



## 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) Check your courses and credit obligations specifically for your study programme and learn how to work with [STAG](#) and [UP Portal](#)
- 4) [Learn about your visa obligations](#)
- 5) [Learn about the insurance \(you have to have one\)](#)
- 6) [Orientation Week](#) and Guided Tour
- 7) [Get your buddy](#)
- 8) Check the [weather](#) and [climate](#)
- 9) [Look up how the Student Cards work](#)
- 10) [Plan your accommodation](#) (for the dormitories, sign in the application)
- 11) [Plan your travel to Olomouc](#)

### ***After arrival***

- 1) [Come to say hello to the Welcome Office!](#) (Follow us on [Instagram](#) and [Facebook](#))
- 2) [Register at the Foreign Police office](#)
- 3) Contact your coordinators (see who does what)
- 4) [Get your Student Card](#)
- 5) [How the health services work and who to contact in case of need](#)
- 6) [Payment of the Municipal Waste Fee to the City of Olomouc](#)
- 7) [Learn about the public transport in Olomouc](#)
- 8) [Create a Czech bank account](#)
- 9) [Check the Czech mobile phone services for the best tariffs](#)

### ***Pay attention to***

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

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.

If you are emailing a University employee, ask questions clearly and politely and, most importantly, sign your name. It should be clear from the subject line what the question is about. If you put "Urgent urgent" in the subject line, we will definitely not deal with the email promptly.

### ***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](#)