



Coming to Olomouc manual

by the Welcome Office

Before arrival

- 1) Make sure your application (for your [visa](#) and your studies) is submitted on time and all the documents are in order (and that you have the right documents).
- 2) [Check the academic year schedule.](#)
- 3) [Learn about your visa obligations.](#)
- 4) Check your study obligations (courses, credits, deadlines etc.) specific for your study program and learn how to work in [STAG](#) and [UP Portal](#).
- 5) [Plan your accommodation \(dormitories, other housing\).](#)
- 6) [Learn about a compulsory insurance.](#)
- 7) [Attend Orientation Week.](#)
- 8) [Get your buddy.](#)
- 9) [Look up how the Student Cards work.](#)
- 10) Check the [weather](#) and [climate](#).
- 11) [Plan your travel to Olomouc.](#)

After arrival

- 1) [Come to say hello to the Welcome Office!](#) (Follow us on [Instagram](#) and [Facebook](#)).
- 2) Get in touch with your UP coordinator and arrange a meeting if necessary.
- 3) [Register at the Foreign Police office.](#)
- 4) [Create a Czech bank account \(if instructed by your UP coordinator\).](#)
- 5) [Get your Student Card.](#)
- 6) [Check the Czech mobile service provider for the best tariffs.](#)
- 7) [Learn how the health services work and who to contact in case of need.](#)
 - [EU+ countries – Register your EHIC.](#)
- 8) [Payment of the Municipal Waste Fee to the City of Olomouc.](#)
- 9) [Learn about the public transport in Olomouc.](#)

Pay attention to

Don't crawl through the hole in the column in Lower Square (Dolní Náměstí). It doesn't result in passing exams, just in fines.

If you don't have a long-term ticket, you have to buy a public transport ticket and use it. If you don't have a (stamped) ticket and a ticket inspector catches you, don't argue, don't run away, don't use physical violence.

Behave yourself in the dorms and you won't be forced to move out. Alas, trash belongs to trash cans and parties belong to the clubs.

Do not steal shopping trolleys from supermarkets and do not leave them in front of the dormitories or in other places where they could block traffic. In short, leave them in the shop.

When you email someone at the university, please make sure your questions are clear, polite, and you sign your name. Use a subject line that explains what your question is about. However, writing "Urgent urgent" in the subject line won't make us respond faster.

Emergency numbers

Police - 158	Firefighters - 150
Ambulance - 155	Emergency line - 112

Useful websites

- [Transportation in Olomouc](#)
- [Transportation inter-cities](#)
- [University events calendar](#)
- [Freeshop UP](#)
- [Tips for free time](#)
- [ESN UP Olomouc activities](#)
- [Looking for a job?](#)
- [University clubs and institutions](#)