



Palacký University
Olomouc

We are happy to **WELCOME**
you in our **OFFICE**

Inception of the Department *Grand Opening*

20th October 2022



Welcome Office





Palacký University
Olomouc



Mgr. Alena Vyskočilová, DiS
Head Manager of Welcome Office



Bc. Pavel Flekač
Communication with Students
Administrative Support Assistance



Bc. Jan Brzobohatý
Communication with Students
Presentation of History and Culture
Olomouc Coordination



Bc. Jan Orság
Communication with Students
Translation and Text Interpretation



Viktor Slávik
WO Public Relations Coordinator Instagram,
Facebook, LinkedIn



Palacký University
Olomouc

A place to:

**Meet
&
Bond**

**Recieve
comprehensive
guidelines,
applications, and
associated
documents.**

**Access
Information
Resources
(Physically or
Virtually)**

**Enhance
Communication
and Language
Proficiency**

**Engage
and
Socialize
(Activites, Events)**

**Foster
Cross-cultural
Competences**

**Embrace
Values of the
University**



Aim of Support

Undergraduate Students
Bachelor's Degrees

Graduate Students
Master's Degrees
Ph.D. Programmes

Academic Workers and Guests



Welcome Office



Palacký University
Olomouc

Palacký University Faculties

Faculty of Arts



Faculty of Science



Faculty of Education



Faculty of Medicine and Dentistry



Faculty of Law



Faculty of Health Sciences



Faculty of Physical Culture



Sts Cyril and Methodius
Faculty of Theology





Academic life

General Study and Accommodation Information

- Identification **cards** (creating an account, signing up)
- **Library** orientation (book reservation/searching system, library events)
- University **canteens** system (ordering food, pathways to canteens)
- **Faculties** and other university **facilities** (signing up for lectures, **STudy-AGenda** orientation, sport facilities)

Personal life

Information concerning living in Olomouc

- **Support** with the **application** (Department of Asylum and Migration Politics)
- **Medical care** and **well-being** (instructions and process guidelines)
- **City** and downtown **orientation**
- **Travel** to Olomouc and orientation in public **transportation** (DPMO)
- **Banking** systems and accounts (assistance with account creation)
- **Insurance**, medical care and other **therapies**
- **Other** facilities **arrangements**





Palacký University
Olomouc

Navigating the Digital Realm

UP Website Orientation



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Olomouc

WO Website

<https://www.upol.cz/en/welcome-office/>

- **Student cards**
- **Healthcare**
- **Visas**
- **Insurance**
- **Dormitories**
- **Canteen**
- **Public Transport**

- **Phone Services**
- **Job Opportunities**
- **Shopping**
- **Sport**
- **Religion**
- **Libraries, etc.**

Accommodation & services

Dormitories

There are two university accommodation campuses you can choose from: Envelopa and Nefedín campus. Envelopa campus is very close to the city centre while Nefedín is on the outskirts with easy access to walks in nature.

[More information about the university housing options.](#)

[More information on how to book a room in the dormitories, or for your family or friends visiting.](#)

Once you arrive to the dormitories, you will be asked to sign a housing contract and pay a deposit for the accommodation. This, however, does not have to be paid immediately and you can pay the deposit within the first week. Make sure that you pay all the costs (deposit and monthly rent) on time, otherwise you will be put on a list of debtors which can result in you being evicted.



- Dormitories
- Canteens
- Housing and apartments
- Libraries and international cultural centres
- Student organisations and UP Student Club
- UPLIFT language school
- UP e-mail
- Bank account
- Waste management municipal fee

[UP](#) > [Welcome Office](#) > [Arrival to UP](#)

Arrival to UP

If you are planning to travel by plane, you will likely arrive at the International Václav Havel Airport Prague (PRG), Brno Airport (BRQ) or Vienna International Airport (Austria, VIE).

From Prague

Václav Havel International Airport

After the departure, passengers can choose from several options for the orientation from the airport. There is no direct connection between the airport and Olomouc. We recommend using Airport Express, Public transport, or Taxi service to get to Prague Main Railway or Prague Florenc Coach Station, where passengers can board comfortable trains or coaches.

- [How to get from Václav Havel International Airport?](#)
- [How to get from Prague Main Railway Station to Olomouc?](#)
- [How to get from Prague Florenc Coach Station to Olomouc?](#)
- [Interactive maps](#)

[Airport website](#)

[More...](#)



- From Prague
- From Vienna
- From Brno
- Public transport



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<https://www.upol.cz/en/students/>

Palacký University Olomouc

Students

Employees

Alumni

Doctoral SSpace

Contacts



CZ



Students

Faculties

Facilities

Degree Students

Exchange Students

Guide



Learn Czech!
choose from
our language courses



Portál
STAG
Applications



IT services



Library



10
September

Street Art Palacký
9. 9. – 19. 9. 2023



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<https://www.upol.cz/en/students/>

Payments

Guides

Scholarships

**Study
Rules**

Faculties



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Olomouc

STudent AGenda System

Palacký University Olomouc

Students Employees Alumni Contacts CZ

Students Faculties Facilities Degree Students Exchange Students Guide

Learn Czech!
Choose from our language courses

Portál STAG Applications

IT services

Library

19 August
International Summer school in Refugee law and Rights
19. 08. – 28. 8.

04 September
Ecology 2019
4. 09. – 6. 9.

Calendar of Events

Students of the international study programme GLODEP graduated
3. 7. 2019

Students from all over the world studying Czech in summer
6. 6. 2019

UP plans international alliance with four universities
27. 3. 2019

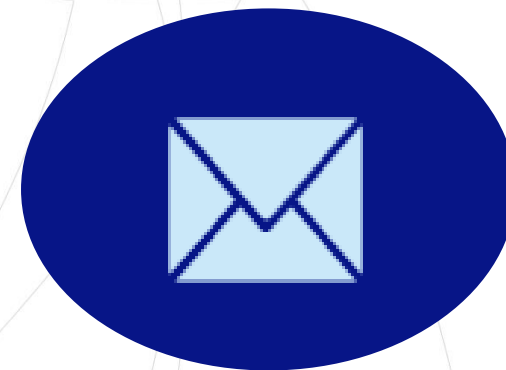
- Access your **study records**
- Check your **schedule**
- Register for **examinations**
- Register for a **study groups**
- Register for elective and **optional subjects**
- Dormitory and canteen



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Palacký University E-mail

When to use it?



Academic
workers
(educators)

Student Affairs
Officers

UP Integral
Departments
(Welcome Off.)

Administrative
Support
Officers (MOI)

frantisek.palacky01@upol.cz



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Enter canteen catering system

Borrow books in libraries

Copy and print

Access building or lecture
rooms



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Mastering Residency

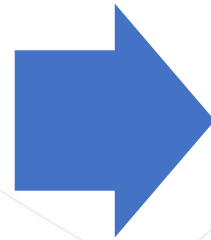
Navigating the Path to Success Through Documentation



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What is the difference?

Long-term visa
*for the purpose of
studying*



**Long-term
residence permit**
*for the purpose of
studying*

*Issued for multiple entries for a **maximum one year**.*

*Issued for stays **longer than one year**.*

*Issuance of a **singe entry visa**.*



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Always contact
Welcome Office for
registration at the
Ministry of Interior
department.





MINISTRY OF INTERIOR

Department for Asylum and Migration Policy

Handles visa/residence permits applications.

***Tř. Svobody 671/8, Olomouc**
(U Výstaviště 3183/18, 750 02 Přerov)*



FOREIGN POLICE

Handles **arrival registrations** to the Czech Republic.

Keeps track of your stay.

Smetanova 14, Olomouc



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UPON ARRIVAL

What to do?

If you don't live at the dormitory – register at the **Foreign Police** within **3 days** after your arrival.

If you have **D-VR visa** please contact **WELCOME OFFICE** via e-mail **immediately**.

Welcome Office is the main contact point for **MOI**.





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Foreign Police

Address	Smetanova 14, 779 00 Olomouc
Office Hours	Monday and Wednesday: 8 AM to 5 PM
Telephone	+420 974 761 829
E-mail	<u>krpm.ocp.sekretariat@pcr.cz</u>



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UPON ARRIVAL **D/VR** VISA HOLDERS

What to do?

Here's how to report the arrival to the Welcome Office:

- Send an email to welcome@upol.cz.
- Use "**First entry in CZE**" as the subject of the e-mail.
- Make sure to include your **given** and **family names**, **date of birth**, **nationality**, **faculty**, and **the date of your arrival** in the Czech Republic.
- WO arrange your appointment for biometric scanning, and then **you can complete** your long-term residence permit **procedure**.



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Extension of Residency

No earlier than 90 days before the expiry date.

Extension long-term visa x long-term residence permit (*in person X mail*)

WO can help you **double-check** and complete your documents.

WO will **arrange an appointment** with MOI for submitting the application.

Once your **application is approved**, please **wait for the biometric scanning**. MOI regularly sends us appointment notifications, and **we will inform you accordingly**.



Compulsory documents for the Extension/Transfer*

Application
Form

Travel
Document

Enrolment in
Education
(confirmation)

Proof of
Accommodation

1 photograph

Comprehensive
Medical
Insurance

Proof of Funds

Fee Payment

***Transfer** from long-term visa to long-term residence permit – **ALWAYS in person!**



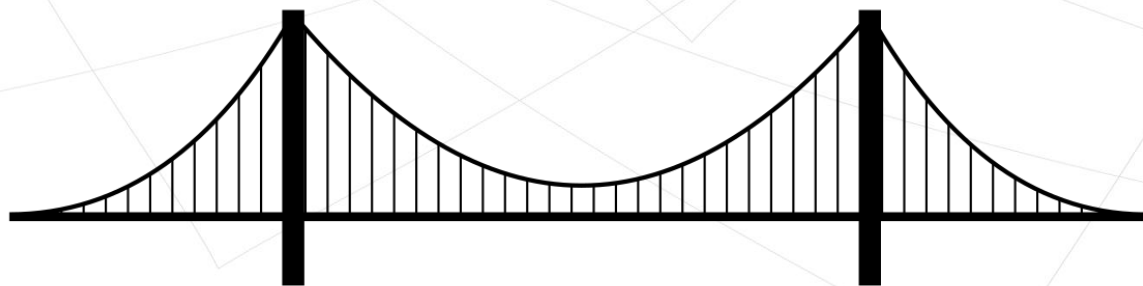
Bridging Label (Visa)

WHAT IS A BRIDGING LABEL?

- It's a visa sticker in your passport just like a real visa. It can be used for traveling inside the Schengen area.

WHEN CAN YOU GET IT?

- The bridging Visa works exactly like a bridge, meaning that it allows your stay inside the Czech Republic in the time between the end term of a legal stay and the beginning of another one.



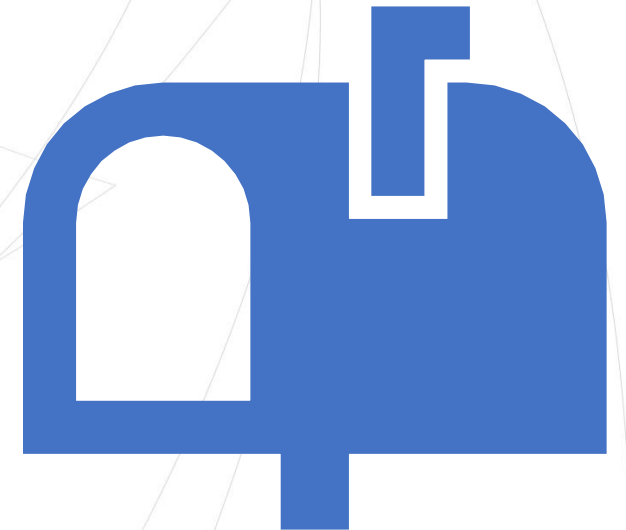


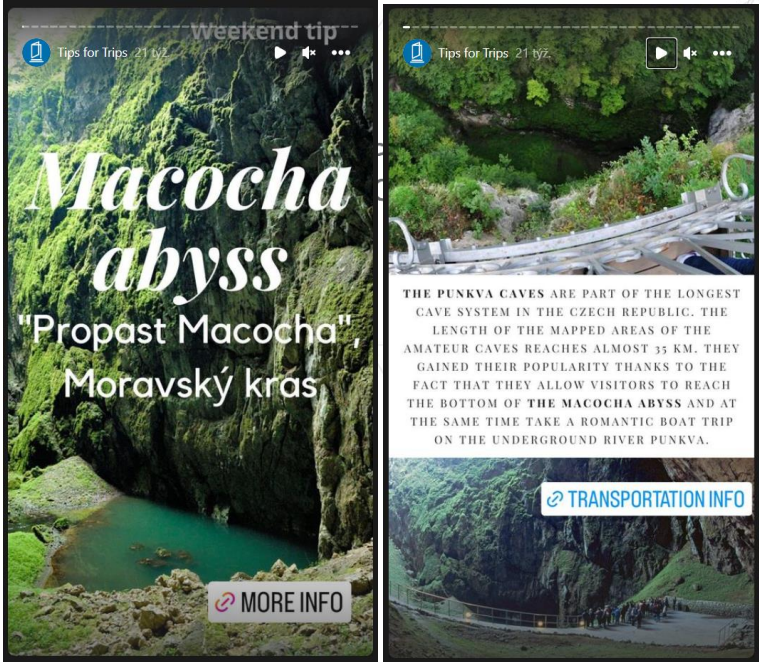
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Application procedure take time

Check your mailbox!

- MOI communicates via **mail** (letters), in **Czech** language.
- If you don't understand, don't hesitate to ask (Welcome Office).
- **Do not ignore** such mails!





Tips for Trips

Important information

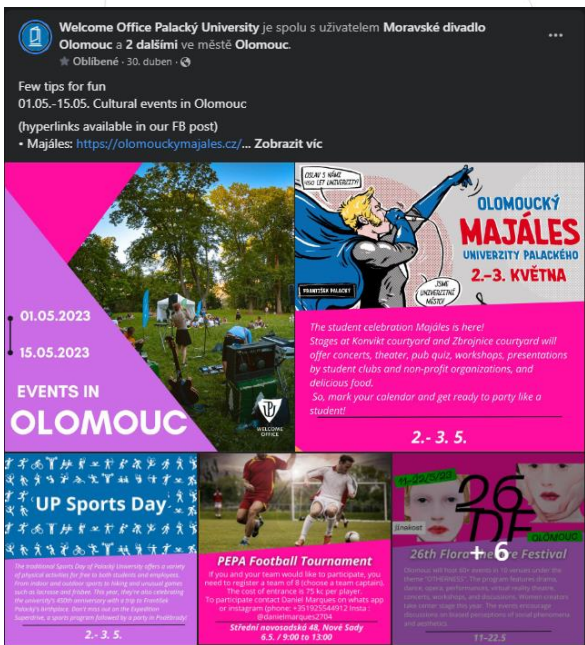


Instagram
up_welcome_office

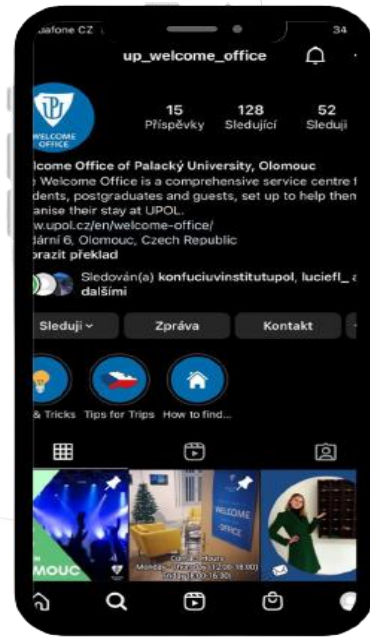
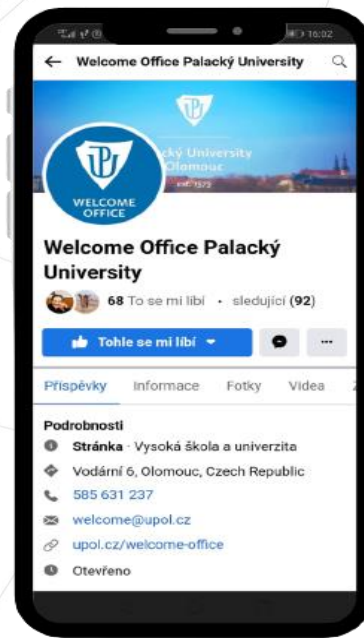
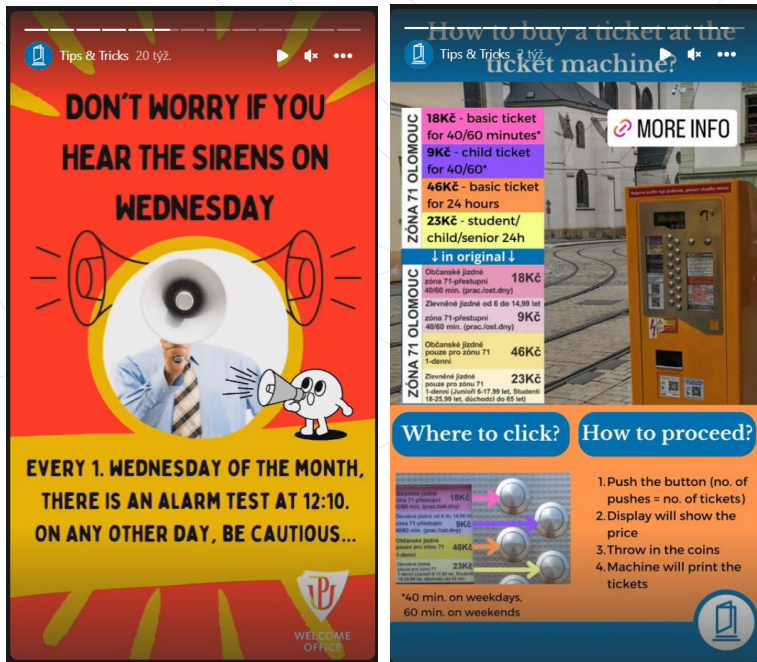


Facebook
Welcome Office Palacký University

Fun Events in Olomouc



Tips and Tricks on Olomouc life





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Olomouc

We are here for you!

Vodární 601/6
welcome@upol.cz
+420 585 631 245

Thank you for Your Attention.
Your Welcome Office Team

