLAV
STERANKA**

 **steranka**
@opf.slu.cz

 **A110**



**VERONIKA
MAŘKOVÁ**

 **matkova**
@opf.slu.cz

 **A302**



**OLHA
HODUNOVA**

 **hodunova**
@opf.slu.cz

 **A330**

CONTACT DETAILS

FACULTY INFO

NAME OF THE UNIVERSITY	Silesian University in Opava
NAME OF THE FACULTY	School of Business Administration in Karvina
ERASMUS CODE	CZ OPAVA01
FACULTY ADDRESS	Univerzitní nám. 1934/3, Karviná 733 40, CZ
CLOSEST BUS STOP	Fryštát, univerzita
BUS NO. FROM DORMS	512, 513, 518
FACULTY WEBSITE	www.slu.cz/opf/en
IRO E-MAIL	international@opf.slu.cz



DORMITORY INFO

NAME OF THE DORMITORY	Vš Koleje Na Vyhlídce
DORMITORY ADDRESS	Na Vyhlídce 1079/1, Karviná 735 06, CZ
CLOSEST BUS STOP	Nové Město, U Bažantnice
BUS NO. FROM FACULTY	511, 513, 516
BUS NO. FROM TRAIN STATION	512, 513, 518
CONTACT PERSON	Mrs. Eva Šoóšová
CONTACT PERSON E-MAIL	soosova@opf.slu.cz
ACCOMMODATION INFO	https://www.slu.cz/opf/en/accommodation



AFTER ARRIVAL

The long-awaited D-Day is here! **Welcome to Karviná and the Czech Republic!** If you contacted your buddy, you will be picked up at the train station in Karviná (see Page 22 how to connect with a buddy). Your new friend will take you to the student dormitory and help you with check in. From the main train station (which is also a bus station), it is just about 1.7 km, a 20-min walk or a 5-min bus ride. A bus ride will cost you CZK 20 per ride. Buses no. 512, 513 and 518 will take you from the train station (bus stop **Fryštát, aut. nádr.**) to the dormitory (bus stop **Nové Město, U Bažantnice**). See Page 19 on how to search for bus connections on IDOS app. You can also take a taxi for CZK 70-150. Taxis are usually waiting in front of the train station.

CHECKING IN AT DORMITORY

To check-in at the reception, you will need to show your **travel document** (e.g. passport and visa, EU ID card), sign a check-in document, pay the **accommodation deposit** of CZK 3,000 (unless you haven't paid online in advance) and sign the **accommodation contract**. The contracted accommodation period has to be reported by each student in advance (see Pages 12-14 for more details on accommodation). The first rent (proportional amount of the monthly rate –based on your arrival date) is due a few days after your arrival. Then, the rent is due on the 1st day of each month in cash (CZK) or by card. You can also ask for temporary **Wi-Fi login details**, which you can use till you get the official Eduroam Wi-Fi login details, after enrollment.



AFTER ARRIVAL

LIVING OUTSIDE THE UNIVERSITY DORMITORY?

If you decide to live outside the dormitory, do not forget about the obligation to register within the Czech Foreign Police upon your arrival. Students accommodated in university dormitory or any other accommodation provider (e.g. hotel or hostel) are not required to follow this obligation. Non-EU students should report their arrival at the Foreign Police **within 3 working days** after entering Czechia. The same obligation applies to EU students, but within 30 days after their arrival.

FIRST DAYS IN KARVINÁ

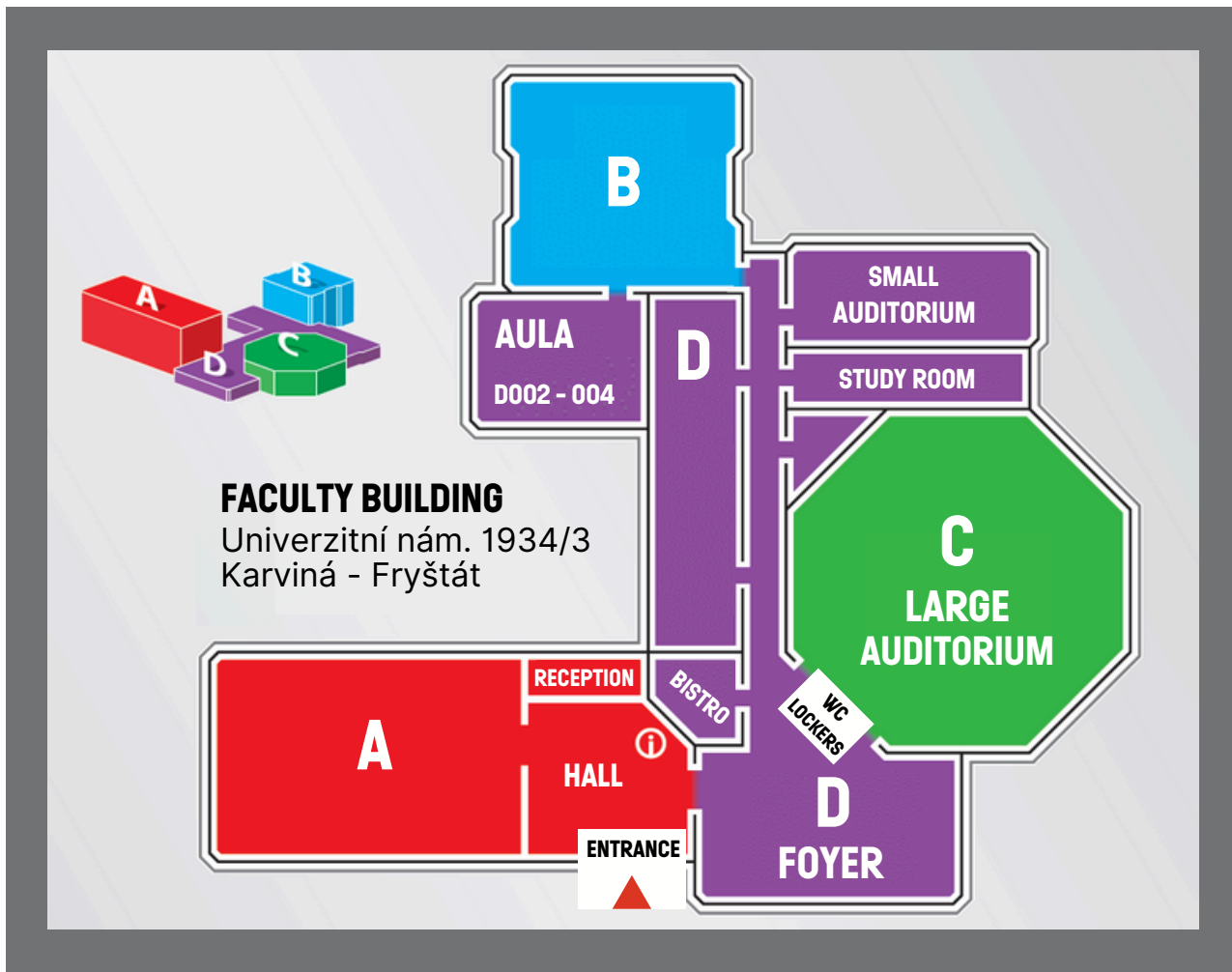
If you manage to arrive just one week before classes start, you will get a chance to take part in **Welcome Days** for the newly arrived international students. Your **attendance on Welcome Days is highly recommended**. What can you look forward to? You will get a chance to:

- register for classes
- meet your coordinators
- order student cards
- set up a bank account
- get a SIM card
- shop for supplies
- meet with classmates
- learn about life at SU SBA, in Karviná and Czechia
- attend group trips and excursions!



AFTER ARRIVAL

MAP OF THE FACULTY BUILDING



STUDENT CARDS



The student ID card entitles you to **enter all the university buildings**. It can also be used for **printing or scanning**. You should apply for your student card upon your arrival in Karviná and enrollment at karty.slu.cz.

For applying, you will need your university "CRO" login details and a passport-size photo in a digital form. Please note that it usually takes a few weeks for your card to be made.

CARD TYPES



Degree students can choose from a basic university STUDENT card (free of charge) or an ISIC card (250 CZK/year) offering a number of discounts and benefits worldwide. The ISIC card can be renewed each year by purchasing a re-validation stamp again for 250 CZK/year. **Exchange and visiting** students apply for a basic university STUDENT card.



EDUROAM WI-FI



Eduroam Wi-Fi is widely used at most of the universities and other public institutions. Eduroam is **freely available at all university premises** including the dormitory. Once you receive your "CRO" login details (after enrollment), go to moje.slu.cz to create (or change) your Eduroam password.

To connect to Eduroam Wi-Fi, use your **CROusername@slu.cz** and your newly created Eduroam password. In case of specific problems with connection, you can email helpdesk@opf.slu.cz or visit the IT staff in person in the room **A428**, main faculty building.



PUBLIC TRANSPORT

The Czech Republic has one of the most dense railway networks in Europe and a sophisticated system of bus transportation. Timetables of **trains and buses** all around the Czech Republic can be found on [IDOS](#) (see Page 19).

To travel around Czechia, the **train** might be the most convenient mean of transport for students. There is a train station or at least a train stop in almost every town or village in Czechia. Most of the trains are operated by the state-owned company [Czech Railways](#) (České Dráhy). But there are also private operators, such as [RegioJet](#) or [Leo Express](#).



STUDENT CARDS

Students **below 26 years old** can enjoy significant discounts on long-distance trains and buses all around the country by presenting their [ISIC card](#) (see Page 40) or the Czech Railways student card (orange one). The card has to be filled out by the student and stamped by our university. Such card with a personal photo (35x45mm) can be validated at any train station in the Czech Republic. You can pick up a student ID form at the counter at the train or bus station.

The form is titled "ZÁKOVSKÝ PRŮKAZ STUDENT'S CARD" and is for "15-26 let years". It contains the following fields:

- Jméno: First name
- Příjmení: Surname
- Datum narození: Date of birth
- Platí od: Valid from
- do: to
- Z: From
- Do: To
- a zpět

There is a section for a photo: "foto 3,5 x 4,5 cm". At the bottom, there is a field for "Razítko, podpis a záznamy dopravce:" and a field for "Platí i v valid 90 - 186". A barcode area shows "AA * 000000".

PUBLIC TRANSPORT

PUBLIC BUSES IN KARVINÁ



To use public buses in Karviná, we recommend making a **bus card - ODIS card**. With the ODIS card, you can easily get from the dormitory to the main faculty building on daily bases for discounted monthly student rates. Students below 26 years old can charge the card with a **30-days** (CZK 135), **90-days** (CZK 345) or a **5-months tariff** (CZK 550). Without an ODIS card, each bus ride would cost you CZK 20.

HOW TO GET AN ODIS CARD

ODIS card can be applied for in person at the bus station in Karviná (located at the train station) by filling a paper form and submitting a passport size photo (35x45mm) together with a student confirmation (only students below 26 years) or a ČD student card (orange one). Student confirmation is provided to all degree students upon enrollment during Welcome Days. It is also possible to apply for the card online. The fee for issuing an ODIS card is CZK 130 and it usually takes about 14 days to be made.

KARVINÁ BUS STATION

Bus stop: **Fryštát, aut. nádr.**

E-mail: info-karvina@kodis.cz

Mon-Fri:

6:00 – 9:30

10:00 – 16:00

16:30 – 19:00



PRACTICAL INFO

EU students travelling outside their home country to another EU country don't have to pay any additional charges to use their mobile phone. This is known as "**roaming**". Their calls, text messages and data services are charged at domestic rates, i.e. the same price as calls, texts and data within their home country. **Non-EU students** might think of getting a SIM card. Before buying one, just make sure if you really need one. Free Eduroam Wi-Fi is available for you inside the dormitory and all faculty buildings. Free Wi-Fi connection is also usually available in shopping malls, city centers, cafés, libraries or other public places. The tariffs in Czechia are also one of the highest in the EU. For international calls to Czech numbers use the country code **+420 or 00420**.

GETTING A SIM CARD

Before you get a SIM, you would have to decide if you would like to have a **prepaid card or a monthly tariff**. A prepaid card is a good option for exchange or visiting students staying in Czechia just for 1 semester. Tariff programs are tied to a longer period, usually 1 year. You can get a prepaid SIM at a **newspaper kiosk, supermarket** or directly from a **phone operator**, where you can also get a tariff program. There is a phone operator's branch almost in every shopping mall or a city center. You can also get your SIM online. The main phone operators in Czechia are Vodafone, O2 and T-Mobile.



PRACTICAL INFO

OPENING A BANK ACCOUNT

Degree students are advised to open a Czech bank account in order to receive their awarded scholarships. Opening a bank account is **easy and free of charge**. Nowadays, many banks also offer opening an account online with online authorisation. To open a bank account, you will need to show your **ID card or passport**. Sometimes, a residence permit or a student card may be required. Most banks ask for a small deposit payment when opening a new account. Some banks also require a **Czech phone number** in order to receive authorisation codes. Once you open a bank account, don't forget to **update your bank account number in IS SU** under "[Scholarships](#)".

SELECTING A BANK

Almost every bank in Czechia has a website in English and before visiting their branch you can even set up an appointment with English speaking staff. If you are planning to do a lot of international transfers, double-check the price lists of such services. Some banks have free-of-charge credit and debit euro payments. You can also check the offers of so-called "Neo-banks" such as [Revolut](#), [N26](#) or [Monese](#). For a simple money transfer, you can use [TransferWise](#). The following banks have their branches in Karviná:



STUDY INFORMATION

After enrollment, you will receive your 5-digit university number (**UČO**) and login details, so-called "**CRO**" **identity**. With these login details, you will be able to login to our university information systems. A list of our mostly used information systems and websites is given below:

MOJE.SLU.CZ



Used for creating CRO identity, Eduroam set-up and password changes.

IS.SLU.CZ



Main information system, timetables, enrollments, registration for exams,...

MAIL.OPF.SLU.CZ



University e-mail client, complete address book, calendar, tasks, notes.

SLU.CZ/OPF/EN



Official faculty website, study-related documents upon login, news,...

ISKAM.OPF.SLU.CZ



Dormitories and catering system, main account history, online payments.

SLU.CZ/SLU/EN



Official university site, news, contacts, history, gallery,...

STUDY INFORMATION

STUDENT TIMETABLE

Upon enrollment, you can check your timetable in IS SU in [CALENDAR](#). In case of any timetable changes during the semester, you will be informed by e-mail. We highly recommend **checking your official university email often** and only use your university e-mail address when communicating with your teachers or other non-academic staff.

	8:55	9:45	10:35	11:25	12:15	13:05	13:55	14:45	15:35	16:25	17:15
Mon			INMNASTZ Statistical Data Processing D. Bartl A412		INMNASTZ/01 Statistical ... D. Bartl A412						
Tue						PEMNAOOR Trade Organizations M. Klepek A412		PEMNAOOR... Trade Org... M. Klepek A412	OPFNASDP/01 Master Thesis Seminar + R. Šperka, M. Stoklasa, I. Palečko... B206		
Wed				PEMNAMEK Managerial Economics Ž. Rylková B206		PEMNAMEK/01 Managerial Economics Ž. Rylková B206					
Thu	PEMNASMR Strategic Marketing M. Stoklasa A412		PEMNASMA Strategic Management Š. Zapletalová A406		PEMNASMA... Strategic ... Š. Zapletalová A406			EVSNAMIB Microeconomics I. Majerová A406		EVSNAMIB/01 Microeconomics I. Majerová A406	
			PEMNASMR... Strategic ... M. Stoklasa A412	PEMNAPMO International Business Law T. Gongol A412							

Classes usually take place from **8:05 am till 6:00 pm**. Each course usually has a **lecture** (grey fields) and a more interactive seminar (blue fields), where attendance of 60% - 90% is commonly mandatory. Room numbers starting with **A-D** are located in the main faculty building, room numbers starting with **V** are located in the dormitory (see Page 39).

STUDY INFORMATION

TIMETABLE CHANGES

Exchange and visiting students can make changes to their Learning Agreements (LA) and timetables during the **first 2 weeks** of classes (within 2 weeks after the start of the semester). To request a change in your LA, please contact your International Coordinators at your home and host institution.

Degree students can make changes to their timetables during **the first week** of the semester themselves or they can send an email to is@opf.slu.cz or contact the **International Relations Office** in case of any issues. In your email, always include your UČO number and course code with seminar group number.

Please note that lecture/seminar dates and times for 1 course are usually given so students can not usually choose between more timetable options for 1 course.

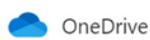
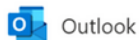
STUDY INFORMATION

MICROSOFT PRODUCTS



MS Teams application can be used during online teaching. Login with your **CROusername@ad.slu.cz** and **CRO password**. For using MS Teams, you need to have a microphone and a camera available/connected to your device. We recommend using a desktop application for any online lecture.

All students have free access to **MS Office** applications online at office.com. The applications can also be downloaded and installed on your PC.



Students can also download other Microsoft products for free and install them on their PC (e.g.: **Windows 10, Visual Studio Enterprise, Project Professional** etc.) by logging with their CROusername@ad.slu.cz and CRO password at azureforeducation.microsoft.com/devtools

TECHNICAL ISSUES?

In case of any technical IT issues, please contact helpdesk@opf.slu.cz. Defects, faults or other maintenance issues related to your accommodation in dormitories, should be reported to service@opf.slu.cz.

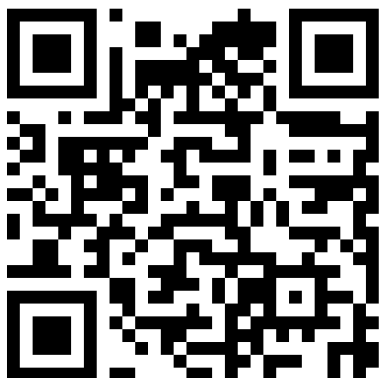
STUDY INFORMATION

TUITION FEES

Degree students are issued a decision on a yearly tuition fee payment a few weeks after their official enrollment. Such decision is being sent by post, e-mail or handed in original. The students have **30 days to complete the payment** from the date of receiving the decision. There are 2 methods of payment - online by card in the IS SU or via bank transfer. The fee is paid in EUR. For specific questions about tuition fees, please contact your study officer.

Visiting students are sent payment instructions by email also within a few weeks of official enrollment. The same due date and methods of payment apply. For any questions, please turn to the International Relations Office at international@opf.slu.cz.

PRINTING



For printing, it is necessary to make a deposit into your main student **ISKAM** account either in the library Na Vyhřídce (in cash), at the dormitory reception (cash/by card) or **simply online by card** at iskam.opf.slu.cz. If you want to make a deposit in person, you need to take your student card with you. Printing is possible from PCs available in the main faculty building and the library, after logging in to network (with CRO identity).

STUDY INFORMATION

Please check the "printer settings" and the **location of the printer** you are printing to before printing - it is listed in the printer's name. There are printers located on the 4th floor (Block A) in the main faculty building or in the library. **Black and white** printing is CZK 1/A4 page and **printing in color** is CZK 2.50/A4 page. You can use the multifunctional printers for **scanning for free**. Scanned files will be sent to your university email address.



You can use so-called **secure printing** - prints are sent to the selected printer, where you attach your student card to the scanner. Check your printing account balance, upload the files and see the status of prints at tisk.opf.slu.cz (login with CRO username and password).

LIBRARY



The library is located on the university campus, in the dormitory building **Na Vyhřídce** offering a selection of English books as well as world-class online databases. The library also offers an **inter-library loan system**, thanks to which you can order books from any other library in Czechia. There is a multifunctional copy machine, PC room, study room and relax corner available for the students.

Please show your student card upon entrance. In case of specific questions, please contact the librarians at knihovnakarvina@slu.cz.

STUDY INFORMATION



**School of Business Administration in Karvina
Silesian University in Opava**

International Relations Office
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